

WANDO HIGH SCHOOL

2024 - 2025



Chas Coker

Principal

STUDENT AND PARENT HANDBOOK

WELCOME



Wando High School
1000 Warrior Way
Mount Pleasant, South Carolina 29466
843-881-8200
843-849-2890 (fax)

August 2024

Dear Students and Parents,

On behalf of the faculty and staff at Wando High School, welcome to the 2024-2025 school year! Our state of the art facility offers more than 200 course selections and numerous opportunities for extra-curricular, scholastic, and athletic involvement.

As one of the best high schools in the nation, our goal is to continue our rich tradition of excellence and to raise the academic bar so that all students can reach new levels of success within a nurturing environment. We provide an atmosphere of high expectations for all students along with opportunities for students to enjoy their high school years. We encourage families and community members to partner with us to guide students into college and career readiness.

This student and parent handbook has been developed as an overview to familiarize you with school and district guidelines. It is not intended to be all-inclusive. Regulations and policy changes may be made during the school year. If you have questions, please contact the school.

Exams are scheduled within the Academic Calendar voted on and approved by the Charleston County School District Board of Trustees. The calendar is always created and approved prior to the end of the previous school year. Exams are scheduled at the end of each semester. Please do not schedule events away from school during exam weeks. Due to test security, exams may not be given early or made up at a later date.

The administration, faculty, and staff are here to help and support you. Please take advantage of all the opportunities Wando offers. Always exhibit Warrior pride in all that you do and *Walk the Warrior Way!*

Sincerely,

A handwritten signature in black ink, appearing to read "Chas Coker".

Chas Coker
Principal

STUDENTS ARE
THE HEART

OF OUR WORK!

ADMINISTRATION

Administration

Chas Coker
Principal

Associate Principals

Pamela Jubar

Gretchen Looney
(Grades 9 - 12: Exceptional Education)
(Grades 10 - 12: M and N)

Assistant Principals

Hannah Brisini
(Grades 10 - 12: Q - S)

Erin Lowry
(Grades 10 - 12: F - I)

Micah Brown
(Grade 9: T - Z)
(Grades 10 - 12: A - B)

Kenya Mabry
Grades 10 - 12: C - E)

MacCrea Finch
(Grade 9: K - S)

BJ Outlaw
(Grades 10 - 12: T - Z)

Audrey Gilden
(Grades 10 - 12: J - L and O - P)

Kristy Williams
(Grade 9: A - J)

Guidance Department

Guidance Director
Laura Carroll

School Counselors

Erik Bell
(Grades 9 - 12: Gon - Ji)

Molly Johnson
(Grades 9 - 12: Jo - Mam)

Allison Cole
(Grades 9 - 12: Th - Z)

Jessica Rodgers
(Grades 9 - 12: A - Bus)

Melissa Estes
(Dev - E)

Courtney Walters
(Grades 9 - 12: O - Ro)

Nicolette Gibbons
(Grades 9 - 12: But - Deu)

Deborah Ware
(Grades 9 - 12: Ru - Te)

Ronnie Jacobs
(Grades 9 - 12: F - Gom)

Sophia Youmans
(Grades 9 - 12: Man - N)

Athletics and Safety

Athletic Director
Mark Buchman

Campus Safety Manager
Kirill Misyuchenko

INTRODUCTION

Mission Statement

The mission of Wando High School, in partnership with parents and community, is to educate all students by providing a challenging program of study, to encourage lifelong academic and applied learning, and to graduate students prepared to meet the challenge of a rapidly changing and diverse global society.

Belief Statements

- Student learning is the priority of our school.
- Students have the right to an equal opportunity to learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Curriculum and instructional practices incorporate a variety of learning activities to accommodate advances in technology and differences in learning styles and abilities.
- Students live and learn best in a positive, safe, and nurturing environment.
- Students have responsibility to themselves, the school, and society.
- Student participation in co-curricular activities is valued and encouraged.
- Diversity increases students' understanding of themselves and others and enriches the community.
- Students, parents, teachers, staff, administrators, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous school improvement is imperative to enable students to become confident, self-directed, lifelong learners.

Alma Mater

Southern sun and sky blue waters
Smile upon you, Alma Mater.
Here we stand, your daughters and sons
Join together now as one.
Knowledge, pride, and honor, too -
All these things we draw from you.
Wando High School, stand forever,
One with us in heart and mind.

All Things Wando

1000 Warrior Way
Mount Pleasant, South Carolina 29466
Main Office: 843-881-8200 843-849-2890 (fax)
Attendance Office: 843-881-8280 843-881-8222 (fax)
Guidance Office: 843 881-8275 843-881-8233 (fax)

School Mascot: The Warrior

School Colors: Cardinal Red and Black

School Newspaper: *Tribal Tribune*

School Yearbook: *Legend*

INTRODUCTION

Be the Warrior

All members of the Wando High School faculty, staff, and student body are expected to adhere to the action principle described below:

The warrior is tough in loyalty, intensity, determination, bearing, initiative, endurance, courage and strength of will. The warrior is soft in calmness, self-confidence and compassion. The warrior is frequently called upon to step forward when most gladly step back. Warriors exist on the battlefield and in daily life.

People may react to you rudely, selfishly and with malice. Be courteous anyway.

Those you help may whine and offer no thanks. Help them anyway.

Your honest words may be challenged and ridiculed. Speak anyway.

Success may involve many mistakes and disappointments. Succeed anyway.

Your donations may seem too small to matter. Give anyway.

A warrior is a master, ever prepared to improve and to be of service to others.



Printed with permission from The American Success Institute.

FitzPatrick, B. (2004). *The Action Principles: Create a Life of Purpose, Passion, Prosperity and Peace*. Natick, MA: The American Success Institute ©American Success Institute: www.Success.org

Golden Warrior Recognition Program

In keeping with Wando High School's Character Education Program, the Golden Warrior Award is presented each month to students who are nominated by faculty and staff for *Walking the Warrior Way*. Recognition is based on the following attributes:

W	-	Displaying W arrior Pride
A	-	A chieving Excellence
R	-	Demonstrating R espect
R	-	Acting R esponsibly
I	-	Using " I nside Voices"
O	-	O ffering Service
R	-	R eady to Learn

Students who receive the Golden Warrior Award are recognized with a Golden Warrior decal, a certificate, and School Store tokens.

CALENDAR

CCSD 2024-2025 Academic Calendar

Charleston excellence is our standard
County SCHOOL DISTRICT

August 6	Tuesday	School-Based Professional Development
August 7	Wednesday	Elementary District PD/Middle and High - School PD
August 8	Thursday	Middle and High District PD/Elementary - School PD
August 9	Friday	Teacher Workday
August 12	Monday	Teacher Workday
August 13	Tuesday	First Day of School for Students
August 14	Wednesday	First Day of School for Early Head Start
August 19 - 20	Monday – Tuesday	Staggered Entry for Head Start & Child Development (CD)
August 21	Wednesday	First Day of School for Head Start & Child Development
September 2	Monday	Holiday – Labor Day (Schools and Offices Closed)
September 9	Monday	Progress Reports Distributed This Week
September 20	Friday	Family Data Conferences (No School for Students)
October 4	Friday	Early Release Day for Teacher Planning
October 11	Friday	End of First Quarter
October 14	Monday	Start of Second Quarter
October 18	Friday	Half Day for Students for Teacher Planning
October 21	Monday	Report Cards Distributed This Week
November 5	Tuesday	Election Day (Schools Closed)
November 11	Monday	Progress Reports Distributed This Week
November 25	Monday	Fall Break (Schools Closed) No School for Students unless used as weather make-up day
November 26 - 27	Tuesday – Wednesday	Fall Break (School Closed, Offices Open)
November 28 - 29	Thursday – Friday	Fall Break (Schools and Offices Closed)
December 20	Friday	End of Second Quarter/First Semester
December 23 - 31	Monday – Tuesday	Winter Break (Schools and Offices Closed)
January 1-2	Wednesday – Thursday	Winter Break (Schools and Offices Closed)
January 3	Friday	Teacher Workday (No School for Students)
January 6	Monday	School Resumes for Students
January 6	Monday	Start of Third Quarter/Second Semester
January 7	Tuesday	Report Cards Distributed This Week
January 20	Monday	Holiday – Martin Luther King, Jr. Day (Schools and Offices Closed)
February 10	Monday	Progress Reports Distributed This Week
February 14	Friday	Half Day for Students for Teacher Planning
February 17	Monday	Presidents' Day (Schools Closed, Offices Open)
March 12	Wednesday	End of Third Quarter March 13 Thursday Start of Fourth Quarter
March 13	Thursday	Early Release Day for Teacher Planning
March 14	Friday	Teacher Workday (No School for Students)
March 17	Monday	Report Cards Distributed This Week
April 11	Friday	Early Release Day for Teacher Planning
April 14 - 18	Monday – Friday	Spring Break (Schools Closed)
April 21	Monday	Teacher Workday (No School for Students)
	Weather	Make-up Day (No school for students unless used as make-up day)
April 28	Monday	Progress Reports Distributed This Week
May 26	Monday	Holiday – Memorial Day (Schools Closed)
May 28	Wednesday	Early Release Day
May 29	Thursday	Half Day and Last Day for Students (includes Early Head Start, Head Start, CD)
May 30	Friday	Teacher Workday Weather Make-up Day (No school for students unless used as make-up day)
June 2	Monday	Report Cards Distributed This Week

ACADEMIC CALENDAR NOTES:

1. Weather Make-up Days: November 25, April 21, May 30
2. Employees, refer to and follow your attendance calendar for actual workdays and non-workdays.
3. Charleston County School District is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions (for example, water line breaks or power outages). They are not planned days on the Calendar.

DIGITAL CITIZENSHIP

Digital Citizenship

Use of Wando High School's computer network shall be in support of education and research that is consistent with the mission of the school and Charleston County School District. Network use is limited to those students who have a specific educational objective to research. When conducting research on the Internet or on the school's network, students must understand that access to the Internet is a privilege, not a right. Students:

1. will use the Internet for legitimate instructional or educational purposes.
2. will send emails only at the direction of an administrator, a teacher, or media specialist.
3. will not register his or her name, address, or telephone number or that information of anyone else in any location on the Internet.
4. will not attempt to download or save files on the computer hard drive or to another device without teacher permission.
5. will not search for, download, or print any material that violates Charleston County School District or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities.
6. will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e., instant messaging or messaging within or without the LAN) or chat rooms unless the student has the permission of an administrator, teacher, or media specialist.
7. will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses.)
8. will not engage in "hacking" the system.
9. will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to Charleston County School District/ Wando High School equipment without prior permission from the administration.
10. will not violate copyright laws.
11. will report any security problem to the system administrator.
12. understand that any user identified as a security risk or determined to be using CCSD and/or Wando computer technology inappropriately or illegally may be denied access to Wando computers, the CCSD computer network, and the Internet.
13. will not trespass in another person's folders, work or files.
14. will not use the school's Internet accounts for financial gain.
15. will be responsible for any unauthorized costs incurred by use of the Internet.
16. will always follow the instructions of staff members.
17. will not perform any other action that may be deemed inappropriate by Charleston County School District or Wando High School.

Wando High School and Charleston County School District reserve the right to deny access to any user if it is determined that the user is engaged in unauthorized or inappropriate activity or is violating the school or district code of conduct. These guidelines comply with Charleston County School District's Technology Acceptable Use Policy.

Disclaimer: Charleston County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Charleston County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. Charleston County School District specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

GENERAL INFORMATION

Announcements

Announcements are presented via the Wando website, the Public Address System, Wednesday Announcements that are emailed to students, and via the televisions mounted throughout the hallways of the school. Announcements include, but are not limited to, information related to scholarships, club meetings, athletic events, and other pertinent information beneficial to students.

Athletics

Sports schedules and athletic event schedules are available online at: wandoathletics.com.

Tickets to Athletic Events - Tickets for individual games are sold via GoFan.com. Season athletic passes are available for purchase online at the time fees are paid. Season passes provide admission to all regular season home athletic events. Please note: ticket sales are subject to change at any time based on adjustments to attendance due to the pandemic.

Bell Schedule

The regular day bell schedule is as follows:

Regular Bell Schedule

8:30 - 10:00 **1st Block**

First Period **8:30 - 9:13**

Skinny Class Exchange 9:13 - 9:17

Second Period **9:17 - 10:00**

10:00 - 10:06 **Class Exchange**

10:06 - 11:36 **2nd Block**

Third Period **10:06- 10:49**

Skinny Class Exchange 10:49 – 10:53

Fourth Period **10:53 - 11:36**

11:36 - 11:42 **Class Exchange**

11:42 - 1:59 **3rd Block (outside the Ninth Grade Academy)**

Fifth Period **11:42 - 12:28**

Sixth Period **1:12 - 1:59**

First Lunch **11:42 - 12:26**

Second Lunch **12:28 - 1:12**

Third Lunch **1:15 - 1:59**

1:59 - 2:05 **Class Exchange**

2:05 - 3:35 **4th Block**

Seventh Period **2:05 - 2:48**

Skinny Class Exchange 2:48 - 2:52

Eighth Period **2:52 - 3:35**

Ninth Grade Academy Only:

11:42 - 12:26 **First Lunch Skinny Exchange**

Fifth Period **12:26 - 1:10**

Skinny Class Exchange 1:10 - 1:14

Sixth Period **1:14 - 1:59**

GENERAL INFORMATION

Building Hours

The building is open for students from 8:00 a.m. until 5:00 p.m., Monday through Friday. Students are not permitted in the building at other times unless accompanied by an administrator, a teacher, a staff member, or a coach. For safety and security reasons, students are not to loiter in the building or on campus after their daily programs are finished. **All students not under the direct supervision of a staff member, must exit the building by 4:00 p.m.** Students may wait outside the front of the building for a ride. **Students in the building unsupervised after 4:00 p.m. are subject to disciplinary action.**

Cafeteria

The cafeteria serves breakfast and lunch. Breakfast is available from 8:00 am. until 8:20 a.m. Students are to:

- remain in an orderly line.
- use an acceptable voice level.
- use acceptable language at all times.
- display proper table manners.
- sit only on benches and chairs; not on table tops.
- be responsible for keeping the table and surrounding area clean.

Change of Address

Please notify the Guidance Office of any change of address or telephone number.

Elevator Use

Elevators are not for student use unless the student has written administrative approval. If a student has a documented medical need to utilize the elevator, he or she should see an administrator to obtain an elevator pass.

Fire Drill and Other Evacuation Plans

Each teacher will review fire drills and other evacuation plans with his or her classes. Students must be quiet during emergency situations or drills and listen for instructions from administrators and/or staff. Students must stay with their assigned group during drills.

Immunizations

All students are required to have met all state and local immunization requirements in order to attend Wando High School. Any questions regarding immunizations should be directed to the Clinic (843-881-8250).

GENERAL INFORMATION

Lockers

The use of a locker is a privilege. If a student desires to have a locker, he or she should make the request to his or her Advisement teacher during the first ten days of school. Students who have requested and been assigned lockers will be held responsible for all contents of their locker. Students may not decorate lockers using any adhesive material or labeling devices. Any damage to lockers will be considered vandalism and will be subject to disciplinary action. Writing on the lockers, scratching or denting lockers, etc., is considered vandalism. Lockers are subject to search at any time. Any items left in lockers after the locker use deadline will be donated to a charitable organization.

Lost and Found

Students who find lost articles are asked to take them to them to the Attendance Office on Main Street, F-120, in order for owners to claim lost items. All items remaining in the Lost and Found will be donated at the end of each month. Jewelry, electronics, money, and any other valuables should be turned in to the Front Office.

Media Center

The Media Center offers students a rich collection of information that can be located traditionally and electronically. The Media Center is open from 8:00 a.m. until 3:45 p.m., Monday through Friday.

Medication

ANY and **ALL** prescription and non-prescription medications require a Charleston County School District Medication Permission Request Form (or written orders from a doctor or other legal prescriber) properly completed and signed by the parent or legal guardian and the physician or other legal prescriber. These forms are available from the School Clinic, physicians, and can be found on the Charleston County School District website.

No student shall carry medicine in school except for students given permission to do so by the Individualized Healthcare Plan (IHP) to guard against a life-threatening condition. All prescription and over-the-counter medications must be registered by the parent or guardian with the school nurse. **Medication may not transported to or from school by students.** All medications must be given to the school nurse in the original prescription container with label and instructions. Students who must carry medicine due to life-threatening conditions, as verified in writing by a physician, must have the prior written permission of the school nurse and principal with them at all times. Medications prescribed for a short term (two weeks or less) may be administered to those who present the medication in a pharmacy labeled container with required information including a current date, plus written permission from the parent or legal guardian (i.e., antibiotics, pain relievers for braces, injuries, etc.)

Personal Property

Wando High School is not responsible for books, personal belongings or property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in common areas, classrooms, lockers, and vehicles.

GENERAL INFORMATION

Posting or Distribution of Material

All public announcements, such as signs and brochures, must be approved by an administrator or designee before being displayed or distributed on campus. Items must be removed promptly after the event. No adhesive material may be used to post materials on interior or exterior walls or furnishings. Any infraction will result in disciplinary action.

Release of Student Information

The Charleston County School District Board of Trustees and the Wando High School administration take the privacy of student records very seriously. Wando High School occasionally receives requests for information about its students. Additionally, the school might wish to use a student's name in a news release or for some other purpose. Generally, schools must have written permission from the parent or guardian or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose, without consent, "directory" information. Charleston County School District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

Unless the parent or guardian of a student notifies Wando High School in writing that such information may not be released, "directory information" will be released without further notice. Requests not to release such information must be delivered in writing annually to the Front Office of Wando High School.

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U. S. Congress provides that schools will make available students' names and addresses to authorized representatives of the U. S. Armed Forces.

School Counseling

The School Counseling Department's goal is to serve students by providing educational, career, social, and personal counseling. This department also advises student and/or parents and guardians regarding academic issues. The School Counseling Office is located on Main Street near the Rotunda. Students must check in with the receptionist to schedule an appointment with their counselor. In the event of an emergency, students should let the receptionist know immediately upon arrival and no appointment is necessary. All students are encouraged to visit the School Counseling Office to talk to their counselor, research colleges, explore careers, and obtain general information.

Student Clubs, Organizations, and Sports

Wando High School recognizes the benefits of student involvement in extracurricular activities. Wando offers a wide range of student clubs, organizations, and sports. A comprehensive list of opportunities is available on the Wando High School website.

GENERAL INFORMATION

Student Messages, Gifts, and Food Deliveries

Wando High School is unable to deliver messages to students, except in cases of emergency. **Gifts, flowers, and food deliveries will not be delivered to students.** Uber, Lyft, or other delivery companies will not be allowed to drop off food for individuals. Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, etc. throughout the building. We will not stop classroom instruction for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom instruction will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message. Please make arrangements for rides to and from school, car and house key delivery and pickup before students arrive at school.

Use of School Telephones

Office and classroom telephones are for business use only. Students will not be dismissed from class to use the telephone. Students may not use telephones to arrange early dismissal. Early dismissals are handled through verifiable notes from parents delivered to the Attendance Office upon arrival at school. Any student who calls 911 for non-emergencies may be suspended, recommended for expulsion, and/or reported to the appropriate law enforcement agency.

Textbooks

Textbooks are owned by the State Department of Education. Each student is responsible for all textbooks issued to him or her. Students should check all textbooks issued to them for any previous damage. If damage is found, the student should notify his or her teacher immediately. Textbooks are loaned to students and they are responsible for keeping textbooks clean and in good condition.

Students are responsible for any lost, stolen, or damaged textbooks. If a textbook is lost, students should notify the teacher immediately. It is the student's responsibility to pay the replacement cost for any lost, stolen, or damaged textbooks that were issued to him or her. Students found tampering with, destroying, or removing textbook barcodes will be subject to disciplinary action and/or charged the replacement cost of the textbook.

Students should keep their payment receipt for any textbooks that are replaced. A refund will be issued with this receipt if the original book is found in usable condition.

Visitors

Visitors must enter the campus through the Main Entrance and state their business at the Visitor Center, where they will be directed to the proper location. Once inside the campus, visitors must go directly to the Vestibule to present a government-issued picture ID in order to obtain a visitor's badge. Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior administrative approval.

ACADEMICS

Availability of Classes

Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Wando High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low enrollment or lack of teachers, the student's alternate choice will be used.

College Credits While In High School

Students may obtain college credits while at Wando High School if they elect to schedule the following types of courses:

Advanced Placement (AP) courses are offered for academically gifted students who are ready to engage in work beyond the high school level. The advanced curriculum of these courses requires mastery of higher level thinking skills. Students enrolling in AP classes must meet the prerequisites as defined for each course and must participate in the AP examinations administered in May. Although individual college requirements vary, most colleges award credit to students who earn at least a score of "3" on these examinations.

Dual credit courses are college courses taken through Trident Technical College (TTC) or other accredited colleges that can also count for high school credit. Some dual credit courses are offered on the Wando campus. A three-hour semester college course shall transfer as one Carnegie unit on the student's high school transcript. Students must meet admission requirements, have prior permission from the principal to enroll, and pay all college fees. Permission forms to enroll in dual credit courses are available in the School Counseling Office.

Credit Recovery

Students may take credit recovery courses in the core content areas (English, mathematics, science, and social studies) if they have attempted all requirement for a full unit. Only students who have met the seat time requirement and failed the course with a grade of 50-59 are eligible for credit recovery.

A final grade of "P" will appear on the transcript and the credit will be awarded upon successful completion of the Credit Recovery course. The initial course and failing grade will remain on the transcript.

If participating in a sport, it is the responsibility of the student to work with the school's Athletic Director to determine athletic eligibility as determined by the S. C. High School League.

Credit recovery is available for all students in grades 9 - 12. Top priority will be given to students in grades 11 and 12 needing credit recovery in order to graduate on time.

ACADEMICS

Early Completion

The purpose of the 4 x 4 schedule is to provide students more opportunities to take a broader array of courses as well as to have room to “specialize” in a career interest area. Course requirements are outlined for each grade level. Early completion is highly discouraged. However, students with extenuating circumstances may petition the principal in writing to complete their studies at Wando at the end of the first term of their senior year. Exams will not be given early to accommodate early completers. The principal will review requests on an individual basis and make a decision. Students who are granted early completion status must formally withdraw from Wando High School at the end of the first term and are not eligible to participate in any extracurricular activities thereafter. The only exceptions regarding participation in extracurricular activities are attendance at the Prom, the Senior Picnic, mandatory graduation practice, and the graduation ceremony. Graduation exercises are held at the end of the school year only. Students are encouraged to take advantage of dual credit and other courses that will better prepare them for further studies and careers.

Eligibility

The South Carolina High School League has implemented academic standards for any student who wishes to participate in interscholastic activities and competition. To participate in interscholastic athletics, students in grades 9-12 must achieve an overall passing average and either:

1. Pass at least four academic courses, including each unit the student takes that is required for graduation.

The required courses are as followed:

- English/Language Arts - 4 units
- U. S. History and Constitution - 1 unit
- Economics - (1/2 unit)
- Government - (1/2 unit)
- Other Social Studies - 1 unit
- Mathematics - 4 units
- Science - 3 units
- Physical Education or ROTC - 1 unit
- Computer Science (including Keyboarding) - 1 unit
- Foreign Language/CATE - 1 unit

OR

2. Pass a total of five academic courses.

Students must satisfy these conditions in the semester preceding participation in the interscholastic activity, if the interscholastic activity occurs completely within one semester or in the semester preceding the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.

ACADEMICS

EEO/Title IX/Section 504 Statement

It is the policy of the Charleston County School District not to discriminate on the basis of race as required by Title VI of the Civil Rights Act of 1964, on the basis of sex as required by Title IX of the 1972 Education Amendments, or on the basis of handicap as required by Section 504 of the Rehabilitation Act of 1973; Individual with Disabilities Education Act, PL 10-476; and other Civil Rights Laws.

Exams and Exemptions

All teachers are to administer a final examination at the conclusion of the course. Courses that require a state-mandated End of Course (EOC) Examination must count the EOC Examination as the final exam. Final exams must be given at the day and time assigned by the Wando Administration unless otherwise approved by the principal.

Per Charleston County School District Policy ICAA, Tests and Examinations, the superintendent may exempt from final examinations only seniors enrolled in courses earning a full Carnegie unit both first and second semester for high school diploma credit who have an average of 90 or above for the second semester, effective August 19, 2016. All underclassmen will take final examinations. The superintendent may not exempt students from final advanced placement examinations, state end-of-course examinations, one-semester one-half Carnegie unit course examinations. Additional information may be found in the administrative regulations for this policy.

Exceptional Education

IDEA (Individuals with Disabilities Act) is a federal law that requires schools to serve the educational needs of eligible students with disabilities. The primary purposes of IDEA are:

- To provide a free appropriate public education (FAPE) to children with disabilities.
- To give parents and guardians a voice in their child's education.

IDEA covers students in the Least Restrictive Environment (LRE) through high school graduation or age 21 (whichever comes first).

The LRE refers to the extent exceptional education services are provided to a student in a school setting with the student's non-disabled peers and as close to the student's home as possible. The continuum of services identifies different service delivery models to provide specially designed instruction to a student with a disability. Wando High School offers a full continuum of services for all students who qualify for an Individualized Education Plan (IEP).

For any question regarding exceptional education services, please contact the school's exceptional education lead teacher.

ACADEMICS

Grade Classification

To earn a high school diploma, students must pass their classes and meet the state requirements regarding attendance. Students are promoted from grade to grade based on meeting the minimum requirements for credits earned each year.

Promotion to	Requirements
Grade 9	Meet all requirements of the Eighth Grade
Grade 10	Completed six units to include: One unit in English 1 One unit in Mathematics
Grade 11	Completed 12 units to include: One unit in English 1 One unit in English 2 Two units in mathematics One unit in science
Grade 12	Completed 18 units to include: One unit in English 1 One unit in English 2 One unit in English 3 Three units in mathematics Two units in science

In addition, the student must be enrolled in all other units, required and elective, needed to complete graduation requirements. If a student has sixteen units and is enrolled in course work which would allow him or her to complete the 24 units needed for a South Carolina High School Diploma within the school year, the student will be designated as a senior. However, designation as a senior is not a guarantee that graduation requirements will be successfully met.

ACADEMICS

Grading Policy

All grades will be interpreted for all purposes using the South Carolina Uniform Grading Scale. Numerical grades will appear on report cards.

Letter Grade Equivalent	S. C. Uniform Grading Scale
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or below
WF	50
FA	50

With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty. The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of the school. Students who withdraw from a course with administrative approval will be given a WP for the course. Students who withdraw from a course after the specified time of three days for a 45-day course, five days in a 90-day course, or ten days in a 180-day course without administrative approval, shall be assigned a WF/50. The WF/50 will be calculated in the student's overall grade point average. Withdrawal limitations for distance learning, dual credit, and virtual courses will be established by local districts in conjunction with partner institutions of higher education and Virtual SC enrollment and withdrawal deadlines.

Any student may retake a course at the same level of difficulty if the student has earned a D, P, NP, WP, FA, WF, or an F in that course. If the same level course is not accessible, the course may be retaken at a different level of rigor. Districts may extend the policy to allow students making any grade to retake any course per local board decision. A student who has taken a course for a unit of high school credit prior to the ninth grade year may retake the course at the same difficulty level regardless of the grade he or she has earned. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. All course attempts from middle and high school will show on the transcript. Only one course attempt and the highest grade earned for the course will be calculated in the GPA. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school or before the next sequential course (whichever comes first). A student in grades nine through twelve must retake a course by the end of the next school year or before the next sequential course (whichever comes first). For all grade levels, all courses will remain on the transcript. However, only the highest grade will be used in figuring the student's GPA.

ACADEMICS

Graduation Exercises

To participate in graduation exercises, seniors must meet the following requirements:

1. Successfully complete all State of South Carolina diploma requirements.
2. Complete senior survey in Naviance for final college transcripts and scholarships.
3. Clear any fines or fees due including graduation fees.
4. Complete senior sign-out sheet to determine graduation eligibility.
5. **Must attend the entire graduation practice, if held, in order to participate in the graduation ceremony.**
6. Arrive at the graduation ceremony on time and in proper attire.

A candidate for graduation must have completed all State of South Carolina diploma requirements. Those students who fail to complete all requirements will not participate in the graduation ceremony. Wando High School is not responsible for graduation supplies for students who fail to complete all requirements.

Requirements for Earning a South Carolina High School Diploma (Grades 9-12)

Subject Area	Units
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
U. S. History and Constitution	1.0
Economics	.5
U. S. Government	.5
Other Social Studies	1.0
Physical Education OR JROTC	1.0
Computer Science	1.0
Foreign Language OR Career and Technology Education	1.0
Electives	7.0
TOTAL	24.0

ACADEMICS

Late In/Early Out Procedures

Eligibility Criteria to Receive a late-in or early-out:

- Student is on track to graduate on time, attends school regularly, and has a minimum weighted GPA of 2.0.
- Student must meet one of the following College or Career Readiness Indicators:
 - * ACT = 20 or higher
 - * SAT = 1020 or higher
 - * AP Course Exam = Score of 3 or higher on an AP Exam
 - * Six (6) hours of Dual Enrollment Credit (C average or higher)
 - * WIN Test = Level 3 or higher
 - * CTE Completer + Industry Certification
 - * ASVAB Tet for U. S. Military = 31 or higher
 - * Work-based Learning Experience (40 hours, IGP aligned, training agreement, and positive supervisor evaluation)
- Juniors are required to have a minimum of 6 periods each semester.
- Seniors are required to have a minimum of 5 periods in the Fall semester and a Minimum of 4 periods in the Spring semester.

Juniors will be approved for an early-out or late-in based on their academic status as noted in the first bullet above.

For seniors to qualify, they must also demonstrate college or career readiness based on one of the criteria listed in the second bullet above. Most of these criteria may be achieved during the student's junior year.

Students who have late-in privileges must arrive no more than ten minutes prior to their first class unless they have prior administrative approval. Students who have an early-out are required to exit the campus within ten minutes after dismissal of their last class unless they have prior administrative approval to remain. Students who arrive too early or fail to exit the campus in the allotted time will be subject to disciplinary action.

Students with late-in or early-out privileges will be issued a specially colored badge and must adhere to adjusted bell schedules and Advisement bell schedules and should listen for announcements of special schedules. Failure to be in class or Advisement on time, failure to adjust to special schedules or loitering on campus will result in the loss of late-in and early-out privileges and disciplinary action.

Note: All students, regardless of late-ins or early-outs, are required to attend Advisement.

Dual credit courses convene according to the Trident Technical College (TTC) academic schedule and will not meet each day. Students enrolled in dual credit classes must bring written permission from a parent or guardian in order to leave campus during a scheduled TTC class. The notes must be taken to Main Attendance where they will be stored for the duration of the school year.

The first priority in course scheduling is to make certain that all students receive the strongest academic preparation possible. Therefore, freshmen and sophomores are not eligible for late-in or early-out privileges.

Granting of late-ins or early-outs will depend upon a student's academic standing and attendance. **Students who do not have a documented means of transportation for arrival and pickup will not be granted a late-in or early-out.**

ACADEMICS

Parent or Guardian Conferences

Parents or guardians with concerns that require the input and Advisement of faculty and staff may contact the school to request a conference. If the issue involves an academic concern or class, the parent or guardian must contact the teacher(s) first. If at all possible, a phone conference is recommended; however, when several teachers or staff members are involved, the student's teachers, counselor or administrator will set up an appointment to meet at the school.

Schedule Changes

Students are urged to consider their course selections carefully during registration. Course changes may be made based on availability with administrator approval.

Teacher assignments, course offerings, and class sizes are determined from registration information. **Choice of teachers cannot be honored. Dropping a class may adversely affect a student's eligibility for athletics and other interscholastic competitions.** Students may request schedule changes for the following reasons only:

1. When a course needed for graduation is missing.
2. When a course has previously been taken and credit received.
3. When the student lacks a prerequisite for the course.
4. When a student has had the teacher previously and failed the course.

Special Services

The purpose of Section 504 under the Rehabilitation Act of 1973 is to prevent the discrimination against students with disabilities in any public or private school receiving federal assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U. S. Department of Education regulation for Section 504 is the requirement that students with disabilities be provided with a free, appropriate, public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public or private school in the United States receiving federal funds. Section 504 is intended to remove the barriers caused by a student's disability and provides accommodations to students that allow them to have fair and equitable access to learning opportunities and other major life activities.

Student Report Cards

Grades and report cards are distributed at the end of each nine week period. Students receive progress reports at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records. Parents and guardians may access grades at any time throughout the school year via the Parent Portal.

Testing

Testing is a necessary part of effective teaching and counseling. Interest, achievement, and aptitude testing will be done as prescribed by Charleston County School District and the State Department of Education. All students are encouraged to visit the School Counseling Office to talk to their counselor, research colleges, explore careers, and obtain general information.

ACADEMICS

Transcripts

Official transcripts may be requested by going online to the Naviance website (www.naviance.com) and logging into the student's account. Transcripts will be sent free of cost to all eligible colleges and universities.

Withdrawal from School

As soon as a parent or guardian knows that he or she must withdraw a student from Wando High School, the parent or guardian must contact the Guidance Office for information to start the process. A withdrawal form must be completed, all fees that are owed paid, Chromebook and charger returned along with any textbooks and library books. Once the withdrawal form is completed and all obligations are cleared, the withdrawal will be processed.

ATTENDANCE

General Information

School achievement begins with regular attendance. As a result of the Education Improvement Act of 1984, guidelines have been established for student attendance and absences. Attendance is a requirement for promotion and credit. Students must complete the State of South Carolina required amount of seat time in each term course to receive one unit of credit.

Parents and guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes. Failure to attend class constitutes an absence. Students previously enrolled in the District and those residing in this state that are entering for the first time shall be counted absent without excuse (for promotion/credit consideration) for each day missed due to late enrollment. All absences are defined as lawful or unlawful. Students are not permitted to make up work for unlawful absences.

All excuses for absences must be documented in writing and delivered to the Attendance Office within three school days of return from the absence. It is the responsibility of the parent or guardian to submit a note signed by the parent, guardian, or physician confirming the reason for the absence. All student business with the Attendance Office must be conducted outside of class hours. The Attendance Office is open from 8:00 a.m. until 3:50 p.m. daily. Taking class time to submit an excuse or obtain an ID badge does not exempt a student from the attendance and tardy policies.

Note: No student who misses any portion or all of a school day, unless approved by the principal, shall be permitted to participate later that day or that evening in any extracurricular, school-sponsored, authorized or related activity or event.

Absences: Lawful

Per South Carolina state law, lawful absences (excused) shall include but are not limited to:

- absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others
- absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness
- absences due to a recognized religious holiday of the student's faith
- absences due to activities that are approved in advance by the principal and may include the following:
 - ◆ state and national competitions
 - ◆ ceremonies honoring outstanding students
- work approved or sponsored by the school, the school district or the S. C. State Department of Education, accepted by the associate superintendent or school principal or designee as reason for excusing the student
 - ◆ Out-of-school suspension
 - ◆ In-school suspension
 - ◆ Field trips approved by the principal or designee
- Absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders - student will be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval.

ATTENDANCE

Absences: Unlawful

Unlawful absences include but are not limited to:

- absences of a student without the knowledge of his or her parents or guardian.
- absences of a student without acceptable cause with the knowledge of his or her parents or guardian.
- absences due to out of town trips or vacations.

Chronic Absenteeism

As defined by the Office of Civil Rights (OCR), chronically absent students are those absent 10 percent or more school days during the school year. According to OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reasons - including suspension, illness, and death in the family - AND miss 10 percent or more of the school year will be considered chronically absent.

College Visit Absences

Wando seniors and juniors are permitted two college visit days each year with official documentation. Official College Visit Forms are available in the Guidance Office or from the college or university. These forms should be completed, stamped, and signed by college officials. Catalogs, brochures, parking stubs, and parent notes are not sufficient to document an official visit.

Credit Denial

Credit for any course may be denied if a student does not meet attendance requirements. Credit will be denied regardless of whether absences are lawful or unlawful, verified, cut, or truant.

Documentation of Absences

All absences require a written explanation from the parent or guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent or guardian's full name, parent or guardian's signature, date(s) of absence(s), and documentation of the reason for the absence(s). **Text messages are not acceptable documentation for student absences.** All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused with a parent or guardian note unless they are accompanied by official medical or legal documentation.

ATTENDANCE

Early Sign-Outs

When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. Charleston County School District strongly encourages parents and guardians to ensure their student is in school for the full school day every day. **Students will not be released within the final 30 minutes of the school day** unless the principal or her designee determines that it is an emergency, or the student has a medical, dental, or court appearance that cannot be reasonably scheduled at another time.

Parent or guardian requests for a student's early dismissal should be sent to the Attendance Office in a note with the student and should include the student's full name, time and reason for the absence, parent/guardian name, contact phone number, date, and parent/guardian signature. The student should bring the appropriate excuse back upon his or her return to school. In cases where a student must leave school before the end of the day:

1. The student must present a note written by the parent or guardian for early dismissal to the Attendance Office before first period. Notes presented after first period may require verbal confirmation from the parent or guardian or may not be honored.
2. If the student is leaving with someone other than the parent or guardian of record in PowerSchool, that individual's name must be included in the dismissal note from the parent or guardian.
3. Email requests for early dismissal will not be honored.
4. Students who drive to school must sign out in the Attendance Office before leaving school grounds. After checking out with the Attendance Office, the student must present an exit pass to personnel in the Visitor Center. Drivers are responsible for all students in their vehicles.
5. Students who do not drive to school must have a parent or guardian report to the Front Attendance Office to verify he or she is authorized to sign out his or her student.
6. **Except in emergency situations students may not be checked out early after 3:00 p.m.**
7. If a student returns the same day from an early dismissal, the student must sign back into school through the Front Attendance Office immediately upon returning to campus.

Note: Once a student arrives on campus, he or she is present for the day and may not leave the campus unless properly dismissed.

Absences: Homebound

South Carolina's mandates regarding medical homebound instruction appear in the State Board of Education Regulation 43-241. Regulation 43-241 states that students who cannot attend public school because of illness, accident, pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. In such cases, the parent or guardian must request a medical homebound instruction application prior to or immediately following the start of the student's non-attendance. The application for medical homebound instruction may be obtained from the Main Attendance Office.

The Medical Homebound Instruction Form must be completed and certified by a licensed physician. Homebound services will not be approved for periods exceeding 45 instructional days. If it becomes necessary for homebound instruction to extend beyond the initial 45 days, a new application form must be completed along with new certification by a licensed physician. **A completed and certified Medical Homebound Instruction Form does not guarantee approval for the student to participate in the Homebound Program.**

ATTENDANCE

Absences: Homebound

Homebound instruction does not guarantee that students will pass courses or advance to the next grade level. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to Charleston County School District attendance policies or homebound services may be terminated.

Illness at School

Students who become ill during the school day may report to the Clinic for evaluation. Students must obtain a pass to go to the clinic. Students who fail to report to class or to the Main Office are subject to disciplinary action. If the student's condition warrants leaving school, the nurse will try to contact a parent, guardian, or emergency contact.

Late Pick-Ups

Students are required to leave campus at dismissal time unless they have permission to stay for an official school activity. Continued late pick ups will result in school-based and district level interventions and/or consequences.

Makeup Work

Absence from school for any period of time will result in the loss of learning, so each student is expected to be in school and on time every day to take full advantage of educational opportunities. All students who are absent, regardless of the reason, are required to make up missed work.

Students will be able to make up work as soon as they return to school from an absence. Students are expected to make up work within at least five days. Teachers have the right to extend the five days as they deem necessary. Failure to make up work within five days may result in a teacher assigning a late penalty for the assignment.

Students who know in advance that they will be absent must check with their teachers to determine what assignments could be completed early. This also applies to all school-sponsored activities.

Upon returning from an absence, the student is responsible for initiating immediate action to make up missed work.* The teacher will decide the day and time when work will be made up within five school days. Failure to meet teacher-imposed deadlines are grounds for awarding no credit.

In the event of a dispute over make up rights, appeals should be directed to an Associate Principal.

*Pre-scheduled assignments (assignments in which the student has at least five days notice) must be made up on the date of return unless arranged with the teacher before hand. Long term assignments are due on the original date. Teachers may assign a late penalty to any long term assignment not submitted by the original due date.

ATTENDANCE

Seat Time Makeup

To avoid credit denial, students may have the opportunity to participate in seat time interventions. Each student is required to accrue 120 seat time hours in each class. Students may also be at risk for chronic absenteeism. Students are considered absent if they miss more than 50 percent of the instructional day. Medical, bereavement, legal, and religious excuses are excluded from seat time. Students needing seat time hours will meet with an administrator, review interventions to support making up seat time hours, and sign a seat time contract. If additional absences are accumulated after signing the contract, it is the student's responsibility to ensure they make up the supplementary hours. Once seat time hours are fulfilled, students must return the completed form to the Attendance Office with appropriate signatures. Failure to make up seat time hours will result in denial of credit.

Absences: Special Circumstances

In rare cases, students may be absent due to extenuating circumstances but the absences do not fall within the State list of defined lawful absences. In such cases, the parent or guardian should send a written request with an explanation of the need for the absence to the student's assistant principal as soon as possible. The administrator will review the information, the length of the proposed absence, the student's academic record, his or her attendance record, and may confer with the student's teachers regarding academic impact of the proposed absence. Missing instructional time must be minimized as much as possible.

If the absence is approved, the student is expected to seek assignments from his or her teachers well in advance of the absence and take full responsibility to make up any work missed promptly. In some cases, the total number of absences for the course may exceed the state requirement for "seat time" to award credit and the student will have to make up the time in order to salvage the credit.

Absences for family vacations, trips, and other activities which may be scheduled during school holiday periods will not be approved nor will absences during final exam periods.

Tardies

Students who are tardy miss valuable instructional time and disrupt the learning of other students. Students who are tardy to school due to a late bus will obtain a bus pass and will not be counted as tardy to class. Only a medical or judicial excuse presented at check-in will excuse a tardy arrival. Students who arrive after half of a class time has passed will be counted absent for the entire period or block. Disciplinary consequences for tardiness may include detention, parent-student conferences, In-School Suspension (ISS), school probation, loss of parking privileges, and other disciplinary action.

ATTENDANCE

Absences: Truancy

As parents and guardians, it is your responsibility to ensure that your child is attending school as required by South Carolina attendance laws. If students are absent, it is necessary to provide appropriate documentation to the Attendance Office for verification purposes. Unexcused absences and unexcused parent notes are considerable offenses often leading to truancy. Failure to submit proper documentation is the most common factor in truancy. Truancy is a serious matter that should not be taken lightly. Any student who misses three (3) consecutive unlawful absences or five (5) non-consecutive unlawful absences is considered truant. Unlawful absences can be unverified absences or absences with the parent's knowledge but are an unacceptable reason for missing school; for example, a family trip. If a student is found to be truant, a truancy conference will be required and an intervention plan will be instituted to help encourage the student's presence in school. The levels of truancy per State law are as follows:

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend; and (3) continues to accumulate unlawful absences.

DISCIPLINE

General Information

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and all school district employees, their language, their dress and their manners. The board believes self-discipline is an interpersonal goal of public education.

Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion. The rules, regulations, and due process procedures are designed to protect all members of the educational community and allow them to exercise their rights and responsibilities. School rules are effective during the following times and in the following places:

- On the school grounds during and immediately before or immediately after school hours
- On the school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function, or event
- En route to and from school on a school bus (to include bus stops) or other school vehicle.

The administration, faculty, and staff assume that high school students are mature and responsible for their own behavior at school and that all discipline matters can be handled in a calm and reasonable manner. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Standard procedures for disciplinary infractions will be enforced fairly, promptly, and equitably to every student. Guidelines may be obtained from the Charleston County School District Student Code of Conduct.

Alternative School Placements

In lieu of expulsion, the Charleston County School District may refer a student to an alternative school placement within the District.

Conditional or Out-of-School Suspension

The purpose of suspension is to notify the parent that the child's behavior is unacceptable. The term "suspension" is used to mean the temporary exclusion of a student from school grounds and participation in school-sponsored activities.

If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. It is the student's responsibility to initiate makeup work with his or her teachers and complete all makeup work within five days of returning to school.

Disciplinary Action Process

In general, any conduct by a student that is injurious to others, poses a threat to the health or safety of persons or property, or conduct that disrupts or interferes with the education of the student or other students shall result in disciplinary action. The Board of Trustees of the Charleston County School District affirms that every effort will be taken, on the part of each school, to work constructively with the student in such a manner that he or she be allowed to preserve, uninterrupted, his or her educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary.

DISCIPLINE

Disciplinary Action Process

The following forms of disciplinary action may be used according to approved procedures: detention, Saturday School, withholding of privileges, In-School Suspension, conditional suspension, parent conferences, suspension, disciplinary probation, alternative school placement, expulsion, and other consequences as deemed appropriate by the school administration. If a parent or student refuses the consequences, the student will be suspended.

Disciplinary Probation

Disciplinary action will increase according to a Progressive Discipline Plan implemented by Wando High School staff. Serious offenses may warrant a referral to the Department of Alternative Programs. Due process will follow and the Department of Alternative Programs may place a student on District Probation, refer the student to an alternative school, and/or recommend a student go before the District 2 Constituent Board of Trustees for expulsion.

The school administrators, Department of Alternative Programs, Associate Superintendent, or Constituent Board of Trustees, may place a student who has been found to be in violation of the Charleston County School District Code of Conduct on probation. Notice of such action shall be given to the student and parent or guardian. A conference with the parent or guardian will be held in order to explain the guidelines for probation. The parent/guardian and the student shall sign an acknowledgement of the probation.

During the probationary period, the student may be denied the privileges of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he or she may have additional consequences. When appropriate, probation may be carried over to the following school year.

Disturbing Schools

Section § 16-17-420 - Disturbing schools: **(A)** It is unlawful for a person who is not a student to willfully interfere with, disrupt, or disturb the normal operations of a school or college in this State by: **(1)** entering upon school or college grounds or property without the permission of the principal or president in charge; **(2)** loitering upon or about school or college grounds or property, after notice is given to vacate the grounds or property and after having reasonable opportunity to vacate; **(3)** initiating a physical assault on, or fighting with, another person on school or college grounds or property; **(4)** being loud or boisterous on school or college grounds or property after instruction by school or college personnel to refrain from the conduct; **(5)** threatening physical harm to a student or a school or college employee while on school or college grounds or property; or **(6)** threatening the use of deadly force on school or college property or involving school or college grounds or property when the person has the present ability, or is reasonably believed to have the present ability, to carry out the threat. **(B)** For the purpose of this section, "person who is not a student" means a person who is not enrolled in, or who is suspended or expelled from, the school or college that the person interferes with, disrupts, or disturbs at the time the interference, disruption, or disturbance occurs. **(C)** Any person who violates a provision of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than two thousand dollars or imprisoned for not more than one year, or both.

Expulsion

The term expulsion is used to mean the forfeiture of a student's right to attend school in Charleston County School District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled student shall have the right to petition for re-admission for the succeeding school year.

DISCIPLINE

Expulsion

Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion. Authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any Charleston County School District school campus without prior administrative approval. Expelled students entering the campus without prior administrator approval are subject to arrest.

Law Enforcement Notification

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 in or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or this property as defined in local board policy.

Laws and Policies

Wando High School operates under and is bound by State laws and regulations and Charleston County School District policies. State laws that require criminal charges and penalties are in addition to administrative action taken at the school.

RULES AND POLICIES

Academic Misconduct

Academic misconduct includes, but is not limited to, inappropriate use of a Wando High School computer, electronic device, cheating, plagiarism and/or collusion, and falsification of information. A Wando High School Policy of Academic Integrity will be provided at the beginning of the school year.

1. An electronic device violation is defined as any of the following:
 - Representing another’s work or answers as one’s own.
 - Using another’s access or password for either obtaining privileged information or causing unauthorized changes.
 - Bypassing, by any means, security measures installed on the electronic device.
 - Using Wando High School Internet access for sending, receiving, or printing information which is personal or unrelated to current course work.
 - Accessing or attempting to access LAN/WAN folders or files that are not your own.

2. Cheating is defined as plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission. This definition includes the following:
 - Giving or receiving help on graded work unless authorized by the teacher.
 - Copying from another student’s work.
 - Using unauthorized material, including electronic devices, during a test.
 - Unauthorized collaboration with any person during a testing situation.
 - Substituting material written ahead of time for material required to be produced during a testing situation.
 - Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
 - Accessing or attempting to access LAN/WAN folders or files that are not your own.

Consequences for cheating:

<p>Major and Minor Grades</p> <p>First Infraction</p> <p>Second Infraction</p> <p>Third Infraction</p>	<ul style="list-style-type: none"> • Notify parent and write an office managed referral • Offer the opportunity to redo for a maximum grade of 50 <ul style="list-style-type: none"> • Notify parent and write an office managed referral • Student will be given a 0 with no opportunity to redo • Student will be assigned Lunch Detention <ul style="list-style-type: none"> • Notify parent and write an office managed referral • Student will be given a 0 with no opportunity to redo • Student will be assigned Saturday School
<p>Daily Grades</p>	<ul style="list-style-type: none"> • Notify parent and write an office managed referral • Student will be given a 0 with no opportunity to redo

RULES AND POLICIES

Academic Misconduct

3. Plagiarism is defined as the appropriation of another person's work and the lack of acknowledgement of the incorporation of that work in one's own work offered for credit.
4. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
5. Falsification of information with intent to deceive.
6. Other behavior constituting academic misconduct as determined by the school administration.

Cell Phone Policy

In an effort to maximize instructional time, Wando High School will initiate new cell phone procedures for the 2024-2025 school year, which will limit access to cell phones during class time.

Cell phones may be used only during class exchanges, lunch, and before/after school.

Where may cell phones be used?

- Common Areas: Cafeteria, Courtyard, Main Street, Hallways (**they may not be used in classrooms or instructional areas**).
- Students may use cell phones in offices only with the permission of the staff member present.

Clarifications:

- Cell phones may not be used during instructional time. Students will follow the procedure given by the teacher to store the device in the holder when they enter his/her classroom.
- Students may use cell phones ONLY if the classroom teacher gives explicit permission.
- Headphones, earbuds, and Bluetooth devices must be removed during instructional time. Ringtones have to be placed on silent.
- If students use a cell phone to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional consequences for academic dishonesty.
- If students use a cell phone to engage in illegal or unethical behavior such as bullying, harassing, threatening, or intimidating, the students involved will receive additional consequences in accordance with the District PDP.

Who is responsible if a cell phone is lost or stolen?

The student must secure his or her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel are not responsible for the loss or damage to any cell phone or device brought on school property. **Wando High School assumes no responsibility for any loss or theft of electronic devices.**

RULES AND POLICIES

Dress Code

It is mandatory for all students to wear their school ID badges at all times while on campus. Badges must be worn using a lanyard around the neck with the picture visible.

Students are responsible for dressing in an appropriate manner at all times while on the school campus or while involved in a school or district-sponsored event or activity. Wearing appropriate attire promotes a positive influence on the school climate. In addition to clothing and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by the individual.

Guidelines for Attire :

- Clothing is to be worn appropriately and in the manner for which it was designed.
- Pants shall be worn at waist level.
- Undergarments shall not be exposed at any time.
- Clothing shall not reveal bare skin between upper chest and mid thigh.
- Shorts, skirts, and dresses shall be of adequate length to assure modesty.
- Hats shall not be worn in school (unless approved for health or religious reasons).
- Shoes shall be worn at all times.

Students found to be in violation of the dress code will be subject to corrective action.

Environmental Responsibility

Students must respect the natural environment of the campus. Students may not approach, apprehend, or harm in any way the natural wildlife on our campus. Any damage to the campus environment may result in a recommendation for expulsion.

Facility Responsibility

Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures, or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Any damage to the facility may result in a recommendation for expulsion.

False Alarms and Calls

S. C. Code § 16-17-570 states:

Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone or break the glass in such box of any fire or police alarm system in this State or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang in a county having a chain gang for a term of not less than sixty days or the payment of a fine of not more than two hundred dollars.

Any student who is found to have violated this law will also face school disciplinary consequences.

RULES AND POLICIES

Gang Activity

Displaying any apparel, accessories, bandanas, book bags or other items that by virtue of their color, arrangement, trademark, markings or other attributes, denotes membership in a gang which advocates illegal, disruptive, or delinquent behavior is strictly prohibited, both during the school day or at any school activity. Violations will result in serious disciplinary action. Repeat violations will result in referral to the school board for expulsion.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a faculty or staff member or have a written hall pass from faculty or staff. Students are responsible for obtaining a written hall pass in order to visit a teacher or staff member at all times, including lunch. **Verbal permission is not acceptable.**

Hallway and Stairwell Behavior

Class traffic in the hallways, corridors, and stairwells may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging out" in the hallway or by walls or stopping to socialize before school or during a class change in the hallway or stairwell will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways and stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

Harassment/Bullying

Any form of harassment, whether cyber, physical, sexual, or verbal, is a serious matter and will result in serious disciplinary action. Victims of harassment must report the incident immediately to a teacher or an administrator. It is the expectation that witnesses and/or bystanders will also report incidents immediately as part of *Walking the Warrior Way*.

Identification Badges

The ID badge must be worn by students at all times around the neck while on campus. Any variance from this must have administrative approval. The badge is non-transferable, is the property of Wando High School, and must be surrendered at the request of a staff member. A replacement charge of \$5 is assessed for lost, defaced, and/or damaged badges.

Failure to display the ID badge properly, purposely damaging the ID badge, wearing of another student's ID badge or failure to pay ID obligations, etc. will result in disciplinary action. It is the responsibility of the student to purchase a temporary ID from the Attendance Office upon entering campus if he or she forgets his or her ID badge. Arriving late to class or having to leave class in order to get an ID, will result in disciplinary action. Each temporary ID is valid for one school day. Students who abuse the use of temporary IDs as determined by administrators will face disciplinary action. Refusal to wear an ID badge will result in immediate disciplinary action.

RULES AND POLICIES

Possession or Distribution of Mace and/or Pepper Spray

Any person who has possession of or discharges mace, pepper spray, or the like will be subject to disciplinary action.

Possession, Distribution or Use of Drugs and Alcohol

Possession, distribution or being under the influence of drugs or alcohol on school grounds, at school-sponsored events, or on school-sponsored field trips is in violation of Charleston County School District policy. The Substance Abuse Policy does not apply to a student who legally possesses a controlled substance such as a prescription drug for his own medically approved use if such use is in accordance with Board policy. Violations of the policy shall be grounds for expulsion or referral to an alternative school placement.

The principal shall recommend further disciplinary action for all students found using or being under the influence of drugs or alcohol, in possession of drugs or alcohol, or involved in the distribution of drugs or alcohol. The principal or other responsible administrator shall report drug and alcohol-related offenses by students to the appropriate law enforcement authority. The principal shall retain a copy of any written report filed with law enforcement in a file established for that purpose.

Restricted Areas of the Campus

Upon arrival at school, students are to remain on campus until officially dismissed. Students are not allowed in parking lots or surrounding areas of the campus during school hours. Students who need to go to the parking lot during school hours must receive permission from an administrator. When a student arrives early, he or she should lock his or her vehicle and leave the parking lot immediately upon arrival. Students arriving early to campus may wait at the front door of the main building until it opens at 8:00 a.m.

Students are not allowed in the cafeteria or the cafeteria courtyard except during their assigned lunch periods. Students should be in the cafeteria or the cafeteria courtyard during their assigned lunch periods. Students may not be in hallways, classroom areas, the gym, the parking lots, or in front of the building during their assigned lunch period. During assigned lunch periods, students should use the restrooms adjacent to the cafeteria only.

Students should not loiter on campus during the school day. School policy restricts loitering in or near restrooms, hallways, the school store, areas near the rotunda, or stairwells at any time. Students are prohibited from entering the roof or stairway storage areas at any time.

Additionally, outside areas of the campus such as wooded areas, ponds, wetlands, open fields, athletic practice fields, tennis courts, and areas between buildings are off limits unless accompanied by a staff member. Sound, lighting, and back stage areas of the Performing Arts Center are off limits to students unless they are accompanied by a staff member.

RULES AND POLICIES

School Bus Conduct

Students are to conduct themselves on the school bus in a manner consistent with established standards for safety and classroom behavior. The school bus and bus stop are extensions of the school campus. All bus riders must cooperate fully with the bus driver and observe all bus rules.

A school bus driver represents the school authority and, being responsible for the passengers on the bus, must have supervision and authority over the passengers. All school rules apply to bus conduct. Students who throw items from the bus are subject to suspension of bus privileges for the school year, expulsion, and arrest. Any student not adhering to these rules will be referred for disciplinary action.

Students who wish to ride a school bus to a friend or relative's house must present a written parent request to an administrator for pre-approval. The bus company has no obligation to transport students to locations other than their primary residences. Administrator approvals may be overridden for safety reasons if the bus reaches capacity with regular riders.

Smoking or Use of Tobacco Products

The possession and/or use of tobacco products is prohibited on the property of all schools in the Charleston County School District. All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses and activity vehicles, and during the practice of or participation in or spectator to extracurricular activities sanctioned by the Charleston County School District.

The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, electronic cigarettes, pipes, chewing tobacco, smokeless tobacco, and snuff. Since students are not to be in the parking lot during the school day, the use of the parking lot as a place to smoke or use tobacco products may result in several separate violations of policies. Each one of the violations may be counted as a separate offense.

Social Media

Faculty and staff, students, and other school community members use social networking/media (Facebook, Twitter, etc.) as a way to connect with others to share educational resources, create and curate educational content, and enhance the classroom experience. While social networking can be valuable, there are risks that should be kept in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. It is the practice of the Charleston County School District to monitor social media activity and utilize the information for the safety and security of all students and staff.

RULES AND POLICIES

Student Parking

Driving vehicles to Wando High school by students is a privilege, not a right. Only seniors and juniors are allowed to park on campus. There will be no parking on campus, for any reason, for freshmen. Upon availability, limited parking may open up to sophomores. All vehicles driven to school, including motorcycles and any other two-wheeled gas operated vehicle are to be properly registered, parked in the designated parking lot, and displaying the appropriate parking stickers. In order for a parking permit to be issued, all prior school obligations must be met, all required paperwork completed, and the parking fee paid. Once approved for parking privileges, students must agree to follow all parking rules and regulations.

Vehicles on school property are subject to search by school authorities. The entire Wando High School campus is under the jurisdiction of the Mount Pleasant Police Department. Students who drive to campus must follow all driving and parking regulations. Students parking on campus are reminded that as a matter of school policy, drivers and passengers must vacate the vehicle and the parking lot immediately upon arrival at school. Parking lots are off limits during the school day without prior approval from an administrator. Failure to follow all parking rules and regulations will result in the parking permit being revoked and may result in additional disciplinary action.

Parking privileges will be closely tied to student attendance, conduct, and tardies.

Technology Misuse

Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies, any willful act that causes physical, financial, or other harm or otherwise disrupts information technology is absolutely prohibited. Violations will result in severe disciplinary action.

Threats

It is unlawful for any person to knowingly and willfully deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more five years.

Trespassing

Charleston County School District prohibits the presence of individuals on school campuses for any reason other than school-related business, functions, and activities. Any non-student entering the campus must report to the Front Office and receive a Visitor's Pass. Individuals loitering or lingering on campus without administrative approval will be considered trespassing and are subject to arrest. Any student who has been expelled may not enter any Charleston County School District school campus without prior administrative approval. In addition, any student who is placed in an alternative program by the Office of Alternative Programs may not attend any school-sponsored events. If the student enters the campus without administrative permission, he or she is subject to arrest.

RULES AND POLICIES

Vandalism

Graffiti on walls, desks, lockers, buses, and other school areas is considered vandalism. Students who disfigure property, break windows or do other damage, to the school, buses, or personal property or equipment, will be disciplined severely. The student must make restitution for damaged property as well as make reimbursement for any rewards given. Students are subject to a recommendation for expulsion or an alternative school placement due to any vandalism.

Video Surveillance

As part of Wando High School's safety and supervision plan, the school and campus are monitored by video surveillance equipment. Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest.

Visitor Center

Traffic routes for arrival and dismissal are available online and have been instituted to maintain a constant flow to and from campus. During the hours of 8:45 a.m. until 3:30 p.m. vehicles should use the Tomahawk Trail entrance and check in and out with the Wando High School Visitor Center. All other entrances and exits will be closed and maintained by a gating system. Vehicles entering the campus should pull up to the Visitor Center and be prepared to stop. Wando personnel will then direct the driver to the proper location on campus.

Parents entrust the care and safety of their children to the faculty and staff at Wando. Therefore, it is necessary to verify that proper dismissal procedures have been followed. Vehicles leaving campus should pull up to the Visitor Center and be prepared to stop. Wando personnel will collect a dismissal pass or verify a student dismissal badge. This must be done whether the student drives or is riding with an authorized driver.

Drivers are responsible for all students in their vehicle. Drivers who are attempting to leave campus with another student(s) who is not authorized to leave, will lose parking privileges. Sharing, selling, giving, or any misrepresentation of a dismissal pass or badge will result in disciplinary consequences. Driving around or through the gating system without permission will result in disciplinary consequences including but not limited to the loss of parking privileges for the remainder of the school year.

RULES AND POLICIES

Weapons

Firearms, fish hooks, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any type of weapon, device or object which may be used to inflict bodily harm or death are not allowed on school district property or at any school-sponsored event. If these items are found in the possession of a student, the student will be referred to the Office of Alternative Programs and may face penalties under state law.

The prohibition of weapons shall apply to all school grounds, in all school buildings, on all buses and at all school-related activities. No student may possess any item capable of inflicting injury or harm to persons or property. No vehicles parked on school property may contain firearms, knives, blackjacks, razor blades or other item which are generally considered to be weapons. If these items are found in a vehicle on campus, the owner of the vehicle will be referred to the Office of Alternative Programs and could face penalties under state law.

The District will expel for no less than one calendar year a student who has brought or possessed a firearm on school property, a school bus, at District-related or school-related functions, or any setting under the jurisdiction of the Charleston County School District. A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with State and Federal laws. Violators will incur not only school disciplinary action but also penalties under the law.

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