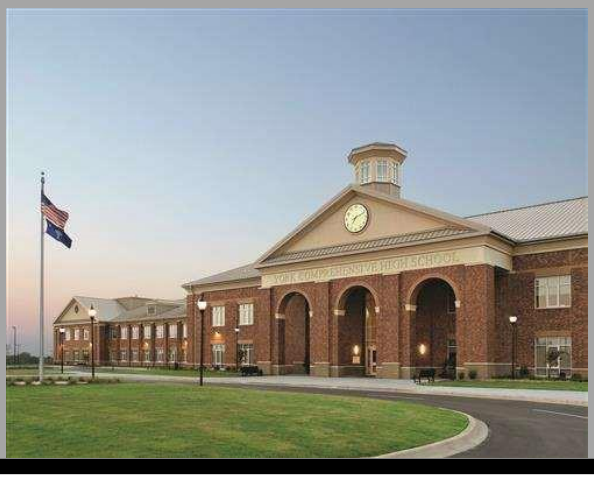
York Comprehensive High School
Floyd D. Johnson Technology Center
Student Handbook
2026-2027



SCHOOL COLORS - Black and Gray **SCHOOL MASCOT** - Cougar

ALMA MATER

We are one, we are many.
Different people, yet the same.
Each difference makes us stronger,
Each friendship is our gain.

Enriched by the knowledge we have gained,
We proudly face each day.
The ideals you placed within our hearts
We'll share along life's way.

YCHS, we praise you.
Alma Mater now all hail.
The friendships and the knowledge gained
May evermore prevail.

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ACKNOWLEDGEMENTS

By signing the student handbook acknowledgement form, you are agreeing that you have received this handbook and understand the following:

- *FERPA Rights of Parents and Guardians for York School District 1.*
- *General rules and procedures set forth by York School District One and York Comprehensive High School/Floyd D. Johnson Technology Center*
- *School Attendance, Electronic Device, Discipline and Dress Code Policies*
- *The York School District One Transportation Conduct Policy*
- *All other policies contained within this handbook*

STUDENT HANDBOOK
2026-2027

YORK COMPREHENSIVE HIGH SCHOOL
FLOYD D. JOHNSON TECHNOLOGY CENTER

PRINCIPAL
Jenna Howell-Markey – jmarkey@york.k12.sc.us

ASSISTANT PRINCIPALS
Charles Drakeford -cdrakeford@york.k12.sc.us
Dr. Bryan Hullender-bhullender@york.k12.sc.us
Richard Pickering - rpickering@york.k12.sc.us
Neely Potts - npotts@york.k12.sc.us

DEAN OF STUDENTS
Nicole Bolduc – abolduc@york.k12.sc.us

TECHNOLOGY CENTER DIRECTOR
Dr. Lee Green - lgreen@york.k12.sc.us

ASSISTANT DIRECTOR/WORK-BASED LEARNING COORDINATOR
Shannon Clinton - sclinton@york.k12.sc.us

275 East Alexander Love Hwy., York, South Carolina 29745
YCHS PHONE: (803) 684-2336 FDJTC PHONE: (803) 684-1910
YCHS FAX: (803) 684-1932 FDJTC FAX: (803) 684-1913

www.york.k12.sc.us/ych

Office Hours: 8:00 am - 4:30 pm

BUILDING HOURS
School hours are 8:45 AM to 3:35 PM. **The building will be open to students at 8:15 AM. Students who are not involved in supervised activities must leave the building by 3:45 PM**. Students staying after 3:45 PM must be under the direct supervision of a staff member. *No students should arrive on campus prior to the 8:15 AM start time.*

***YCHS is a tobacco-free campus*.**

York School District One is proudly accredited and certified by Cognia.

SCHOOL BOARD

Scott Childers, *Chair* (At-Large)
schilders@york.k12.sc.us
David McSwain, Vice-Chair (Seat 2)
dmcswain@york.k12.sc.us
Julie Shillinglaw, *Trustee* (Seat 3)
Jshillinglaw@york.k12.sc.us
Betty Johnson, *Trustee* (Seat 4)
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Thomas Wilkerson, *Trustee* (Seat 5)
twilkerson@york.k12.sc.us
Beth Faulkner, *Secretary* (At-Large)
bfaulkner@york.k12.sc.us
Wade Anderson, Trustee (Seat 1)
wanderson@york.k12.sc.us

DISTRICT OFFICE ADMINISTRATION

Dr. Heath Branham, Superintendent
Elisa Cox, Assistant Superintendent of Teaching and Learning
Amy Hagner, Assistant Superintendent for Finance and Operations
Michael Belk, Director of Secondary Programs
Jennifer Bolin, Director of Human Resources
Janet Parker, Public Information Officer
Kevin Queen, Director of Student Services
Dean Adone, Coordinator of School Safety

THE VISION OF YORK SCHOOL DISTRICT ONE

To Learn, Serve, and Give as ONE.

THE MISSION OF YORK SCHOOL DISTRICT ONE

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

BELIEF STATEMENTS OF YORK SCHOOL DISTRICT ONE

Beliefs:

- Learning is a life-long, ever-changing process.
- Each child is unique and should have the opportunity to reach his/her full potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should be leveraged to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

THE COMMITMENTS OF YORK SCHOOL DISTRICT ONE

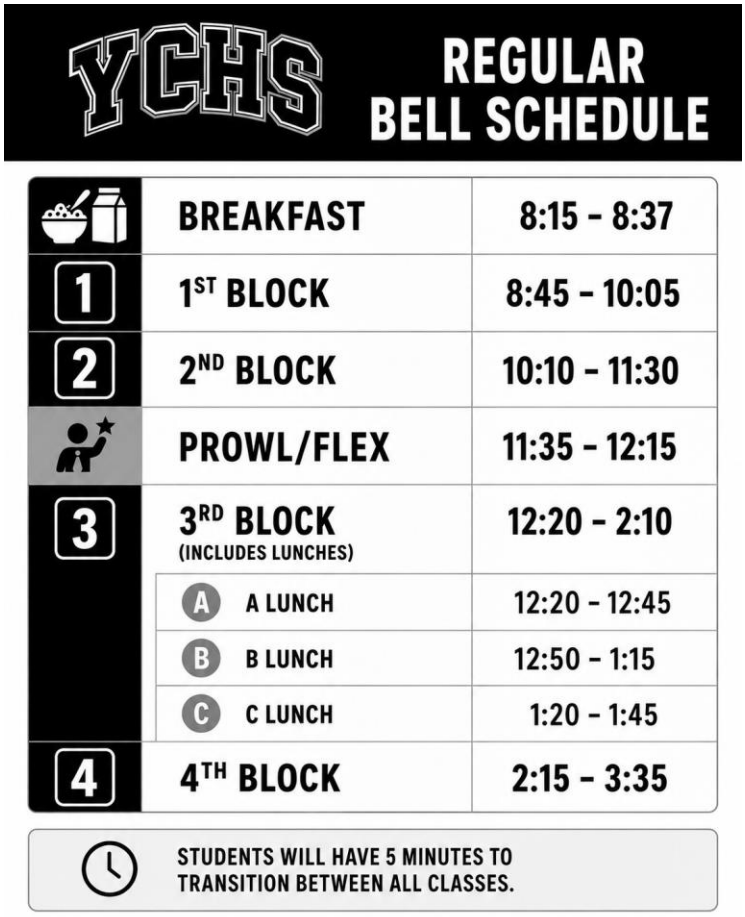
1. We will foster and maintain a safe learning environment for students and staff.
2. We will establish and nurture trusting and caring **relationships** with students, families, community members, and colleagues.
3. We will provide **quality learning** experiences to meet the **individual needs** of students.
4. We will embrace a commitment to **continuous learning** for students and staff.
5. We will **partner** and **collaborate** with students, families, and the community to enhance educational experiences.

Disclaimer: Due to time constraints in the printing of this handbook, some policies may change or be added

after the printing deadline. These changes could include the daily schedule, calendar etc. ***The administration reserves the right to enforce policy or make changes that it deems necessary or in the best interest of the student body.*** We will make every effort to inform all parties of these changes as they are made. Copies of this handbook may be available in Spanish upon request. Please inquire with the School Counseling Office.

EQUAL OPPORTUNITY

York School District One offers equal opportunities for admission to students and employment for personnel. The programs and activities of the district are offered equally to all students without regard to race, color, national origin, religion, age, disability, or sex. Inquiries should be directed to **Kevin Queen at P.O. Drawer 770, York SC 29745, phone (803) 684- 9916.** York Comprehensive High School is dedicated to equality of opportunity. YCHS does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or disability. YCHS supports the protection available to members of its community under all applicable Federal laws, including Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A & 845 of the Public Health Service Act, Equal Pay & Age Discrimination Acts, Rehabilitation Act of 1973, and Executive Order 11246. For information concerning these provisions, contact the YCHS office.



Flex Time for Students

A 40-minute flexible learning period is built into the YCHS/FDJTC daily bell schedule to provide time during the instructional day to meet the diverse academic, social-emotional, and organizational needs of all students.

The Monday flex period will be used for Prowl Meetings. Prowl groups are grade band cohorts of students who have a designated Prowl leader for a two-year cycle. Prowl groups meet every Monday and focus on student academic success and individual progress monitoring while also providing space for students to learn about and grow successful work and character habits. York School District One partners with Leader in Me to provide curriculum resources that are used in the Prowl curriculum design.

The YCHS/FDJTC Character Habits are:

- Personal Responsibility
- Critical Thinking
- Communication
- Collaboration
- Perseverance
- Leadership
- Kindness

Tuesday through Friday flexible periods are known as “Flex” and are used to meet the following goals:

- Provide targeted academic support and enrichment for all students
- Support student organization, accountability, and goal setting
- Address schoolwide priorities and student needs
- Foster relationships and school connectedness
- Deepen and diversify learning experiences for students
- Create flexibility within the instructional day

Students will sign up for Flex sessions during their Prowl meetings on Mondays. They may have choice in their Flex sessions, however, academic needs always take priority. Teachers may schedule a session with a student for tutoring, small group needs, missing assignment labs, etc. These sessions are mandatory for students to attend. Students who have a D/F or missing assignments in any subject are required to go to that teacher for help until the grade is brought up to passing. If they are failing multiple classes, it is their responsibility to communicate their schedule for the week with their teachers. If a student has no mandatory sessions, they may choose where they spend their Flex period from a list of available Flex sessions designed for academic enrichment, extracurricular opportunities, homework labs, clubs, and more.

Students are required to attend the Flex sessions they are signed up for and must stay in that session throughout the Flex period. Attendance will be taken. Students may not sign out during flex time unless there is a previously scheduled appointment that is communicated at the beginning of the day with front office staff.

GENERAL INFORMATION

CARE OF THE BUILDING AND GROUNDS

We are privileged to have the opportunity to attend a state-of-the-art high school facility; with that in mind, to those that much is given, much in expected. Each of us has the responsibility to take pride in our school and make every effort possible to keep our school facility and campus neat, clean and safe. This commitment includes using the common-sense approach. Trash belongs in trashcans. Food is to be eaten only in designated areas. Graffiti is prohibited. Furniture and equipment in our school are for your use, not abuse. Anyone abusing or littering school property is subject to strict disciplinary action and full restitution will be required.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A student must be in attendance for a minimum of 2 blocks of the day that he/she participates in an extracurricular activity. Students under suspension are not eligible to participate in extracurricular activities during the suspension period. Suspensions are in effect from the time of the suspension until the 1st bell of the day the student returns to school. This applies to all suspensions, whether it is in-school or out-of-school. The Discipline Code and all school rules apply to any school sponsored event - on or off campus.

PERSONAL PROPERTY

Please do not bring large amounts of money or highly valuable items to school. All valuable articles should be in the possession of the owner at all times. Valuables that cannot be worn during physical education should be stored in the students' assigned gym locker or given to the instructor for security, if possible. **The school will not accept responsibility for stolen money or stolen, lost, or damaged items.**

CAMERA SURVEILLANCE

Any person entering the building is subject to camera surveillance while on the premises.

Security Screenings

All students will be subjected to mandatory metal detector screenings upon arrival at school.

LOST AND FOUND

Lost and Found is located in the main office. Students should check with the receptionist concerning lost and found articles. You should report any losses as soon as possible so that every effort can be made to assist you in the recovery.

VENDING MACHINES

The vending machines are contracted by a private company and are not the school's responsibility. Please report malfunctions to the office so that an "Out of Order" sign can be placed on the machine. These machines are provided for your convenience. Machines should not be used during class time. Students should obtain their food and go directly to an authorized eating area. Food and drinks should not be taken into the classroom. Students must dispose of all trash in the appropriate containers. Use of the machines will be suspended for any student who abuses this privilege. Change for vending use will not be available in the office at any time.

TEXTBOOKS

Textbooks are the property of the school and the state. By law, students and/or parents are responsible for paying for textbooks that are lost or damaged by the student. Students must be responsible for the proper use and care of textbooks and will maintain book covers on all textbooks at all times. Any misuse of the textbooks due to carelessness or neglect may be considered a cause to charge the student a fine for the textbook. Students may also be issued electronic books on their devices.

The following policy for assessing damaged textbook fines has been established by the York Comprehensive High School and Floyd D. Johnson Technology Center.

- Any textbooks which have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed.
- Students are to report any damage to brand new textbooks, books in the adoption year, ***immediately*** to their instructor for inspection. Students will be charged the appropriate fee unless damage is determined to be a manufacture defect by the school textbook administrator.
- If charges for the damaged textbook exceed 50% of the cost of the book, the book is to be considered destroyed and the full price of the textbook will be assessed.
- **Removal of Bar Code Labels Prohibited.** The Bar-Coding System provides a direct link from textbook to student. A student cannot return a book that has been issued to another student. All books returned are accredited to the student to which they were issued.
- Parent/guardians and/or students should contact school administration for extenuating circumstances and damages due to nature. Proper documentation (such as police reports, insurance assessments, etc.) should be made available.
- Fines should be paid prior to the release of records.

PARENT-TEACHER CONFERENCES

Parents who wish to schedule a conference with a teacher may contact the instructor directly via email. Parents may also call the Main or School Counseling offices. Teacher conferences are normally scheduled during a teacher's planning period. It is sometimes possible to schedule conferences before or after school.

LEGAL REFERENCES

Act n.55: Requires all public schools to designate a time each school day for the saying of the "Pledge of Allegiance" State Board of Education Regulations (Education Improvement Act of 1984)

Important Notice

THE CODE OF LAWS OF SOUTH CAROLINA, 1976, HAS BEEN AMENDED TO INCLUDE THE FOLLOWING STATEMENT: Section 59-24-60: In addition to other provisions required by law or by regulations of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

59-63-1110 CONSENT TO SEARCH PERSON OR HIS EFFECTS. Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects.

59-63-1120 SEARCHES BY SCHOOL ADMINISTRATOR OR OFFICIALS WITH OR WITHOUT PROBABLE CAUSE. School administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and

satchels with or without probable cause.

16-17-530 PUBLIC DISORDERLY CONDUCT Any person who shall (a) be found on any highway or at any public or public gathering in a grossly intoxicated condition or otherwise conducting himself in a disorderly or boisterous manner, (b) use obscene or profane language on any highway or at any public place or gathering or in hearing distance of any schoolhouse or church or (c) while under the influence or feigning to be under the influence of intoxicating liquor, without just cause or excuse, discharge any gun, pistol or other firearm while upon or within fifty yards of any public road or highway, except upon his own premises, shall be deemed guilty of a misdemeanor and upon conviction shall be fined not more than one hundred dollars or be imprisoned for not more than thirty days.

If a principal, assistant principal, teacher, nurse, or counselor has reason to suspect a child under the age of 18 is being abused or neglected, he/she is required by law to file a report. The report will be made directly to the Law Enforcement Agency or the Department of Social Services.

Student Conduct Away from School Grounds or School Activities

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions.

EARLY DISMISSAL - SINGLE DAY

A student who wishes to be excused early from classes for one day must bring a note bearing the following information: date, reason for early dismissal, time to be dismissed, parent's/guardian's signature, and a telephone number at which the parent may be called to verify the note. This note must be given to the attendance office by 9:15 AM. When the time arrives for dismissal, the student must report to the attendance office and sign out. If the student returns to school, he/she must report to the office to sign back in before going anywhere on campus.

The school reserves the right to refuse to dismiss the student if the note cannot be verified by telephone. The policy for absences, lawful and unlawful, applies in all cases in which a student misses more than 20 minutes of any class due to early dismissal.

ACCORDING TO YSD1 POLICY, THERE WILL BE NO STUDENT DISMISSAL AFTER 3:10 P.M.

CLASSWORK/MAKE-UP WORK

Students must arrange for make-up work with each teacher within two days after returning to school. Exact due dates for make-up work will be at the discretion of the teacher. The general rule for make-up work is that the student has the same number of days to make up the work that he/she was absent, e.g., a student who is out for two days would have two days to complete make-up work. Problems in this area should be brought to the attention of the administration.

HALL PASSES

Any student out of class during class time must use Securlypass to sign out and sign back in. Passes are required by all students any time they are out of class or their designated locations.

RESTROOMS

Restrooms are accessible to all students during the school day. Students may access restrooms during class transitions and with permission from teachers and a pass during instructional time.

Smoking, loitering, eating, etc., are not allowed in the restrooms at any time. Restrooms are to be used only for their intended purpose. All restrooms are off-limits during lunch except those located beside the cafeteria area. Students should not plug in curling irons or other hair appliances in the restrooms. There should never be more than one person in a stall at a time. Failure to follow restroom expectations will result in consequence.

TELEPHONE MESSAGES/INFORMATION

Only messages from the student's parent or guardian or those which are of an emergency nature will be delivered to students. Classes will not be interrupted to deliver any messages that are not emergency in nature. The office phone is for emergency use only. Students should not be given passes from class to use the office phone. Parents are asked not to call or text students during the school day. This creates a class disturbance and violates the electronic device policy. Students are not allowed to utilize cellular devices during the school day.

VISITOR POLICY

YCHS welcomes and encourages visits by parents and others interested in our school programs for special events, programs, and by school invitation. To avoid disruption, all who would like to visit are required to first get a visitor's ID from the school office. Social visits to students or staff are not permitted during the school day and any visit must be approved by administration. Visitors must obtain approval from administration for any visit that may grant access of the visitor to the general student population or staff workspace.

Anyone on school property who does not have official business with the school will be asked to leave. All visitors must comply with all district and state regulations.

STUDENT DRESS AND APPEARANCE

Purpose

York School District One believes that appropriate student dress supports a safe, healthy, and orderly learning environment. While the district respects personal expression and individual style, student attire must not interfere with teaching, learning, or school safety.

Equity Statement

Dress code standards apply equally to all students, regardless of gender identity, body type, or expression.

General Expectations

Students and parents share the responsibility for ensuring that attire is appropriate for school and does not disrupt the educational process.

Prohibited or Restricted Clothing

1. Revealing, Tight, or Distracting Clothing

Clothing may not be tight-fitting, revealing, expose the midriff, or be see-through.

2. Tops and Straps

Shirts or Dresses with spaghetti straps are not allowed. Straps must have a width of at least three (3) inches.

3. Shorts, Skirts, and Dresses

Shorts, skirts, and dresses must be appropriately fitted and long enough to maintain coverage of the buttocks and hips, and may not be excessively short or revealing.

4. Pants and Bottoms

Must be worn at the natural waistline. Pajamas are not permitted.

5. Footwear

Proper shoes are required. No slippers, or shoes with wheels.

6. Headwear and Accessories

Hats, hoods, sunglasses, headphones and bandanas are prohibited indoors.

7. Symbols, Images, and Messages

Clothing may not display profanity, drugs, alcohol, or gang-related imagery.

8. Safety Considerations

Clothing or accessories posing safety risks are prohibited.

Any article of clothing or type of dress not covered above but causing a disruption is prohibited. The administration reserves the right to make amendments deemed necessary for the welfare of the school. Dress (student or adult) that in the opinion of the school principal may disrupt or distract from the learning environment or may be detrimental to health or safety is not allowed at school. *Exceptions to the dress code will be considered by the administration on a case-by-case basis.*

STUDENTS MAY NOT CONTINUE TO ATTEND CLASS WEARING INAPPROPRIATE CLOTHING

Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/ Legal guardians and students are expected to comply to ensure that a comfortable and safe environment is provided for all students. Administrators and faculty members are expected to enforce the dress code at all times.

Violations of the dress code will result in the following:

- For the first offense, student(s) will be required to return home and change into appropriate attire OR parent/legal guardian can bring proper clothing to school. Student refusal will result in suspension.
- **Repeated violations of this dress code** will be treated as disruptive behavior in violation of the student code of conduct and will receive disciplinary consequences.
- The school administration will determine the amount of lost instructional time a student must make up due to being out of class for inappropriate dress. The instructional time may have to be made up. Failure to do so may result in a student repeating the course(s).

ELECTRONIC DEVICES

The electronic device policy establishes the basic structure for student possession/use of personal electronic communication devices in the schools of the district.

For purposes of this policy, personal electronic communication devices are defined as any personal telecommunications device (including cell phones, pagers, gaming devices, etc.) that emits an audible signal, vibrates, displays or records an image or message, or otherwise summons or delivers a communication to the possessor.

Parents/Legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary action against students consistent with administrative rule JICJ-R Possession/Use of Electronic Communication Devices in School

Consequences for Unauthorized Use

Students violating this policy are subject to interventions and/or sanctions as referenced in policy JICDA (Student Code of Conduct) and school handbooks. When appropriate, students will be disciplined for their conduct rather than solely for the use of a device. For example, if a student refuses to put away a cell phone when asked, then that student would be disciplined for failing to follow the teacher's directive.
Violations of this policy may result in the confiscation of the cell phone or device. School administration will work to return a device to the student or the parent/legal guardian as soon as possible or when it is no longer required as evidence. Students suspected of violating a state and/or federal law will be referred to law enforcement, and all devices will be turned over to them.

Privacy Rights

Students' personal electronic devices in the custody of the administration will not be searched or otherwise tampered with unless school/district officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If school officials have reasonable suspicion that this policy or other relevant school district policies, regulations, rules, procedures, and laws are violated by the student's use of electronic devices, including personal electronic devices, and that the use of these devices materially and substantially disrupt the school's atmosphere, the devices may be lawfully searched in accordance with the law, and/or the electronic devices and personal electronic devices may be turned over to law enforcement, when warranted. Any search of the devices will be conducted in accordance with policy JIH (Student Interrogations and Searches).

Students should have no expectation of privacy when using the school district-owned electronic devices and when using the school district's network or other service(s). In addition, students should have no expectation of privacy when they use personal electronic devices on the school district's network or other service(s).

Violations of the personal electronic device policy will result in the following:

First occurrence will result in the school administration contacting a parent/guardian and returning the device to the student at the end of the day.
Second occurrence will result in the school administration contacting the parent, scheduling a parent conference and returning the device to the parent. During the conference parents will be required to sign the YCHS/FDJTC cell phone contract which reiterates the district cell phone policy and clearly defines the consequences of a third occurrence.
Third occurrence will result in the device being confiscated for 30 days after which, the device may be returned to the parent upon request and appropriate discipline as determined by the school administration.

The school will not assume the responsibility for electronic equipment. School resources should not be used to charge any personal electronic devices.

Note: During the course of an investigation, the administration reserves the right to hold electronic equipment/devices. Such devices will be returned to either the owner or parent/guardian upon the conclusion the investigation.

ILLEGAL AND ETHICAL USES OF CAMERA DEVICES

News reports have shown that cellular phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These

purposes have included cheating on tests and taking and distributing unauthorized photographs of other people. When someone takes pictures of others without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual may also face criminal prosecution. These devices also can be used to reproduce copyrighted material, so the misuse can lead to penalties under federal copyright laws. To address these concerns, in addition to our existing guidelines on the use/possession of paging devices and cell phones, the following guidelines apply to possession and use of camera devices:

- Camera devices may not be used in any unethical or illegal manner.
- Camera devices may not be used to photograph (or record) another person who has a reasonable expectation of privacy without the person's knowledge and consent.
- Camera devices may not be used in a way that would violate another person's copyright.
- Camera devices may not be used to harass, intimidate or bully another person or invade another person's privacy.
- Camera devices may not be used to film student interactions nor shall students film and share videos of other students.
- An image taken using a camera device may not be published, broadcasted or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright to the material appearing in that image.
- Camera devices may not be used in ANY classroom without the teacher and/or principal's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera may be used.
- Camera devices may not be used in any locker room, restroom or any other place where other people have a reasonable expectation of privacy.

POLICY ON ELECTRONIC DEVICES DURING STATE TESTING

- During the test, students may not have any electronic or other device that can be used for communicating, timing or imaging. These devices include, but are not limited to, cell phones, pagers, beepers, headphones, stop watches, electronic translators, hand-held devices, PDAs, or any electronic or photographic device. The Test Administrator must collect all electronic or other devices before students begin taking the test. This restriction does not apply to devices documented for use during testing in a student's IEP or 504 Plan and/or required for a customized administration (e.g., headphones for an oral administration with an audio CD-ROM).

STUDENT SERVICES PERSONNEL

Sgt. Pierre King - School Resource Officer *pking@york.k12.sc.us*	Mrs. Cierra Turner - *Attendance Clerk* *cturner@york.k12.sc.us*
Mrs. Gail Gamble - *Behavior Lab Facilitator* *ggamble@york.k12.sc.us*	Mrs. Shelly Copeland - *Career Development Facilitator*

	rcopeland@york.k12.sc.us
Mrs. Amanda Wilkerson - *Registrar* *awilkerson@york.k12.sc.us*	Mrs. Rebecca Dover - *MTSS District Lead* *rdover@york.k12.sc.us*
Mrs Cindy Roth *Last Names A – Co* *Professional School Counselor* *croth@york.k12.sc.us*	*Mrs. Frieda Linen* *Last Names Cr – Ha* *Professional School Counselor* *flinen@york.k12.sc.us*
Mrs. Markita Smith *Last Names He – Mc* *Professional School Counselor* *msmith@york.k12.sc.us*	*Mr. Richard Johnson* *Last Names – Me - R* *Director of School Counseling* *rjohnson@york.k12.sc.us*
Mrs. Lynda Wallace *Last Names S – Z* *Professional School Counselor* *lwallace@york.k12.sc.us*	*Ms. Mia White* *Mental Health Therapist* *mwhite@york.k12.sc.us*
Ms. Lisa Dunlap-Dye *Mental Health Therapist* *Ldunlap-dye@york.k12.sc.us*	*Mrs. Lani Robbins* *Administrative Assitant* *lrobbins@york.k12.sc.us*

SCHOOL RESOURCE OFFICER- Sgt. Pierre King- pking@york.k12.sc.us
A School Resource Officer is a certified law enforcement officer, under SC Code of Law 5-7-12, who is permanently assigned to a school or a set of schools. The School Resource Officer is specially trained to perform to perform three rolls: Law enforcer, law related counselor, and law related teacher. The SRO is not a security guard or school employee but a law enforcement officer who is there for the Parents, Students, Faculty and Staff.

ATTENDANCE CLERK- Cierra Turner - cturner@york.k12.sc.us
Mrs. Turner is responsible for managing school attendance in accordance with state laws. Ms. Turner tracks daily attendance and make-up time. All documentation regarding student absences should be given to Ms. Turner.

BEHAVIOR LAB FACILITATOR- Gail Gamble- ggamble@york.k12.sc.us
Gail Gamble is responsible for managing ISS, student dress code issues, and other minor discipline issues. Gail Gamble assists with the distribution of student discipline cards, coordination of lunch detentions, and facilitates our character coaching model within the ISS room.

CAREER DEVELOPMENT FACILITATOR- Shelly Copeland - rcopeland@york.k12.sc.us
Mrs. Copeland works to help students develop resumes, job search skills, and interview skills. Mrs. Copeland helps students learn essential soft skills for the 21st century workplace.

REGISTRAR- Amanda Wilkerson- awilkerson@york.k12.sc.us
Mrs. Wilkerson is responsible for the management and transfer of all student records. Mrs. Wilkerson oversees student enrollment, scheduling, grades, and PowerSchool for YCHS and FDJTC.

SCHOOL COUNSELING DEPARTMENT

The School Counseling department is staffed by five full-time counselors in the main School Counseling office and one Career Development Facilitator in the Technology Center who are available to assist with personal, academic or other problems often encountered by students during the school day. Counselors can assist students with information about post-secondary options and applications; scholarships/financial aid information and applications; course registration and graduation requirements; testing information and applications for PSAT, ASPIRE, SAT I, SAT II, ACT, Ready2Work WIN Assessment, COMPASS, ASVAB;

personal and social concerns; and with referrals to outside agencies for services that are not provided at school. Parents are encouraged to contact a counselor with questions or concerns about their child. The School Counseling Secretary is the point of contact for student assignments due to extended illness and to arrange a conference with a student's teachers.

***According to the ethics guidelines set forth by the American School Counselor Association, personal counseling is held in confidence unless "harm to self or others" is disclosed.**

AGE OF MAJORITY

Students who will **turn seventeen during the effective dates on the IEP** must be notified that on his/her eighteenth birthday that he/she will be considered an adult in the State of South Carolina. All rights under IDEA will be transferred to the student.

STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS

Clubs and organizations are a very important part of the total school program, offering students opportunities for enrichment, service and leadership roles which are not offered in the classroom setting. All clubs should be academically related. Clubs and organizations meet during Flex periods, before school, and in the afternoon or evenings at times determined by the sponsors. Students are encouraged to participate in as many extracurricular activities as their schedules will allow. Students interested in starting a new club or organization must have a school sponsor and need to complete required paperwork through the YCHS Dean of Students, Mrs. Nicole Bolduc. Information about Honor Society and Student Council enrollment are below.

MU ALPHA THETA

To be selected for Mu Alpha Theta membership, students must be a junior or senior (11th or 12th grade), have a 3.625 overall GPA and have completed Algebra I, Geometry, and Algebra II. Students in Honors math classes must also have a 90 average in the specified math courses and CP students must have a 93 average.

NATIONAL ENGLISH HONOR SOCIETY

To be eligible for National English Honor Society membership, students must be juniors or seniors with a cumulative 4.0 GPA in English courses, as well as an overall 3.87 GPA. Senior members are recognized with an honor cord at graduation.

NATIONAL HONOR SOCIETY

Students may become eligible for National Honor Society membership with a 4.2 or higher cumulative GPA. The 4.2 GPA must be maintained for membership to continue. Membership is limited to 11th and 12th graders in good academic standing with good discipline records. A student may be disqualified due to discipline referrals.

NATIONAL SPANISH HONOR SOCIETY

The Sociedad Honoraria Hispánica is an organization that honors students who have completed three years of Spanish with an A in at least 2 classes and not less than a 90 in the third. They must also maintain a GPA of 3.0 on a 4.0 scale.

NATIONAL TECHNICAL HONOR SOCIETY

To be eligible for the National Technical Honor Society a student must have at least a 3.5 GPA in Technology Center courses, a 3.0 overall, follow attendance policy and have no suspensions on the discipline record. Membership is limited to 11th and 12th graders who have completed at least two technology courses in an area and are enrolled in a third. Students must also be a Dues Paid Member of a Career and Technology Student Organization.

STUCO

To be selected for Student Council membership, students must complete an application and interview process. Students will then be enrolled in our Student Leadership Course. To be eligible to run for Student Officer Positions, students must have a have a 3.0 overall GPA, have no FAs, have no OSS while in high school, and must be enrolled here prior to the start of their Junior year. Students wishing to run for Student Body President or Student Body Vice President must be enrolled in Student Leadership Course. Students running for Senior Class President are not required to be members of STUCO, however they are encouraged to work with them over the course of the school year.

HEALTH SERVICES

Students who become sick while at school may report to the clinic in the School Counseling office. The school nurse will call the parent of any student who is too sick to remain at school. First-aid supplies are maintained in the clinic to treat minor emergencies. A mobile dental lab will visit to serve students who are currently enrolled in Medicaid. Many health care services can be provided for students to keep them at school where they can learn and participate with other students.

MEDICATIONS

(Policy JLCD Assisting Students with Medications – issued 6/21)

Authorized school personnel may assist with oral medications during school hours at the written request of the healthcare provider and parent/ legal guardian.

- All medications must be properly labeled and in the original container.
- All medications to be administered by the principal or his/her designee will be kept in a designated, secured location.
- All medications must be brought to school by a responsible adult. A student cannot transport any medication to or from school. Exceptions to this are students who have been approved for self-medicating and monitoring or students in grades 9 through 12 who are carrying over-the-counter medications.
- All medications considered to be controlled substances by the Federal Drug Administration must be kept in a designated, secured location and administered by the school principal or his/her designee. Students are not allowed to share any prescription or over-the-counter medication with another student. Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.



NO OUTSIDE FOOD OR MEALS MAY BE DELIVERED TO STUDENTS. York One Schools is excited to continue the Federal USDA Community Eligibility Provision (CEP) program for the 2024-2025 school year! Through CEP, EVERY student will be able to receive breakfast and lunch at school, without cost. As a CEP school district, all students will have breakfast and lunch available at no cost. A la cart items, such as snacks, chips, ice cream, juice, individual entrée items, cookies, are not included, and students must have funds in their account or cash to

purchase these items.

MEDIA CENTER

The aim of the Media Center is to support and enrich the curriculum, to provide materials for information and for recreation, to help students realize the value of books as a source of information and as companions of their leisure time, to help students cultivate the habit of reading and to help students develop the ability to use all types of media. A certified media specialist and an assistant are available to assist students when they come to the Media Center.

MEDIA CENTER REGULATIONS

1. No food or drinks are allowed in the Media Center.
2. Books are checked out for two weeks and can be renewed.
3. A student must pay for a lost book.
4. Newspapers and magazines may not be checked out.
5. Reference books may be checked out overnight. They are due before the 1st bell the next day. A fine of fifty cents per day is charged if reference books are not returned.
6. Maximum fine on a regular book is $5.00. There is no maximum fine for a reference book. The fine accumulates until the book is returned.
7. School supplies are available at the Media Center Store.
8. Computers are available for student use.
9. The Internet is available for class work only.

CALCULATOR CHECKOUT POLICY

Students will be allowed to check out graphing calculators from the media center. A parent permission form must be completed prior to students being allowed to check out the calculator. The replacement cost of the graphing calculator is over $100. If damaged or lost, the student is held responsible for the replacement price. **I.D. CARDS**

All students should have a YCHS ID Card. Cards provide the student with identification which must be used when purchasing tickets to school events, checking out materials from the Media Center, leaving campus for early dismissal/school-to-work and providing identification to a staff member. **I.D. cards must be given to a faculty member immediately upon request.** Refusal to do so is a suspension offense. If a student loses the card, he/she must pay $5.00 to the YCHS bookkeeper for a replacement. Students must have ID cards in their possession at all times during the school day. Students who do not have an ID can have one made in the media center prior to 1st block. They can bring a receipt from the bookkeeper in order to have the ID made.

YCHS/FDJTC Attendance Expectations & Guidelines

High School Students
(9th –12th Grade)

The South Carolina Department of Education permits students up to **five absences (lawful or unlawful)** in a **90-day/full-unit course** and up to **three absences (lawful or unlawful)** in a **45-day/half-unit course** before attendance recovery is required. To earn course credit, students must complete at least **120 contact hours** in a full-unit course and **60 contact hours** in a half-unit course. For yearlong courses, students may have no more than **10 total absences** to remain eligible for credit.

Students who are absent from school must provide an official written excuse (i.e. medical note, legal note) or a written excuse signed by a parent/guardian. Excuses must be submitted within **three school days** of the student's return to school; otherwise, the absence will automatically be classified as **unlawful and unexcused.** Parents/guardians may submit up to 10 parent notes per school year.

Regardless of whether absences are lawful or unlawful, **any student who does not meet the required contact-hour minimum (120 hours for a full-unit course or 60 hours for a half-unit course) must complete attendance recovery to make up the lost seat time and earn course credit.**

Attendance Recovery

Attendance Recovery provides eligible students with an opportunity to make up missed instructional time and avoid losing credit due to excessive absences. To earn credit for a semester course, students must complete at least **120 contact hours** of instruction. Students who exceed the allowable number of absences and owe seat time must participate in Attendance Recovery, which is offered each semester. The cost is **$5 per block of time owed**. Students may recover seat time for absences up to **13 absences** in a full-unit (semester) course, **6 absences** in a half-unit course, or **15 absences** in a yearlong course.

Upon reaching the attendance recovery threshold, attendance records will be reviewed to ensure that all required procedures have been followed by the student and parent/guardian and that absences have been properly documented.

Students may lose credit for a course if total absences (lawful or unlawful) exceed **13 absences** in a full-unit (semester) course, **8 absences** in a half-unit course, or **15 absences** in a yearlong course. **Students who exceed these thresholds will not be eligible for attendance recovery and will receive an FA for the course (Failure Due to Absence).**

These attendance thresholds are based on a traditional **180-day school year** with no interruptions or state-approved calendar adjustments. If the school calendar is modified, attendance requirements and recovery opportunities may be adjusted in accordance with state and district guidance.

Competency Based Attendance

If you believe your students' absences are due to exceptionalities and/or extenuating circumstances, you may apply for a waiver of the Seat Time Requirements issued. However, the student must have NO unexcused (SC-UNEX) OR undocumented absences on their attendance record for an application to be considered. A detailed account of your students' absences can be found in PowerSchool and can be provided upon request. If documentation such as medical excuses or documentation from outside agencies for unexcused absences need to be submitted, they can be emailed to cturner@york.k12.sc.us. Each application will be considered and reviewed by the principal and their designated team on a case-by-case basis. Applications may be obtained by emailing cturner@york.k12.sc.us.

Criteria for exceptionalities and/or extenuating circumstances:

- Absenteeism with documented barriers related to a student's medical situation with appropriate documentation.
- Extended hospitalization or rehabilitation of a student that is verified by medical documentation.
- Legal or safety reasons that prevent a student from attending school in person for an extended period with appropriate documentation.
- Significant hardships with appropriate documentation.

Truancy

South Carolina attendance regulations require that school officials intervene and report non-attendance of students under 17 years of age as required by law. The YCHS & FDJTC attendance offices monitor student attendance daily. **Students are considered truant after three consecutive unlawful absences or a total of five unlawful absences during the school year**. The school will seek to intervene when students are near truancy by providing regular reporting to parents and establishing Student Attendance Intervention Plans. Students may be referred for truancy mediation and/or Family Court if attendance does not improve.

Extracurricular Participation

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event. Students who are suspended out of school may not participate in any school events, including athletic events held that afternoon or evening.

Tardiness to School

Students are expected to attend school on time every day. Students who do not attend school on time will be considered tardy up to the first 45 minutes of class. Students who miss more than one-half of the class period/block will be considered absent.

Anyone who is tardy to school should report to the school office before going to class. Students who are tardy to school must bring a written excuse from parent/guardian. The **sixth (6th)** excessive tardy to school may result in the loss of parking privileges.

ACCEPTABLE EXCUSES FOR TARDINESS TO SCHOOL:

1. A signed note from medical, court, law enforcement, or other authority indicating the reason for the pupil's tardiness.
2. Accidents that can be documented including any police report or witness, if available.
3. Malfunctioning automobiles directly causing the tardiness with satisfactory documentation; any frequent use of this excuse for tardiness might result in the student being advised to secure more dependable transportation.
4. Train, accident or mishap causing traffic to be detained for a lengthy period of time; documentation and evidence required.
5. Any home or family emergency that can be documented as the direct cause of the tardiness.

UNACCEPTABLE EXCUSES FOR TARDINESS TO SCHOOL:

1. Oversleeping
2. Missing the school bus (unless the school bus departed from its regular schedule)
3. Arriving late due to dependence on another person (parent, student, or anyone else)
4. Walking to school
5. Being held up in traffic
6. Trouble with a vehicle that could have been anticipated and controlled (example: insufficient gas)

Tardiness to Class

A student who arrives late to class after class begins must get a printed pass in order to enter. Students will report to an ID scanner to scan their ID to receive a pass. ID scanners are positioned in the main office, the FDJTC office, and the Attendance Office. If more than 20 minutes of any class period is missed due to tardiness, it is considered an absence from class, and the policy for absences, lawful or unlawful will apply.

1-3 offense.....Parent Contact; Warning
4th – 5th offense.....Parent Contact; Lunch Detention
6th – 7th offense.....Parent Contact; 1 block of ISS
8th + offense .....1 Day of ISS

The administration reserves the right to handle all above actions in the manner they feel most appropriate for all concerned; except when board policy explicitly directs a specific action. Such offenses may result in recommendation for expulsion.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

To be eligible to receive a South Carolina High School Diploma, students must earn 24 Carnegie units, participate in all state required standardized tests, and complete the state health requirement. As students plan to meet the diploma requirements, they will use the York School District One Curriculum Framework. From this framework, each student will select a cluster of study, a career major, and will complete an Individual Graduation Plan (IGP) with the help of their school counselor. More detailed information on the Curriculum Framework and career templates can be found in the York School District One Course Booklet published each spring for use during course registration.

English .....4 units

Math .....4 units

Science ..... 3 units

U.S. History .....1 unit

Government .....1/2 unit

Economics.....1/2 unit

Social Studies Elective .....1 unit

Physical Education/ROTC .....1 unit

Computer Science.....1 unit

Foreign Language/CTE.....1 unit

Electives.....6.5 units

Personal Finance .....1/2 unit

Personal Health .....1/2 unit

EARLY GRADUATION REQUIREMENTS

The board and the administration support a full high school program including a minimum four-year course of study. However, the board and administration recognize that under certain circumstances early graduation is the best option for a student.

The student applying for early graduation will meet standards required of all high school graduates in the school district. The application for early graduation must be filed with the school counselor no later than the end of the first nine weeks of the third year in high school. Students must submit their graduation fee. ALL FEES must be paid in full by the end of the first semester of the senior year.

Students completing early graduation under an approved plan may participate in the Winter Graduation exercises. Students who plan to participate in graduation MUST attend graduation practice.

The school principal will appoint a committee to examine the application for early graduation. The principal will render the decision within 10 days of the receipt of the recommendation from the committee. The principal's decision may be appealed to the superintendent or his/her designee. This appeal must be made in writing within five days of the decision made by the principal.

Students electing early graduation will not be eligible to serve as valedictorian or salutatorian of the graduating class. Students who graduate at the end of first semester are no longer enrolled students and therefore may not attend the Prom (unless they are an approved guest of a student), participate in field trips or other student activities.

When extenuating circumstances occur with a student after the designated early graduation application deadline has passed, the affected student should complete the application for early graduation and submit it for consideration following the guidelines set forth in this document. All applications that are submitted after the first nine weeks of the third year in high school due to extenuating circumstances will be handled and considered on a case-by-case basis.

CLASS RANKINGS AND ACADEMIC HONORS

Class rankings for students in grades 9-12 will be calculated at the end of each semester. Valedictorian and Salutatorian honors will be calculated at the end of the final semester of the senior year. NOTE: A student must complete the last year of his/her high school credits at York Comprehensive High School in order to be eligible for either valedictorian or salutatorian honors (i.e., student must be enrolled as a full-time student on the 1st day of the senior year). Honor graduates will have at least a 4.2 GPA.

Junior Marshal Honors will be calculated at the end of the first semester of the junior year. **The top 25 students are eligible.** Students who transfer to YCHS after the 1st grading period of their junior year will **not** be eligible.

Other student recognition and honors based on class ranking will be calculated at the end of the most recently completed semester.

FULL-TIME ENROLLMENT POLICY

All students must carry a full load (at least 3 courses) of classes each semester, including seniors. The administration must approve all exceptions. If a student violates this policy, he or she will be suspended until a parent conference is held. A senior who continues to violate this policy will not participate with his or her classmates in the graduation ceremony.

DUAL CREDIT COURSES

Dual credit courses are those that earn high school and college credit. Teacher Cadet, which is offered each year during the regular school day, is one example. These courses differ from AP in that AP courses require a minimum score on a nationally standardized test in order for college credit to be awarded. Students should see a school counselor to receive an updated list of qualifying scores.

Please note: **After 5 days, the college requires anyone withdrawing from a Dual Credit Course to receive a grade of 50.** Students are also expected to follow the attendance guidelines of the designated College/University.

TRANSCRIPTS

Transcripts of all high school credits are maintained in permanent records and in a computer database. Transcripts are sent at no cost to the student while enrolled at YCHS. Past graduates may request transcripts online at https://www.needmytranscript.com. Transcripts for former students are sent at a cost of $7.00 per transcript. Requests for transcripts for current students at YCHS are made to the YCHS registrar.

EXAM EXEMPTIONS

There are no exemptions for students in grades 9-11 or for seniors in a course requiring an End of Course exam. Exams will count 20% of the semester grade.

Seniors can exempt final exams both semesters of their senior year if they meet the following criteria:

- Must have at least an 85 average for the semester.
- Can have no more than 5 absences, excluding medical, in a semester class and/or 3 or more absences, excluding medical, in a nine weeks' class.
- Cannot have to recover time due to absences
- Can have no absences from class due to suspension, ISS or OSS.

Commission on Higher Education (CHE) college entrance requirements:

- 4 units of college-prep English
- 4 units of college-prep math - *Algebra 1, Algebra Foundations or Intermediate Algebra, Geometry, Algebra 2 and a 4th unit from among Algebra 3, Pre-Calculus, Calculus, or Statistics.*
- 3 units of college-prep lab science
    - *Physical Science DOES NOT COUNT as a lab science*
- 3 units of social studies
    - *1 unit must be in US History*
    - *1 unit must be Government/Economics*
- 2 units of the same foreign language (some colleges like Clemson and College of Charleston require 3 units)
- 2 units of college-prep elective - *Computer Science involving significant programming content is strongly recommended for this elective unit. Others that are acceptable are college-prep courses in English, Fine Arts, World Language, Lab Science, Humanities or Social Studies*
- 1 unit in Fine Arts
- 1 unit of PE or ROTC

GRADUATION PARTICIPATION POLICY

Students in York School District One may graduate from high school and receive a South Carolina high school diploma by meeting the requirements. Students may participate in the high

school graduation ceremony if they have met all course requirements for a South Carolina diploma and are in good standing. 2nd semester seniors must be enrolled as a full-time student. Students who complete the requirements as designated in their IEP may also participate in York School District One's high school graduation ceremony.

DIPLOMA WITH DISTINCTION

- Must complete all requirements for a South Carolina High School Diploma.
- Must complete 28 units of high school credit including 4 units of English, 4 units of math, 4 units of science, 4 units of social studies with no grade lower than a C.
- Must earn 4 units within a selected major.
- Must participate in at least one (1) school club, organization, or extracurricular or athletic activity per year in grades 9-12 OR perform at least one hundred (100) hours of an approved community service. The project must have prior approval of the school administration and have signed documentation of service completion.
    - Gold Level recognition requires a 4.2 GPA.
    - Silver Level recognition requires a 3.75 GPA.

HONOR ROLL

Honor roll is to be calculated at the end of each grading period (each nine weeks). Students earn honor roll distinction by qualifying in one of the two areas listed below.

PRINCIPAL'S HONOR ROLL

To qualify for the Principal's Honor Roll, the student must have earned all A's in every class taken during the nine weeks.

A/B HONOR ROLL

To qualify for the A/B Honor Roll, students must have earned all A's and/or B's in every class taken during the nine weeks.

STUDENT CODE OF CONDUCT

INTRODUCTION

The administration, faculty and support staff of York Comprehensive High School and Floyd D. Johnson Technology Center (herein after collectively referred to as Staff) believes that one step toward a safer, improved school discipline is a comprehensive plan for school safety, and discipline.

Our school discipline plan is part of an ongoing school planning effort and will be reviewed and updated on a regular basis. This discipline plan has been developed cooperatively by parents, students, teachers, administrators, counselors, community agencies, and approved by the district school board.

The plan is a broad, continuing, comprehensive, and systematic process to create and maintain a safe, secure, and welcoming school climate, free of drugs, violence and fear. The plan identifies unacceptable pupil behavior. Those who commit the offenses listed in the plan will be disciplined as indicated. Students may be referred by an administrator to the alternative school at any point in the discipline process. This plan promotes a climate for success and development of all students and those professionals who serve them.

Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do things which will make it outstanding. We believe the behavior and safety of our students and staff



DISCIPLINE PHILOSOPHY

The following framework supports a positive approach to training and developing students.

- *It is to be noted that "positive approach" does not eliminate punitive actions as an inherent part of a well-rounded student discipline/training program.*

The "PBIS Approach" focuses more on the use of interventions and rewards that lead students to take responsibility for effectively managing/controlling their behaviors in such a way that leads to productivity.

Point to remember*: *Very Few Have Been Punished to Greatness.

The York Way	In The Classroom	In The Restroom	In The Hallway	In The Cafeteria	On The Bus
COMMUNITY	• Influence others to do the right thing. • Build relationships with others. • Take initiative. • Be a catalyst for positive change.	• Keep bathroom neat and clean. • Flush toilet and wash hands. • Take care of public spaces and equipment.	• Pick up trash and throw it away. • Eat and drink only in non-carpeted areas. • Non-school instrument cases should be left at home.	• Put tray, utensils, and garbage in appropriate locations. • Clean up spills and pick up trash.	• Respect school property. • Keep hands, feet, and objects to yourself. • Report problems to the bus driver.
ACCOUNTABILITY	• Attend class every day and on-time. • Be prepared and meet deadlines. • Follow the rules. • Be a team player and keep commitments.	• Follow directions of staff. • Accept consequences without arguing.	• Walk. • Keep hands, feet, and objects to yourself. • Have a SmartPass during class time.	• Use eating utensils as intended. • Walk. • Keep hands, feet, and objects to yourself.	• Follow directions of staff. • Accept consequences without arguing.
RESPECT	• Respect yourself and others.	• Respect privacy of others.	• Use Quiet Voices. • Shut locker	• Use conversational tones.	• Use conversational tones at all

	• Take care of public spaces and equipment. • Use technology appropriately.	• Respect school property. • Keep hands, feet, and objects to yourself.	doors quietly. • Show affection in a school appropriate manner. • Keep hats and head covering off.	• Use manners while eating. • Maintain position in line. • Keep hats and head covering off.	times. • Use appropriate language.
EXCELLENCE	• Challenge yourself to do your best! • Be involved, engaged, and have a positive attitude. • Think critically and ask questions.	• Report vandalism to staff. • Use facilities in an appropriate and timely manner.	• Walk in the direction of your class. • Arrive at your class on time.	• Remain seated once food is purchased. • Bring lunch or lunch money to the cafeteria.	• Arrive to the bus on time. • Remain seated at all times. • Keep hands and objects inside the bus.

POSITIVE BEHAVIOR INCENTIVES/AWARDS

Overview: As a school, we encourage students to meet our expectations and model the behaviors described in our matrix. Incentives are used to reward appropriate behaviors that support the school- wide behavioral expectations. Teachers may use a variety of incentives inside the classroom that include, but are not limited to:

EXAMPLES OF POSITIVES CLASSROOM INCENTIVES

(MANY MAY BE INDIVIDUAL OR CLASS-WIDE)

NOTES	Homework Pass	Stickers
VERBAL PRAISE	Cougar Cash	Cougar Card
CALLS/EMAILS	Exemption	Free Time
TEST BUDDY	Teacher Ans.	Music



DISCIPLINE CODE

AR JICDA-R Code of Conduct (*Issued 4/24)*

Extenuating, Mitigating, or Aggravating Circumstances
The board gives the appropriate administrator authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of Students with Disabilities - Disciplinary process
Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

Program prescriptions
A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's individual education plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a disabled student's individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulation.

Suspensions
The administration may suspend a disabled student unless a suspension is prohibited by the student's IEP. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend a student for not more than ten (10) consecutive school days, and for additional removals of not more than ten (10) consecutive school days in the same

school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law). Prior to a single suspension for over ten (10) consecutive days, or a cumulative suspension for more than ten (10) days that constitutes a pattern of removal, a multidisciplinary team will meet to determine whether there is a direct or casual relationship between the misconduct and the student's disability. If no relationship is determined to exist, the administration may proceed with standard procedures for handling the misconduct. If it is determined that the misconduct is a manifestation of the student's disability, the student's IEP will be reviewed and revised to address the student's difficulties.
However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs, solicit the sale of or sell controlled substances, or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to forty-five (45) days at a time. If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial hearing officer to order that the child be removed to an interim alternative educational setting for a period up to forty-five (45) days.

Expulsions
Expulsion of a disabled student is equivalent to a change in educational placement and therefore requires special procedures. Before a disabled student may be expelled, a multi-disciplinary team must determine whether there is a connection or casual relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Immediate Removal
Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a disabled student from school immediately under emergency conditions.

Level I

Definition: Level 1 includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.

Acts of Level 1 conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- profanity
- abusive language between or among students
- failure to comply with directives from school/district personnel or agents (to include volunteer aides or chaperones)
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy (three (3) consecutive unlawful absences from school or a total of five (5) unlawful absences)
- violations of the electronic device policy
- other disorderly conduct as outlined in the school handbook

Enforcement procedures and sanctions

When the staff member observes, or is notified of and has verified an offense, he/she should take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule. The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should effect the appropriate disciplinary action. The administrator will maintain a complete record of the procedures.

Below is a list of Level I sanctions:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension
- suspension/expulsion
- confiscate item
- academic penalty (cheating)
- other sanctions as approved by the board

PLAGIARISM

Plagiarism is defined as presenting borrowed information as a student's original work. This may involve complete essays or research papers or paraphrases, direct quotations, summaries, or translations derived from translation services or software. Plagiarism is a form of cheating and is usually dealt with severely in higher education, including a failing grade on the assignment, a failing grade in the course, or even academic probation or expulsion.

In secondary schools, most plagiarism is unintentional and occurs because young writers are unfamiliar with correct documentation. However, because teachers cannot always determine whether plagiarism is unintentional or intentional, the student bears the responsibility of making sure that all of his work is original and any borrowed material is documented. As a safeguard, students should always submit their research and writing to a teacher's review before turning in a final project. **With intentional plagiarism, as when students present papers written or translated by other authors and/or software or when large portions of the student's work are clearly borrowed, the assignment receives a failing grade and may result in disciplinary action and requirement of alternative assignment completion.**

Level II

Definition: Level II conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying administrative sanctions, legal sanctions and court proceedings.

Acts of Level II conduct may include, but are not limited to, the following:

- violation of a Level I intervention plan and/or behavioral contract
- use of an intoxicant
- use or possession of tobacco products or materials, including ecigarettes and vapors
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- abusive language to staff and/or students

- repeated refusal to comply with directives from school personnel or agents (such as volunteer aides or chaperones)
- possession or use of unauthorized and/or controlled substances or paraphernalia, as defined by law and/or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- inappropriate use of technology (e.g. bullying, harassing, or intimidating other students or district employees; plagiarizing copyrighted materials; or accessing inappropriate websites)
- show/display gang related colors and/or symbols, flashing signs and "flagging"
- creating, possessing, or sharing nude, partially nude, or other sexually explicit or suggestive images, videos, or visual representations using non-digital means (e.g. printed materials) or electronic communication, including, but not limited to texting, emailing, or posting on social media platforms; these acts are prohibited whether or not the subject of the images, videos, or visual representations consent to their being created, possessed, or shared
- other disruptive conduct as outlined in the school handbook

Enforcement procedures and sanctions
When the administrator observes, or is notified of and has verified an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
Parents/Legal guardians will be notified of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian. The administrator will keep a complete record of the procedures, and will, if appropriate, notify law enforcement.

Below is a list of Level II sanctions:

- temporary removal from class
- in-school suspension
- out-of-school suspension
- behavior contracts
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)
- other sanctions as approved by the board

Level III

Definition: Level III conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of level III conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)
- tampering with fire alarms or other safety devices
- possession, use, or transfer of explosives or other incendiary devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of weapons or lookalike weapons*
- possession, use, or transfer of a firearm**
- sexual offenses

- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized and/or controlled substances, as defined by law and/or board policy
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance
- illegal use of technology (e.g. communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities)
- knowingly and maliciously distributing, possessing, exchanging, creating, soliciting, or exhibiting images, videos, or visual representations of sexually explicit nudity or sexual activity using nondigital means (e.g. printed photographs or magazines) or via electronic communication, including but not limited to texting, emailing, or posting on social media platforms
- maliciously transmitting sexual images of minors other than images of the student or images transmitted with the uncoerced consent of the individual in the images
- threatening to take the life of or inflict bodily harm upon a teacher, principal, staff member, or members of their immediate family
- threatening students and/or school(s) in violation of state law

**May result in recommendation for expulsion for the remainder of the school year (see policy JICI Weapons in School).*
***May result in recommendation for expulsion for one full calendar year (see policy JICI Weapons in School).*

Unintentional or inadvertent possession of a weapon in conflict with district policy can be handled as a Level I or Level II incident at the discretion of the principal if the student immediately brings the weapon to the attention of a teacher or administrator and turns the weapon over to school authorities prior to discovery by a school staff member. Under these circumstances, the principal may deal with the offense in compliance with the appropriate sanctions with the superintendent's approval. In compliance with federal and state law, this allowance does not apply to possession of a firearm (see policy JICI).

Enforcement procedures and sanctions
When an administrator observes or is notified of and has verified an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and if appropriate, meet with the student. If warranted, the student will be removed immediately from the school environment.

Parents/Legal guardians will be notified as soon as possible, If appropriate, school officials should contact law enforcement authorities. School staff will follow established due process procedures when applicable and keep a complete record of the procedures.

Below is a list of Level III sanctions:
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate (should be sought by school authorities)
- other sanctions as approved by the board

Student Conduct Away from School Grounds or School Activities
Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designee should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student

to attend classes as usual or may take appropriate disciplinary action, including, but not limited to, in-school suspension or out-of-school suspension, in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out of school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of the
- suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on the alternative school campus for coursework and exams that require a proctor in a virtual school accessed through the district's alternative school; students not able to successfully enroll will be expelled for the remainder of the school year)
- recommending expulsion of the student for the remainder of the year

Issued 10/11/88; Revised 10/13/92, 6/29/99, 3/11/03, 5/10/05, 3/14/17, 3/13/18, 3/23/21, 10/12/21, 11/9/21, 4/9/24

The staff will make every effort to interpret and enforce the discipline code in a consistent and fair manner. A security video system is in place to ensure the safety of all students. Any behavior considered to be inappropriate and disruptive to the educational environment that may not be specifically dealt with in this code will be handled in a manner the administration feels is most appropriate for all concerned. Each category of discipline will be dealt with by the Staff as indicated.

The board gives the appropriate administrator authority to consider all circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

HARRASSMENT, INTIMIDATION OR BULLYING

(Policy JICFAA Issued 3/21)

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

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

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with board policy JII, Student Concerns, Complaints, and Grievances. Complaints will be investigated promptly, thoroughly, and confidentially. All school staff are required to report alleged violations of this policy to the principal or his/her designee. Failure to report violations of this policy can be grounds for disciplinary action up to and including termination. Reports by students or staff may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. If a false report is received, those responsible will be subject to disciplinary action, up to and including expulsion, in the case of a student or termination, in the case of a staff member.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and staff have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or staff member who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of a staff member. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will ensure that student/parent handbooks addressing student conduct expectations reflect this policy and are disseminated to students, parents, and staff.

TOBACCO

(Policy ADC Issued 11/23)

Purpose: To establish the basic structure for tobacco-free schools.

The board affirms that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible.

For purposes of this policy:

- Tobacco product means a substance that contains, is made of, or derived from tobacco or nicotine and is likely to be consumed or is intended for human consumption, that can be inhaled, absorbed,

or ingested by any other means including, but not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, snus, or snuff.

- Electronic smoking device means any device that may be used to deliver any vaporized or aerosolized substance including e-liquid, to the person inhaling from the device, including, but not limited to, e-cigarettes, e-cigars, e-pipe, vape pen, or e-hookah. Electronic smoking device also includes any component, part, or accessory of the device including any substance intended to be vaporized or aerosolized while using the device whether or not it contains nicotine.

The board commits to the following:

- maintaining a 100 percent tobacco-free, smoke-free environment for all students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and applies to all school-sponsored or school-related events, on or off school grounds prohibiting the use of any tobacco product or electronic smoking device by persons attending a school-sponsored event when in the presence of students or staff or in an area where smoking or other tobacco use is otherwise prohibited by law
- prohibiting the possession of all tobacco products, electronic smoking devices, or associated paraphernalia
- utilizing a proven and effective science-based tobacco use prevention curriculum
- providing access to cessation counseling or referral services for all students and staff
- collaborating with community partners to share resources

Notice

This policy will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis.

Tobacco-free signs prohibiting the use of tobacco products and electronic smoking devices on district property will be posted in highly visible areas at facility entrances and throughout school and district grounds, including athletic facilities.

Enforcement

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this tobacco-free policy. The district will enforce this policy through appropriate disciplinary actions for violators, including, but not limited to, the following:

Students

- parent/legal guardian/administrator conferences
- mandatory enrollment in tobacco prevention education or cessation programs
- community service
- in-school suspension
- suspension from extracurricular activities
- out-of-school suspension

Staff

- verbal reprimands
- written notification placed in personnel file
- suspension
- mandatory enrollment in a tobacco prevention education program
- voluntary enrollment in a cessation program

Contract or other workers

- verbal reprimand
- notification to contract employer
- removal from district property

Visitors, volunteers, or members of the public

- verbal requests to leave school property
- termination from volunteer positions
- forfeiture of any fee charged for admission
- prosecution for disorderly conduct after repeated offenses

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to school or district administration.

Education and Assistance
The district will utilize a proven and effective tobacco use prevention curriculum to educate all students and will provide assistance and/or make appropriate cessation referrals. The district will collaborate with the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement this policy.

Tobacco Industry Marketing or Sponsorship
The district will not accept any contributions, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or electronic smoking devices, or tobacco or electronic smoking device product use, will not be allowed on district grounds or in the possession of students, staff, contract and other workers, and volunteers on district property or at district-sponsored events.

ACTIONS-LAW ENFORCEMENT

- Usage or possession of tobacco products on campus may result in a referral to law enforcement.

ACTIONS-DUE PROCESS-ADMINISTRATION

- *1st Offense:* 1 day of ISS with mandatory completion of a tobacco education online program through Keystone
- *2nd Offense:* 2 days of ISS and mandatory enrollment in an onsite 4-week tobacco cessation program through Keystone. Refusal to comply will result in out of school suspension.
- *3rd Offense:* 3 days of OSS with a Keystone Referral for offsite services.
- *4th Offense*: 5 days of OSS with a Keystone Referral for offsite services.
- *Continued Offense:* Continued offense may result in a recommendation for alternative placement or expulsion.

The administration reserves the right to handle the above actions in the manner they feel most appropriate for all concerned; except when board policy explicitly directs a specific action. These offenses may result in recommendation for expulsion.

In addition to other penalties, the student is referred to the Law Enforcement for further action and/or The York District One Substance Abuse Coordinator.

S.C. SAFE SCHOOLS ACT

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on, or within a radius of one- half mile of the grounds of a public school. The penalty is a $10,000 fine or 10 years' imprisonment, or both.

Carrying a weapon on school property is a felony which carries a three thousand dollar ($3,000) fine and a maximum prison term of five (5) years plus a one calendar school year expulsion. This act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc. which contains a threat of death or bodily harm to the per- son or a member of the person's immediate family.

This act also allows schools to expel students for illegal activities committed off campus, unrelated to school which may affect the safety of the school or the educational process.

ALCOHOL AND DRUG POLICY

(Policy JICH Issued 3/21)

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or other controlled substances in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place and virtual programming)
- en route to or from school, at the bus stop, or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance, or unauthorized, or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of controlled substances. Principals or their designee(s) will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

SCHOOL INTERVENTION PROGRAM

The district has a strong interest in early intervention of behavioral problems which indicate high risk potential for alcohol and drug abuse. Therefore, the district agrees to cooperate and coordinate when possible with respect to accredited public or private intervention programs or agencies provided by the county program on alcohol and drug abuse.

Adopted 2/10/81; Revised 10/14/86, 10/11/88, 3/10/92, 3/12/96, 9/9/97, 6/29/99, 8/14/07, 3/13/12, 3/13/13, 3/10/15, 3/23/21

Legal References:
S.C. Constitution: Article XVII, Section 14 - Must be over 21 to possess distilled liquors.

S.C. Code of Laws, 1976, as amended: Section 16-17-530 - Students who come to school in an intoxicated condition, or conduct themselves in a disorderly or boisterous manner, could be arrested for a

misdemeanor. Section 44-49-80 - Establishment of drug abuse intervention, prevention, and treatment services in public schools. JICH JICH 1 of 2 Section 44-53-110 - Definitions; lists of illicit drugs. Section 44-53-440 - Distribution of controlled substances to persons under 18 prohibited.

ACTIONS-DUE PROCESS (ADMINISTRATION)

- Use or possession of alcohol or drugs will bring an automatic suspension of up to ten days, with notification of parents/legal guardians and legal referrals made by school officials and a may result in a recommendation for expulsion.
- A second offense of the aforementioned or first offense distribution of alcohol or drugs will bring an automatic 10 day suspension with a recommendation for alternative placement or expulsion.

The student's return to school from suspension or expulsion as a result of a violation of this policy will be contingent upon the following:

- parent conference with the school principal or his/her designee
- counseling session with the school's assigned School Counseling counselor
- evidence of enrollment and active participation in a local, district-approved, alcohol and substance abuse program (i.e. Keystone); ***under these circumstances, any cost of services which are provided in relation to alcohol and substance abuse programs are at the parent/legal guardian's expense.***

The board intends to assign alternative placement or expel any student who is charged by law enforcement officers with the distribution of a controlled substance off school grounds. Re-entry from expulsion will require board approval and successful participation and completion in a district approved alcohol and substance abuse program.

RAID (RESISTANCE AGAINST ILLEGAL DRUGS)

York School District One is using strategies to help make our schools safer. One program the district has implemented is using RAID drug dogs at YCHS. RAID Corps, Inc. was started in 1995 to help with the ever-increasing problem of drugs in school systems and the workplace. RAID's K-9s are trained to detect the presence of odor from drugs and gunpowder. All K-9s are trained by a professional trainer with experience in law enforcement and canine proficiency who is certified annually with a nationally recognized organization. During a RAID visit, inspections are conducted randomly using RAID procedures.

IN SCHOOL SUSPENSION

In School Suspension (ISS) also known as the Character Education Lab is a key component of our PBIS discipline program. Our Character Education Lab is an intervention conducted during the school day as a means of retraining students on proper behaviors. Students assigned to the Character Ed Lab will complete behavior modification modules on a computer program. Students will also receive character coaching from a trained instructor. The following guidelines will be followed:

1. A student will be assigned to ISS by an administrator only.
2. A student can be assigned ISS for a block, two blocks, three blocks, or the entire day.
3. Students will work on assignments from their teachers or modules during their assigned time in ISS.
4. Students will complete refocus activities while in ISS.
5. Students will not be permitted to participate in extra-curricular activities nor athletics on days that full days of ISS are assigned.

6. Failure to serve ISS will result in unlawful absences for the days missed and upon the student's return to school, he/she must complete the assigned time in ISS.
7. Students who serve ISS will be counted present for those days.
8. Students will be responsible for making up any missed work due to ISS.

A student who disrupts ISS will be removed by school administration and will be subject to suspension out of school and possibly charged with disturbing school by the school resource officer.

OFF LIMITS AREAS

1. Students are not permitted in the academic areas of the building or in the Technology Center before the 1st Bell without written permission, unless going to the Media Center.
2. During the school day students will not be permitted in the parking lot without permission from a staff member.
3. The halls and restrooms in the academic area and Technology Center are "off-limits" to students who are at lunch unless they have written permission from a staff member. Halls and restrooms in these areas must be cleared by the tardy bell.
4. Students are not to park in the faculty parking areas.
5. No student is allowed in the Activities Area (gymnasiums, auditoriums, etc.) during the school day except to attend classes, assembly programs, or under class supervision.
6. Students are not allowed to sit in parked cars or buses during the school day. This includes from the time you arrive on campus until the time you leave campus.
7. Any area that is not designated or intended for student use is "off-limits."

SKATEBOARDING

Skateboards will not be allowed on the YCHS/FDJTC campus. If a student is seen with a skateboard during the day, the skateboard will be taken and turned over to an administrator. A parent will have to pick up the skateboard and consequences may be given by an administrator. Students on campus skateboarding after 3:40 pm will be subject to arrest for trespassing.

APPEALS

If you wish to appeal a disciplinary decision, call the school and schedule a conference with the appropriate person. If the appeal involves action taken by a teacher, try to reach a proper solution with the teacher first. Concerns that are not resolved with the teacher or assistant principal may be appealed to the principal. Decisions of the principal may be appealed to the superintendent or designee.

GRIEVANCE PROCEDURES

Any student who does not agree with any school policy and wishes to express a grievance must follow the procedure below:

1. Present your grievance in writing to administration.
2. The administration will issue a written statement regarding its decision to the Student Council.

RETURN FROM EXPULSION

A student will be permitted to re-enter alternative school on a probationary basis at the next school year following expulsion if School Board approval is secured. It must be clearly understood that a single suspension for a student on probation will be grounds for expulsion. These students will also be *required*

to sign and abide by a Student Behavior Contract.

TRANSPORTATION

Parking Rules and Regulations

York Comprehensive High School Parking Rules and Regulations
All YCHS/FDJTC parking lots and parking areas require a school-issued parking permit. Parking permits can be purchased through the FDJTC office. Students **must** complete the ALIVE at 25 Defensive Driving Course prior to purchasing parking permits.

Hang Tag Permits – Use and Fines
It is the responsibility of the person registered for the parking permit to properly display the permit at all times (hung from the rearview mirror with tag number visible through the front windshield). Incorrect display of the parking permit may result in a parking ticket and fine. The person registered for the hang tag will be charged the fine for all tickets issued for any vehicle parked in an illegal spot or lot with the permit. Hang tags should be removed from the rearview mirror while driving.

A fee of $15 will be charged for a replacement permit.

Consent to Search
I understand that in order to maintain a reasonable and safe school environment, YCHS/FDJTC reserves the right to search a vehicle on school property and seize any property within the vehicle, which violates state law, school regulations, or may be harmful to any person.

General Rules and Regulations

1. Parking in all YCHS/FDJTC parking lots requires the appropriate school-issued parking permit (employee or student). A parking permit does not guarantee the holder a parking space or a parking space in a specific lot. The responsibility of finding an authorized parking space rests with the permit holder. Lack of preferred parking is not considered a valid excuse for violation of traffic and parking regulations.
2. Students may purchase parking permits online at a cost of $30.
3. All vehicles should be locked with no valuables left inside. YCHS/FDJTC/YSD1 assumes no responsibility for a vehicle and its contents.
4. Vehicles are not to be operated on campus in any unsafe manner or at speeds in excess of 10 m.p.h. Failure to comply will result in the loss of driving privileges.
5. The administration reserves the right to have students remove any decal or symbol that may be deemed disruptive of the school campus environment.
6. Any theft or damage should be reported immediately to the FDJTC office and to Sergeant King.
7. Students must have a pass to return to their vehicle for any reason during the school day.
8. Students may not leave the student parking lot before the end of the school day without signing out or showing an early dismissal permit.
9. Students are to park cars and come inside the building. There is to be no loitering in the car or parking lot in the morning or afternoon.
10. Students may not park their cars at an angle taking up more than one parking space.
11. Seniors should park in the designated senior parking lot. Underclassmen should park in the lower parking lot.
12. No students may park in the staff/faculty parking lot.
13. No student may register a car and then give his/her parking permit to another student.
14. The privilege of parking in the student parking lot may be lost at the discretion of the administration.
15. Students may not ride in the back of an open truck or on hoods.
16. Playing loud radios in automobiles (if it can be heard outside of the automobile, it is too loud) and other excessive noise disturbing school will result in loss of driving privileges.
17. Student operated vehicles are not to be located on campus without a current parking tag properly displayed on the vehicle. This tag must be attached to the rearview mirror on the

front windshield. There is a $15 replacement fee for lost or damaged parking tags.
18. When students fail to follow the regulations for student driving and parking, they may have the option to pay a fine or lose driving privileges.
19. The front loop of the school is a designated fire lane. It should not be used for parking.
20. Students must log in to the parking portal to pay fines when a citation is issued.
21. Multiple parking violations may result in disciplinary actions.
22. Excessive tardiness to school may result in the loss of parking privileges.
23. Blocking or obstructing traffic in parking areas, in service drives, along curbs, in loading docks or next to trash dumpsters is prohibited.
24. Parking on, driving on or blocking sidewalks, pedestrian pathways and lawns/landscaped areas is prohibited
25. While driving on campus, drivers must yield right-of-way to pedestrians.
26. A $15 fee will be charged for replacement, lost or stolen parking permits. Anyone found in possession of a stolen parking permit will be fined, lose all campus parking privileges, and face disciplinary actions.
27. In the event of a license plate change, a new vehicle is obtained, or a loaner/ temporary vehicle is brought to campus, the FDJTC office must be notified.

Handicapped Parking
As mandated by the State of South Carolina, a number of campus parking spaces are designated for handicapped parking. These parking spaces are clearly marked and are restricted for use by individuals displaying valid handicapped permits issued by licensed physicians or with State-issued handicapped license plates.

Tickets and Fines
Parking tickets will be issued to any vehicles found to be in violation of the rules and regulations in this guide or as posted (i.e., signs, etc.) by YCHS. The person registered for the hang tag will be charged the fine for all tickets issued for any vehicle parked in an illegal spot or lot with the permit. A parking permit does not guarantee the holder a parking space. The responsibility of finding an authorized parking space rests with the permit holder. Lack of preferred parking is not considered a valid excuse for violation of traffic and parking regulations. Failure to find a parking ticket on the vehicle does not invalidate the parking ticket or the associated fine. Unregistered vehicles with outstanding violations will be assessed a service fee if the license plate number is traced for identification. Failure to strictly enforce any parking regulation does not waive future enforcement of the regulation.

Theft and Damage
Parking permits or registration decals do not include or imply security protection. YCHS/FDJTC assumes no responsibility for theft or damage to motor vehicles or their contents. Vehicles should be locked at all times.

Inoperable or Abandoned Vehicles
The owner or driver of a vehicle that is in violation of YCHS/FDJTC parking rules and regulations but cannot be moved due to mechanical difficulties must immediately report the vehicle to the FDJTC office.

Towing of Vehicles
Vehicles parked illegally will be towed at the owner’s expense. A towing charge and storage charge (if applicable) will be assessed.

Responsibilities
Parking on the YCHS/FDJTC campus is a privilege that may be revoked. Students who abuse parking privileges may lose their permission to park on campus for the remainder of the current school year

without a fee refund. Students who are required to permanently remove their vehicles, but fail to do so will be face disciplinary action.

YCHS/FDJTC reserves the right to temporarily or permanently change all parking rules and regulations in order to make improvements or to facilitate operations. Students, faculty and staff will be informed of such changes by public notice (lot signage, electronic correspondence, email, etc.).

BUS TRANSPORTATION

LATE BUS PROCEDURE

It is imperative that all students who arrive at school on a late bus sign in. This must be done so that all students will be accurately accounted for on the daily

BUS TRANSPORTATION AND DISCIPLINE

Every precaution for a safe transportation system will be exercised. Students are advised that the bus driver is in charge of the bus at all times. Bus students are to obey all school district transportation policies and the instructions of the bus driver or face disciplinary action by school officials.

All students receive a copy of York School District Number One "Bus Discipline Code and Regulations" at the beginning of each school year. Students should be familiar with these rules. Any complaints about drivers or routes should be directed to the Director of Transportation at the Transportation Office (803) 684-1952.

BICYCLE TRANSPORTATION

DEFINITION

"Every device propelled by human power upon which any person may ride, having two tandem wheels, is a bicycle." S.C. 56-5-160

REGISTRATION

Bicycles are not required to be registered in order to be operated or parked on the campus.

PARKING AREAS

There are two bicycle racks located on campus. One is near the FDJTC entrance on the Lincoln Road side of the building. The second rack is located behind the school between the training room and the football stadium. Bicycles may not be parked, stored or left unattended in offices, stairwells, hallways, lobbies or other common areas, in front of or to the side of any entrance or exit of any building, sidewalk, motor vehicle parking spaces or in other areas as designated by appropriate departments.

RIGHTS AND DUTIES OF BICYCLISTS GENERALLY S.C. 56-5-3420

"Every person riding a bicycle has all of the rights and is subject to all of the duties applicable to the driver of a motor vehicle." That is, any person riding a bicycle must follow the same rules of the road as a driver of a motor vehicle."

RESPONSIBILITY/SECURITY

York Comprehensive High School is not responsible for the care or security of student's bicycles. Bikes

must be secured daily to a bike rack with a bike lock. YCHS/FDJTC does not provide bike locks.

RIDING ON ROADWAYS AND BICYCLE PATHS

"Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction." This statute further states that riders must use a bicycle path if it is provided.

MANNER OF RIDING BICYCLES S.C. 56-5-3440

"A person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped."

CLINGING TO VEHICLES PROHIBITED S.C. 56-5-3450

"No person riding a bicycle, coaster, roller skates, sled or toy vehicle shall attach it or them or himself to any vehicle upon a roadway."

CARRYING ARTICLES S.C. 56-5-3450

"No person operating a bicycle may carry any package, bundle or article which prevents the rider from keeping at least one hand upon the handle bars."

ELEVATOR USAGE

Elevator access is restricted to authorized users. Anyone seeking to use the elevator must have a current medical note on file, obtain permission from an administrator and make arrangements with the School Nurse.
Note: Elevators are not to be used during a fire alarm.

EMERGENCY PLANS

FIRE DRILLS

Upon sounding of the fire alarm, students should follow these procedures:

- If you are not in a classroom, quickly and orderly leave the building through the nearest fire exit and upon joining a class of students, report in to the staff member in charge of the group and stay with the group until the students are directed to return to class.
- If you are in class, follow the teacher's instructions. Fire drill instructions for each classroom are posted inside the door of each room. Disregard all bells which may ring during the drill.
- Students must not reenter the building until instructed to do so by an administrator. It is important for students to behave in a quiet and orderly manner during a fire drill in case further instructions

are necessary.

TORNADO DRILLS

Tornado Watch: Conditions exist which could result in the development of a tornado. An announcement will be made advising students and staff of these conditions. Teachers will explain procedures to students. Classroom work will continue.

Tornado Warning: An actual tornado has been sighted in our area. Students and staff will be advised by repeated short ringing of the bell or Claxton horn. Students will move as a class group to the nearest interior hallway and sit quietly. Follow the directions of your teacher. If you are out in the open and cannot get into the building quickly enough, lie face down in a ditch or low area. If you are in the building and cannot get to an interior hallway quickly enough, curl up on the floor and protect yourself. Get under sturdy furniture if possible and avoid areas with glass windows.

LOSS OF LIGHTING

When the school loses power, emergency lighting might be provided. If you have sufficient lighting, stay in your classroom or area until further notice. If you are in complete darkness, move with caution to the nearest lighted area. Follow teacher instructions.

FIXED NUCLEAR FACILITY—EMERGENCY PLAN

Schools around the Catawba Nuclear Station have emergency plans for students. If an evacuation were ordered, all students would be moved by bus to the pick-up point for their school. Adults will care for the students until their parents arrive at the pick-up point. Parents should go to the pick-up point NOT THE SCHOOL. YCHS pick-up location is Hickory Grove/Sharon Elementary School. If movement to the shelter site is necessary, Blacksburg High School is the designated shelter site for YCHS.

EARTHQUAKES

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There will be no time to think through what to do.

The first indication of an earthquake may be a gentle shaking. Hanging plants or light fixtures may sway and objects on shelves may wobble. There may be a jolt similar to a sonic boom or there may be a low rumbling noise. A second or two later, the shaking may make it difficult to move. This is why immediate action must be taken. In the event of an earthquake alert, students will take cover under their desk immediately and follow the directions of the supervising teacher.

LOCK DOWN

The objective of lockdown is for students and staff to get into a secure location and/or hide from an intruder. If you are in the hallway when a lock- down is called, find a place to hide until the building has been cleared by an authorized official.

College Entrance
Testing
The College Search & Application Process
Financial Aid & Scholarships

The purpose of this section of the YCHS Agenda Planner is to provide students and parents with information needed to plan for "life after high school." This section is designed to provide a focus for the high school experience so that students may successfully enter a 2 or 4-year college, the world of work or the military after graduation.

Graduation exercises are called "Commencement" for a reason! It's a beginning, not an end.

COLLEGE AND CAREER READINESS

HIGH SCHOOL TIMELINE

FRESHMAN YEAR

- Update your IGP and work to your academic potential.
- Begin career exploration activities *(see Ms. Copeland).*
- Continue to work with parents, teachers, and counselors to refine your IGP.
- Stay involved in school and community activities.
- Try job shadowing *(see Ms. Clinton).*

SOPHOMORE YEAR

- Be sure your high school courses are chosen from your career cluster and meet your career goals.
- Take PreACT in the spring or PSAT in the fall for practice.
- Get involved in a club and/or community activity.
- Investigate Work Based Learning opportunities *(see Ms. Clinton).*
- Do something worthwhile during the summer: summer job (paid or unpaid), volunteer work, shadowing.
- Attend College Night program; begin a list of potential college choices.

JUNIOR YEAR

- Select high school courses from your career cluster.
- Take PSAT in October
- Attend College Night program; begin a list of potential college choices.
- Gather college information.
- Take a spring SAT in May or ACT in April. Talk to your counselor about which test is best for you.
- Visit possible colleges over spring break or during the summer.
- Take a leadership role in your clubs & activities.
- Seek ways to volunteer for service to the school and the community.
- Be involved in something meaningful during the summer: summer job, enrichment activity or Work Based Learning activity *(see Ms. Clinton and/or Ms. Copeland)*.
- Attend countywide financial aid workshop at Winthrop.
- Complete NCAA Eligibility process if you hope to be a college athlete. (http://www.athleticscholarships.net/ncaa-clearinghouse.htm)

SENIOR YEAR

- Take rigorous and meaningful courses!!
- Stay involved in clubs and activities; expand leadership roles.
- Finalize college list.
- Take September, October or November SAT/ACT/ACCUPLACER *(if you have below a 3.0 GPA)*.
- Take SAT II if needed.
- Plan to attend fall college visitation programs and College Night at Winthrop in the fall.
- Complete all college applications by December 1 (October may be deadline for major academic scholarships!).
- Apply for scholarships. See our school guidance website (https://www.york.k12.sc.us) for more

information.
- After October 1, file FAFSA. (https://www.fafsa-application.com)
- Attend financial aid workshop at Winthrop University.
- May 1 - final college decision made, employment plans complete, or military paperwork complete.

COLLEGE ENTRANCE TESTING

PSAT (PRE-SAT) - PSAT is offered to all 10th graders free of charge and 11th graders (for a fee) in October. Please note that scores obtained in the junior year (11th grade) are used to qualify for scholarships and other junior recognition programs.

SAT I - Scores are reported in critical reading, math and writing. (www.collegeboard.org to register)

SAT II - Specific area exams. This is not required for admission to most in-state colleges, but may be used for placement.

ACT - ACT is another entrance test accepted by all colleges. Scores are reported in English, reading, math and science reasoning, along with a composite score. ACT with Writing is required for college admission. (www.actstudent.org to register)

ACCUPLACER – ACCUPLACER tests the students' knowledge in math, reading, and writing. It is used by technical schools in South Carolina. Over 1,500 institutions administer ACCUPLACER tests as part of the enrollment process. These tests help identify the students' strengths and needs in each subject area. The academic advisers and counselors at college or technical school will use the ACCUPLACER test results along with information about the student's academic background, goals, and interests to help match selected courses with the student's skill level and give the best opportunities for success.

REQUIREMENTS FOR STATE & LOCAL DIPLOMAS

SOUTH CAROLINA HIGH SCHOOL DIPLOMA
- 24 required units

DIPLOMA WITH DISTINCTION – YORK SCHOOL DISTRICT ONE
- 28 prescribed units with no grade lower than a C
- 3.75 GPA for Silver or 4.2 GPA for Gold (subject to change)
- Complete 4 units in a major
- School Club or activity each year in grades 9-12 or 100 hours of community service

SOUTH CAROLINA STATE ACADEMIC HONORS AWARD
- 1400 SAT/31 ACT and 24 units to earn a diploma OR 710 SAT verbal or 690 SAT math;
- 30 ACT English or 33 ACT Math and
- Completion of prescribed units with no grade lower than a B
    - *(4 English, 4 Math, 3 Lab Science, 3 Social Studies, 1 Computer Science, 1 PE, 2 Foreign Language, 4 Electives, 2 extra English/Math/Science/Social Studies)*
    -

STATE & LOCAL SCHOLARSHIPS

PALMETTO FELLOWS SCHOLARSHIP- SC public and private colleges $6700 for 1st year, then $7500 for last 3 years; awarded to all who qualify. Application required. Early award deadline – **December 15;** late award deadline – **June 15** Must meet all criteria:
- 1200 SAT/25 ACT

  - Top 6% of the class at the end of the 10th or 11th grade
- 3.5 GPA

OR

- 1400 SAT/31 ACT and a 4.0 GPA

ENHANCED PALMETTO FELLOWS - $10,000 for sophomore-senior year. In addition to meeting the other requirements for Palmetto Fellows, the student must:

- Declare an interest in a math, science, computer science, engineering, math/science education major when they apply ***(defined at each college)***
- Complete required 14 credit hours of courses as a freshman

LIFE SCHOLARSHIP – $4700/year plus $300 book allowance to attend 4-year in-state public or private college; full tuition and fees for technical college; cost of tuition up to $5000 for 2-year college – **awarded to all who qualify** – **no application required**. Must meet 2 of the 3 criteria for 4-year colleges:

- GPA 3.0
- 1100 SAT/24 ACT (not required for the 2-year or technical colleges
- Top 30% at the end of the senior year (not required for 2-year or technical college)

ENHANCED LIFE - $7500 for sophomore to senior year In addition to meeting the other requirements for LIFE Scholarship, the student must:

- Declare an interest in a math, science, computer science, engineering, math/science education major when they apply ***(defined at each college)***
- Complete required 14 credit hours of courses as a freshman

SOUTH CAROLINA HOPE SCHOLARSHIP - $2800 to 4-year colleges. One-year scholarship to graduates with a 3.0 GPA who are going to a 4-year college but don't meet the LIFE criteria. This scholarship from the proceeds of the Education Lottery is offered year-to-year based on the lottery funds available.

LOTERRY TUITION ASSITANCE – funds available to technical and 2-year colleges for students who do not qualify for the LIFE Scholarship. When you file your FAFSA, you are considered for these funds.

SOUTH CAROLINA TEACHING FELLOWS - $6000/yr. for 4 years
Criteria:

- Test scores – minimum 980 SAT/20 ACT
- Rank, GPA and community involvement
- Must attend one of eleven colleges as an education major: Anderson University, Charleston Southern, College of Charleston, Columbia College, Furman, Lander, Newberry, SC State, USC, USC-Upstate or Winthrop.

Deadline: November 1. More information: **www.cerra.org** or 323-4032 (Center for Educator Recruitment, Retention and Advancement)

SOUTH CAROLINA TUITION GRANTS - available if attending SC private colleges like Coker College, Furman, Presbyterian College, Newberry, Claflin, Benedict, etc. Apply via the FAFSA.

The **federal government** has passed legislation that will help parents with children in college. There are income limitations on both of these federal tax credits.

HOPE SCHOLARSHIP/TAX CREDIT - Eligible in the first two years of college

- Enrolled at least half-time
- Up to $1500 tax credit

LIFETIME LEARNING TAX CREDIT

- Up to $1000 tax credit for tuition.
- Enrolled in an undergraduate or graduate program.

South Carolina also has a tax credit program for college tuition.

COLLEGE APPLICATION PROCESS

- **Colleges prefer the use of on-line applications**. They are quick, help you catch errors, and usually mean that you get a faster response from the college! **Bring the counselor any recommendation form**. ***Allow at least 3-5 days prior to your due date!***
- **Set up an account at Parchment.com** in order to send transcripts to your colleges!

NOTES:

- **Allow at least one week for applications to be processed** in the School Counseling Office prior to deadline for mailing.
- **Be aware of deadlines.** You are responsible for meeting them.
  - If you need mid-year grade reports, you must ask for them to be sent.
  - We will have a form for you to fill out so that your year-end transcript can **be sent to your final college choice**. This is required before you can enroll and is **the way you get your LIFE Scholarship**.
- If you have taken **Dual Credit classes**, you must request a transcript from the college that offered the course to the college where you plan to enroll. This information is given to you at graduation practice.

HELPFUL HINTS:

- **Get a filing box** to use for all of your college materials.
- Keeping materials organized will help you stay aware of deadlines!
- If you need a **teacher recommendation, give the teacher at least 2 weeks' notice.** Ask the teacher if he/she would be willing to write a positive recommendation for you. Write down the specifics to leave with the teacher (name of the college or scholarship, any specific criteria to address in the letter, etc.).
- If at all possible, **visit the colleges** that you are considering. A campus visit allows you to meet the people, see the dorm rooms, and even sit in on a class if you ask in advance!! Most colleges have fall visitation days scheduled. Visits are scheduled on the college website.
- **Fill out one application and submit to multiple in-state colleges!** Use the Apply link at **www.sccango.org**! Once you complete the general application information on your first college application, it will automatically fill that information in on all future applications!

SCHOLARSHIP INFORMATION

A spreadsheet of scholarship information and criteria is available on-line at https://www.york.k12.sc.us/Page/919- click on School Counseling, then select Scholarship. The scholarship webpage is updated WEEKLY. Continue to check for new opportunities.

GENERAL INFORMATION

- Each student who is applying to college should complete the **FAFSA** (Free Application for Federal Student Aid) after October 1 of the senior year in order to get into the process for federal or state financial aid. You must complete the form on-line at www.fafsa.ed.gov.
- In addition to the FAFSA, some private colleges require the **CSS Profile**. Check your application materials to see if the CSS is required for the school you are considering.
- **SREB Academic Common Market** - If you are interested in studying in an academic area that is not offered at any college in our state, you may be able to attend out-of-state for in-state tuition! Some examples are Aerospace Engineering at University of Alabama, UT Knoxville or Auburn;

Animal

Science (Horse Science) at Middle Tennessee State; Astrophysics at University of Virginia; Environmental Health at University of Georgia; Music Therapy at Tennessee Tech; Petroleum and Natural Gas Engineering at West Virginia University. Check in School Counseling for a complete list.

- There is lots of interesting college and scholarship information on the Internet! Check out **www.weapply.com** and get great hints on writing admissions essays, teacher recommendations, and interview tips.

If you'd like to check out Internet sites and **don't have Internet access,** you can use our library/media center or the College Information Room to get on the web for academic purposes. See a media specialist in the media center to complete the necessary form.

Other interesting web sites to visit include:

1. **www.collegeboard.org** – College, career and scholarship information
2. www**.sccango.org-South** Carolina Can Go To College
3. **www.finaid.org** – Scholarship Research Network
4. **www.mapping-your-future.org**
5. **www.fafsa.ed.gov**
6. **www.salliemae.com**
7. **www.number2.com** – Free test prep for SAT and ACT
8. **www.sccollegeaid.org** – General Financial Aid information and links to various sources
9. **www.fastweb.com** - college and scholarship search
10. **www.sctrac.org-**offers information on courses accepted for transfer between colleges

ROTC Scholarships have early December deadlines. Get that information if you are interested!

WARNING!!

Be wary about sites or any mailings that you receive where a fee is charged for financial aid information (some fees range from $49.95 to $129.95 and up!). Most of this information is available free in various forms. The college financial aid association recommends that you **do not pay** for this service!!!

YCHS SCHOOL COUNSELING WEB SITE

Visit the School Counseling website often! Go to the high school web page https://www.york.k12.sc.us/Page/456 and click on Academics and then Guidance Department! Use the web site to link to most of the information listed in your Agenda. By clicking on the various tabs you can get more detailed information about scholarships, financial aid, College applications, graduation requirements, career information, summer programs and more!