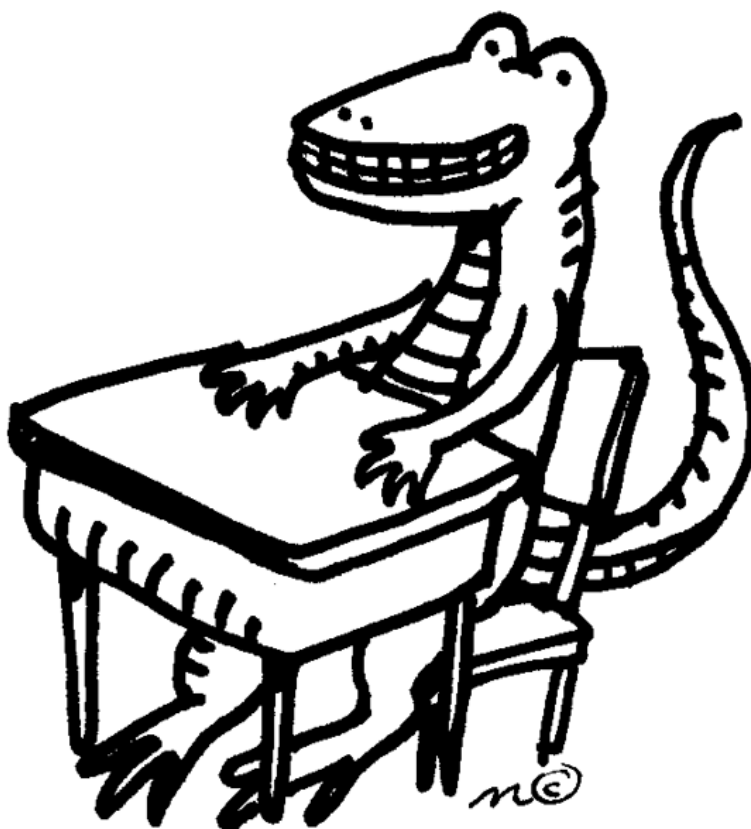




# **LAKE VIEW HIGH SCHOOL**

**“Home of the Wild Gators”**



## **STUDENT HANDBOOK**

**2023- 2024**



- **LVHS Vision**

**The vision of Lake View High School is to empower students with critical inquiry and research skills, problem-solving skills, and a value for intellectual curiosity and social responsibility so they can be future leaders and thinkers to advance the roles of science, technology, engineering, arts, and mathematics in society.**

- **LVHS Mission**

**The mission of Lake View High School is to provide a safe and challenging learning environment that inspires all students to be life-long learners and to capture their dreams.**

#### FOREWORD

This book has been compiled as a service to the students to acquaint them with the standard practices of their school. Each student is asked to study the handbook carefully so that he/she may have a more successful school year. From this handbook students should gain a better understanding of school procedures, the program of studies, graduation requirements, and other matters of concern.

Welcome to Lake View High School for the 2022-2023 school year. We hope that each of you will do your very best. It is the school's responsibility to provide a comprehensive and relevant educational program for the benefit of the student body. However, it is the responsibility of the students to make the best use of this program. Choose your courses carefully! Your ability to learn is an amazing and wonderful gift, not to be wasted.

Have a very good year!

Mr. Chris Ray

LVHS Principal

Equal Opportunity Statement-It is the policy of **Lake View High School** to assure that equal education and employment opportunities are available to all persons without regard to race, creed, color, age sex, handicap, or national origin. Anyone who feels that they have been discriminated against should contact Mrs. Lynn Liebenrood, (Student Services) Title VI & IX Civil Rights Coordinator - Amanda Hayes, Director of Special Services, Section 504 Handicapped Coordinator - or Mr. Ray Rogers, Superintendent of Dillon School District #4 for general concerns and grievances at 1738 Highway 301 North - Dillon, SC 29536 or 843-774-1200.

Equal Opportunity Statement- It is the policy of **Dillon County Technology Center** to assure that equal education and employment opportunities are available to all persons without regard to race, creed, color, age sex, handicap, or national origin. Anyone who feels that they have been discriminated against should contact Gayle Page, Title VI & IX Civil Rights Coordinator, Carolyn Crawford, Section 504 Handicapped Coordinator, or J.R. Strickland, Director for general concerns and grievances at PO Box 1130, 1630 East Main Street, Dillon, SC or (843)774-5143.

Dillon School District Four Annual Notification on AHERA Compliance- Dillon School District Four has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors. The district has developed a management plan for the control of this substance. The management plan is available for public inspection in both the district office and at each individual school.

## Title III – Language Instruction for English Learners and Immigrant Students

### Summary of Title III

The purpose of Title III is to help ensure that children and youth who are limited English proficient, Native American and/or immigrants, attain English language proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic standards that all children are expected to meet.

Part of the district's support for our EL students and their parents includes the availability of a translator. Mrs. Alejandra Hursey speaks Spanish and English. Mrs. Hursey works for the district part-time. She is available for parent conferences if it is scheduled during her working hours and planned in advance. She translates notes from the school and your child's teacher when asked and also calls parents when necessary. The district is also contracting with a company in order to translate other information that is sent to parents from the school. If you need help with information you receive from the school district please call or visit the school that your child attends. At your request the school will contact Mrs. Hursey to help you.

## Título III – Instrucción del Lenguaje para Estudiantes de Inglés e Estudiantes Inmigrantes

### Resumen del Título III

El propósito del Título III es de ayudar a asegurar que los niños (as) y jóvenes con un dominio limitado del Idioma de Inglés, Nativos Americanos y / o inmigrantes, alcancen el dominio del idioma Inglés, para que desarrollen altos niveles de logro académico en el lenguaje de Inglés y que cumplan con los mismos estándares académicos Estatales que se espera que todos los niños (as) los cumplan.

Como parte del apoyo del Distrito a los Estudiantes EL y sus padres incluye la disponibilidad de un traductor (a). La señora Alejandra Hursey habla Español e Inglés. La señora Hursey trabaja para el distrito por medio tiempo. Ella está disponible para las conferencias de padres si están programadas durante sus horas de trabajo y que estén planeadas con anticipación. Ella trabaja traduciendo las notas de la escuela y del maestro (a) de su hijo (a) cuando se le pide y también llama a los padres cuando sea necesario. El Distrito también está contratando a una compañía para traducir otra información de la escuela que será enviada a los padres. Si necesita ayuda con la información que usted recibe del Distrito Escolar, por favor de llamar o visitar a la escuela en la que su hijo (a) asiste. A su petición la escuela se pondrá en contacto

## General Information

**Announcements-** Announcements will be made at the beginning of first period and at the end of the day. The Gator News Team will deliver general news and announcements during the morning program or announcements will be made from the office.

**Assemblies-** Student behavior should exemplify courtesy and good manners. There must be no talking, whistling, or other noises during assemblies. An atmosphere of courteous attention should prevail at all times. Students are to sit in assigned seats.

**Athletics-** Eligibility to participate in athletics is determined by the South Carolina High School League. Major points of consideration are as follows:

Academic requirements for eligibility are posted in the gymnasium. Contact Brandy Huggins for more information. Additional local academic requirements may be imposed by individual sports

To participate in athletics, students must meet the requirements of the following:

1. Age Limitations: A student who becomes 19 years of age prior to July 1 may not compete in any athletic contests in the following school year.
2. Birth Certification: The League Office must certify the validity of a student's birth certificate, which must meet the following criteria:
  - a. It must be an original, certified document.
  - b. It must be obtained from the state, county, or city government in which the student was born.
  - c. It must include the given and surnames
  - d. It must be legible and unaltered
3. Physical and Parent's Permission Form: Any athletic participant must have had a physical within the preceding year and must have on file a parent's permission form.

### Athletic Sponsors (Coaches)

Athletic Director	Z. Hayes (Dillon #4)
Assistant Athletic Director	B. Huggins
Head Varsity Football	D. King
Varsity Football Assistant	C. Ford
Varsity Football Assistant	TBA
Varsity Football Assistant	A.Ford
Varsity Football Assistant	J. Ceasar
Varsity Football Assistant	L. Inman
Varsity Football Assistant	K. Herlong
Varsity Football Assistant	K. Hamilton
Head JV Football	J. Caesar
Varsity Boys Basketball	J. Ceasar
JV Boys Basketball	J. Ceasar
Varsity Girls Basketball	L. Inman
JV Girls Basketball	L. Inman
Varsity Baseball	K. Herlong
Varsity Softball	B. Huggins
Volleyball	A. King
JV Volleyball	B. Alford
Varsity Cheerleaders	R. McKoy-Cummings
JV Cheerleaders	R. McKoy-Cummings

Attendance: A student must attend a minimum number of days each instructional period before he/she can receive consideration for credit. Below is the attendance schedule required by the State Department of Education for the various instructional periods. *Students will receive a separate attendance packet.*

<u>Instructional Period</u>	<u>Credit</u>	<u>Days of Attendance</u>
Semester 90 days	1	85 of 90 days
Yearly or 180 days	1	170 of 180 days

Students must bring a doctor's or parental excuse to the Attendance Office for approval. This must be done between 7:30 and 8:00. A slip will be marked excused or unexcused and is to be signed by the teachers.

### **Absences and Excuses-Lake View High Procedures**

Please note the following procedures for absences and excuses. Although some absences are unavoidable, attendance is a key factor in student achievement. Discuss these issues with your child.

In accordance with state law and state board of education regulations, a student must attend at least 170 days for a year-long course in order to receive credit, and local school officials must approve/disapprove any absences beyond ten. Because of the differences in traditional and block scheduling, attendance will be required for 85 days of the 90 under the current block schedule at Lake View High.

*Procedures will require that absences in excess of 5 be excused (and meet lawful absence definitions) by written documentation from a licensed/certified health practitioner if for illness; church official, if for recognized religious holidays; or by the principal, if for participation in school-sponsored activities.*

Students in nine-week (quarter) or half unit courses must excuse absences over 3 by written documentation from a licensed/certified health practitioner if for illness; church official, if for recognized religious holidays; or by the principal, if for participation in school-sponsored activities.

Students who have extenuating circumstances regarding absences may submit a written appeal to the School Attendance Review Committee.

Students transferring into the district must have met all attendance laws and requirements of the former school district in order to receive credit.

Tardies: Late entries disrupt the educational setting for all students and should be avoided. See Dillon District 4 website for policy.

### **Written Excuses (Required)**

Student absences must be addressed by a written note from a parent/guardian, health practitioner, or church official, as appropriate, within 3 days of the student's return. Excuses must include the student's name, grade, date(s) of absence(s), and signature of the parent/guardian, health practitioner, or church official, and reason for absence. Written excuses do not determine the lawfulness of absences but help school officials to make that determination. If a student fails to bring an excuse following an absence, the absence will be considered unexcused. Any false or forged excuses will be referred to the school administration for appropriate action.

### **The following absences are considered lawful**

1. Illness, when attendance in school would endanger the student's health or that of others [when a student will be absent due to an extended or chronic illness (over 5 days), the parent/guardian should request

homebound instruction as soon as possible; students legally on homebound instruction are considered present on school attendance records

2. Death or serious illness in the immediate family (lawful absences will be determined by the circumstances as approved by the principal)
3. Recognized religious holidays
4. Mandatory court appearances (written documentation required)
5. Medical/dental examination/treatment (parents should make non-emergency medical/dental appointments during non-school days/hours where possible, and where impossible, student would attend school prior to or immediately following).
6. Sudden and traumatic disruptions (fire, flood, tornado, serious domestic dispute, etc.) or extreme family hardship that can be documented in a manner acceptable to the principal.
7. School-sponsored activities and college visitations (up to three for seniors) as approved by the principal
8. Suspensions (all graded work must be made up in a timely manner acceptable to the instructor)

**The following absences are considered unlawful:**

1. Those without the knowledge of parents/guardians
2. Those without acceptable cause but with the knowledge of parents
3. Those resulting from bus suspensions (students/parents are expected to provide their own transportation)

**Check outs:**

Students will be allowed to check out of school only with the permission of the parent/guardian, by the parent/guardian's presence on campus and signature on the checkout roster, or by the person designated by written documentation as approved by the principal (form must be on file). Missed classes will be deemed as unexcused absences if missed for unlawful reasons.

**Dress Code**

The general rule is that appropriate and decent attire should be worn in an educational setting. Students are encouraged to show pride in themselves and their school by maintaining an acceptable standard of dress, grooming and overall appearance. All students should abide by the following guidelines:

1. All skirts, dresses, culottes (for female students) may be no more than three (3) inches above the knee.
2. Any pants with holes at or above the mid-thigh area cannot be worn at school.
3. Shorts can be no more than three (3) inches above the knee.
4. Any clothing that exposes the midriff, back, or underarm area will not be permitted. This includes tank-tops, spaghetti strap tops and low-cut blouses. Sleeveless blouses are permissible provided that the area covering the top of the shoulder is at least three fingers wide.
5. No gang or suggestive emblems are allowed. Profane, obscene, distracting symbols, drawings, pictures, or writing will not be permitted on any clothing. References to alcoholic beverages or drugs are also prohibited.
6. No sunglasses, hats, scarves, hoodies, or headgear of any kind are to be worn in the building during school hours.
7. Shirrtails are not required to be tucked-in; however, shirrtails should not extend past the length of the

- arms with the fist balled. All pants should be worn appropriately, no lower than the hipbone.
8. No undergarment should be exposed. Sleep apparel such as pajamas and bedroom shoes are not permissible. Leggings without appropriate outer garments are not allowed.
  9. State health regulations require that shoes and shirt must be worn at all times in the public building.
  10. Any type of clothing or grooming which would be considered disruptive will not be permitted. The principal's interpretation will be final concerning student dress

### **HOMEWORK POLICY**

Student achievement rises when homework is assigned regularly and when students conscientiously complete it. Assignments which are well designed relate directly to class work and are an extension of students' learning beyond the classroom. Homework gives students experience in following directions, making judgments, and developing self-discipline and responsibility.

The following homework procedures have been adopted at Lake View High School:

- 1) Homework will be closely monitored and will be graded.
- 2) Reasonable amounts of homework will be given on a regular basis.
- 3) The student will be responsible for make-up of homework.
- 4) Zeros may be assigned when students fail to turn in homework.

### **HOMEWORK SUGGESTIONS FOR PARENTS**

- 1) Help your child see homework as a valuable activity. Show him\her how it relates to everyday life.
- 2) Set up a well-stocked, comfortable place for your child to work.
- 3) Set up a homework time.
- 4) Reinforce the idea that homework is the student's responsibility, but that you are always there for help.
- 5) Monitor your child's progress; be consistent in your involvement of the homework process.

**Automobiles and student parking:** Students who drive to school must follow all school procedures for parking, driving, and entering school. Parking privileges are extended by the Dillon District Four Board of Education. Students who fail to follow set procedures will have this privilege eliminated. The district assumes no responsibility for damages to vehicles or for theft of vehicles or articles from vehicles. The following procedures should be followed at all times.

1. Keep car locked during school hours.
2. Students are not to sit in cars upon arrival to school. Students should enter the building immediately.
3. Any student who leaves school grounds without permission will have this privilege revoked.
4. Cases of reckless driving on or near school grounds will result in the loss of driving privileges.
5. Students fighting in the parking lot (will not be able to drive.)

**Band:** Lake View School Bands represent our school at football games, parades, and contests. Students interested in enrolling in band classes or participating in marching or concert band should contact Mr. Ryan Young, Director.

\*Parents are strongly encouraged to join the Band Boosters.

**Textbooks** Each book issued to a student becomes his/her responsibility. A penalty for loss or damages will be paid according to the schedule outlined by the Office of Textbooks (South Carolina Department of Education).

**Buses** The aim of the school is to transport those who ride the bus to school as safely as possible. In order for this to be accomplished, it is necessary to cooperate with the school officials and bus drivers in the observance of rules. The following provisions must be followed:

1. Students must be on time at bus stops. Bus drivers will not wait longer than one minute unless the student is observed making an effort to meet the bus.



2. In approaching the bus stop, if a pupil has to walk along the highway, he should walk on the left and on the shoulder facing traffic.
3. When crossing the highway, students should walk, not run.
4. Additional rules will be described by the bus driver.

**Care of Building and Grounds:** The appearance of the campus indicates the pride shared by students and staff. Throw trash into trash cans and refrain from defacing the building. Special care should be taken to maintain clean and sanitary restrooms. Money spent correcting acts of destruction is money not available for instruction.

**Checkout:** Students may check out of school **only** if their parent/guardian or assigned adult comes to the school and completes the proper form. The check-in/out form must be presented to the teacher of each class missed. **Parents** may come by the school the day prior to check out and sign the student out or may come on the day of checkout. *Any student who leaves school without being properly checked out through the office by a parent will be suspended for cutting.* Office hours are from 7:30 - 4:00. Students are responsible for meeting the SC attendance requirements. Any questions or concerns about the check procedures please contact the assistant-principal, Mrs. Tamara Nance-Bethea.

\*\*\*Special Note to Parents\*\*\* Classes will be held each scheduled day of the school year. Some students may need to check out on days of exams if they are exempt. Students are expected to attend all other days. Though special events occur throughout the school year, students are expected to attend school. Special events are established to supplement the school curriculum and program. Checkout abuses are detrimental to the educational system.

**Cheerleading:** Students wishing to participate should contact the cheerleading coach early in the school year to receive general rules for trying out and academic expectations. Methods of squad selection will be determined by the coach, and all decisions will be final.

**Corporal Punishment** The Board's policy is in compliance with state law which stipulates that corporal punishment may be administered if it is deemed just and proper. This will not be used as a consequence without parent and district approval.

**Corridors: Students** should remain to the right of the hallway while exchanging classes and should move as quickly as possible to the next class. Excessive noise or horseplay will not be tolerated. Any student in the hallway while classes are in session must have a hall pass. Some hallways will be off limits during certain times. *It will be the responsibility of the student to secure a hallway pass before entering the corridor.*

**Destruction of School Property (Vandalism):** One of the most offensive violations of school policies is the destruction of school property. Students and their parents are financially liable. In addition, liability for school disciplinary and criminal procedures is assumed for damages caused by malicious acts. Vandalism in any form will not be tolerated at Lake View High.

Any student involved with break-ins of any District Four property will be subject to the following regulations:

1. Notification of parents and law officials
2. Prosecution by law
3. Payment in full for all damages
4. Suspension

### **Drug and Alcohol Abuse**

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

- a. on school property (including buildings, grounds, or vehicles)
- b. at any school sponsored activity, function, or event whether on or off school grounds
- c. where an interscholastic athletic contest is taking place

- d. during any field trip; or
  - e. during any trip sponsored by the Board or under the supervision of the Board or its authorized agents.
1. No student shall aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage by any other student in any of the circumstances listed above.
  2. No student will market or distribute any substance, which is represented to be or is substantially similar in color, shape, size, or markings of a controlled substance in any circumstance listed above.
  3. No student will market or distribute any substance, which is represented to be or is substantially similar in color, shape, size, or markings of a controlled substance in any circumstance listed above.
  4. The Dillon District Four School Board reserves the right of expulsion, and the right of permanent expulsion, depending on the severity of the case.

**Due Process Before the Board** All administrative agencies are required to meet the following minimum due process requirements when making decisions directly affecting the student's private rights.

1. Sufficient notice of the hearing must be given
2. The student must have the opportunity to be heard
3. The hearing must be an impartial body i.e. not subject to the same person for both prosecution and decision
4. Punishment must be prescribed by the General Assembly with the right to judicial review. If the student feels his rights have been injured by any agency of the school board, action may be initiated through written request to the superintendent of schools.

**Early Dismissal** The building administrator will determine each year whether to allow students early dismissal. This privilege may be revoked at any time at the discretion of the administration. Students may apply for early dismissal by completing the proper paperwork. Parental knowledge and signature is mandatory. All requirements must be met on the early dismissal form. Failure to maintain proper academic success or violation of early dismissal regulations will result in a permanent revocation of this privilege.

**Fees** All school fees must be paid by the end of the first week of school, unless arrangements are made in the office. Students may not participate in graduation exercises until all fees are paid.

**Field Trips** Field trips offer educational enrichment and are considered within the curriculum. Behavior of a student while on a school trip remains under the jurisdiction of school officials. All students taking these trips must have written permission from the parent.

**Fire Alarms** The fire alarms are to protect persons in the building and are to be used only in cases of emergency. Fire alarm exit procedures will be discussed in each class and periodic drills will occur. Due to the extreme seriousness of false fire alarms, persons responsible will be suspended and will be criminally prosecuted under the direction of the State Fire Marshall.

**Fund Raising** Before a fundraising campaign may begin, a request must be made by the president of the organization and the sponsor. This request must be approved by the principal or the vice-principal. Fund raising will not be allowed to interfere with the school program. No solicitation of funds will be allowed without prior approval.

**Grade Reporting** Progress reports will be sent home to parents at the mid-point of each nine weeks. Progress reports for failing students only will be issued during the last nine weeks. Report cards will be issued at the end of each nine weeks. At the end of the year, final report cards may be picked up in the office or will be mailed. Parents are encouraged to contact the school at any time to discuss a student's academic work. Progress and report card scores will be sent home on the dates listed on the school calendar. Students and parents can access grades immediately via Internet through the PowerSchools system located on the Dillon School District #4 website. [www.dillon.k12.sc.us.com](http://www.dillon.k12.sc.us.com) Please contact the school for passwords and more information.

**Guidance Services** Guidance and student assistance are offered freely by the entire staff of Lake View High

School. The guidance counselor will be glad to help you with any difficult situation. You should see your guidance counselor when you:

1. Are not doing well in class
2. Need help in planning or adjusting your program
3. Need information about the SAT, ACT or any other test
4. Wish to discuss vocational or career interests
5. Wish information about colleges or other schools
6. Need help with a personal problem

**Illness at School** Anyone who becomes ill at school may report to the principal's office where arrangements will be made for his or her care. In case of emergency *or* accident, the parent will be contacted if at all possible. Before an ailing student is allowed to go home, someone must be home to care for him/her.

**Insurance** Students are encouraged to buy the Student Accident Insurance which covers most school activities. (See athletic requirements for insurance needed to participate in sports).

**Library** Students desiring to go to the library during the school day must have an official pass for this purpose. Students who check materials out are responsible. Report cards will not be issued to students who owe library fees or fines.

**Lockers** No lockers are available for any students of Lake View High School. Parents, please provide your child with a sturdy book bag.

**Marshals** The top eight Juniors will serve as Marshals. Chief Marshals (2) will be the highest ranked of the eight. See the District policy for determination of eligibility and selection of Marshals.

**Meals** The school cafeteria serves a nourishing breakfast and lunch.

**Posters and Announcements** No posters are to be displayed, announcements made, or petitions circulated without the approval of the principal.

**Radios, Cell Phones, Electronic Devices** *Students/Parents will receive a copy of the District policies concerning electronic devices during the first week of school. Refer to the discipline code handbook for consequences.* Students may use these items while traveling to extra-curricular events at the discretion of the Sponsor. However, the student is responsible for all items and for securing the item outside the school during instructional hours.

**Records** A student's individual permanent record will be available to the student of legal age (18) and to the parent or legal guardian. Records may be viewed when convenient to school officials.

**Schedules/Schedule Cards** Prior to entering class, each student will receive a card showing his schedule for classes. This schedule is to be followed exactly. School procedure is that no changes will be made in the schedule. However, if there has been an error on our part and it can be corrected, the guidance counselor will work with you. Check school procedures concerning Drop/Add or Withdrawals.

**Student Programs** All student programs must be planned with the assistance of the sponsor/advisor. Dates for the program must be secured through the principal's office before the announcement is made.

**Student Council** The Student Council is a representative group of the entire student body. Its members are presidents of each class and elected officers (president, vice president, secretary, treasurer)

**Tardiness** Students are expected to report to school and class on time. If a student is tardy for any reason, a written excuse is required giving the reason and containing the parent's signature. The excuse will be approved by the office before a student reports to class. Students will be required to make-up seat time during after school detention. Excessive tardiness will warrant discipline and a parent conference.

**Title IX of the Educational Amendments of 1972** Title IX states: “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. This affirmation of nondiscrimination extends to the employment and admissions.” Inquiries concerning the application of Title IX or complaints alleging noncompliance within School District Four of Dillon County should be directed to the District’s Title IX coordinator.

**Visitors on Campus** It shall be unlawful for any person to enter upon any school premise or loiter around the premises except on business, without the permission of the principal in charge. Lake View students, while under suspension would be considered visitors. Persons on campus illegally may be prosecuted under Article 5, 16-551 of the South Carolina Code of Laws. This applies to Lake View High students who enter the premises or areas adjacent to other district schools. A visitor’s pass is required.

**Vocational Transportation** All students enrolled at the vocational center will travel on the school bus. Cars may be driven only under the privileges and restrictions as determined by vocational school officials.

**Weapons** Certain items are prohibited by law from being carried on school property. These items include:

1. A knife
2. Any device or object which may be used to inflict bodily harm
3. A blackjack
4. Firearms
5. A metal pipe or pole
6. Any other item which may be considered a weapon

**Weapons: Searches With Metal Detectors** Metal Detectors Batons will be used in some circumstances to search for weapons. Metal detector batons will be used 1) when suspicion exists that an individual or group possesses a weapon, and 2) to search all students in a randomly selected classroom. Standalone detectors or hand wands may be used at any time on campus, including afterschool events. The following steps will occur in classroom searches:

1. Trained personnel will enter the classroom and announce that a search is to occur.
2. Students will be asked to stand quietly by their desks. Student will remove all metal items from their pockets and other hidden areas.
3. One member of the search team will move the baton four to six inches from the individual’s clothing.
4. Special attention will be taken to search areas with the greatest potential to hide weapons. Book sacks and other items will be checked.
5. Signals from the baton indicating a metal object found will be investigated further. This may include requesting the student to leave the room.
6. Students may request not to be searched in the room. These students will be escorted to the office where a private search will occur. Students who refuse to be searched will be considered a threat to the safety of the search team and the school population. In such a case, the parents will be called if possible. Law enforcement authorities will be called for protection of the search team. If a weapon is found under these conditions, school discipline will follow and the student will be turned over to the appropriate agency. If no weapon is found, the student will be considered in violation of school regulations and a severe disruptive force. Suspension procedures will be initiated. The school administration expects all students to recognize the need for a safe learning environment and to welcome any legal attempt to strike a balance between individual rights and the rights of the school population. Students who hinder the search process will be subject to suspension. Metal detector baton search regulations will be posted in each classroom.

**Withdrawal or Transfer To Another School** Students withdrawing or transferring to another school should meet

with the guidance counselor for assistance. Before a student can be withdrawn in good standing, all fees must be paid and books returned to the office. Records may be withheld until all financial obligations are met.

**Discipline Code** The primary objective of Lake View High School is to promote the learning process. To adequately achieve this goal, three conditions must prevail: 1) students must be in school and prepared for the day's work, 2) teachers must be able to carry out their plans, and 3) the classroom atmosphere must be such that learning can occur. Lake View High presupposes that cooperation will exist between all parties involved in the learning process. Most discipline problems should be handled between teacher, student, and parent in a calm and reasonable manner and anticipated that each student enters the school with the intention and determination to take advantage of the educational opportunities of the school. Student actions which adversely affect the school hinder the educational process, not only for the individual, but for the entire student body. Considerable time, energy, and resources are needed to correct discipline problem. Although no written rules can cover all situations, the Lake View High Discipline Code attempts to address the most prevalent issues. The discipline code is in effect during all in-school activities as well as during extracurricular activities sponsored by the school. The discipline code is a guide for building administrators and/or their designee in handling discipline violations. It is appropriate that circumstances and degrees of involvement be considered in determining the correction for a discipline violation. The school principal or his designee has the authority to use his/her discretion within the guidelines of the Code. Any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than recommended in the Discipline Code.

The school principal or his designee has the right to call law enforcement officers to the school to handle any student misconduct or violation which is believed to be in violation of a state or federal law, or to assist school officials in the exercise of their legal authority to maintain order in the schools.

### **Explanation of Important Terms**

**Teacher Conference:** Students who violate classroom rules may be required to attend a conference with the teacher. This conference will be set up at the convenience of the teacher. Parents may also be required to attend. A note will be sent home by the teacher requesting any parent conference. It is the responsibility of the student to deliver the note to the parent.

**Conference With The School Administrator:** Students may be referred to the office for disciplinary action which may include a warning, detention, corporal punishment, suspension, or other appropriate action.

**Overnight Suspension:** The school principal or designee assigns overnight suspension effective from the end of the day on which the violation occurs. *Reinstatement will be immediately restored after a conference between the parent/guardian and the school principal or his designee. The student is considered suspended and may not return to school until a conference has been scheduled or held.* The principal or designee will provide the student with a written notice. It is the parent's/guardian's responsibility to set up the conference. If the conference is held prior to the beginning of the next school day, the student will suffer no loss of class activity privilege.

**Suspension:** Suspension from school for a specified number of days up to ten for any one offense means that the student may not attend classes or other school functions, ride a bus, or enter the school grounds except for a pre-arranged conference with the school principal or his designee.

**Probation:** Students who persistently disobey the school rules and regulations or exhibit gross misbehavior, or in cases of serious offenses, will be placed on probation. The principal or his designee will determine the specifics of the probation. Probation is a last effort by the administration to correct behavior before expulsion is recommended. Probation, however, is not a necessary step toward a recommendation for expulsion. Probation may include but is not limited to the loss of privilege to participate in or attend extracurricular activities.

Students who live outside the Dillon School District #4 attendance area but are granted permission to attend are considered on attendance, academic, and disciplinary probation.

**Expulsion:** The District Board of Education or superintendent may authorize or order the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for a violation of written rules and regulations established by the State Board of Education, District Board of Education, or their designee. Expulsion means the loss or privilege to attend classes or other school functions for the remainder of the school year. Every expelled student has the right to petition for re-admission for the succeeding year. The District Board reserves the right of permanent expulsion. *Students may be recommended for assignment to the Dillon County Alternative School in lieu of expulsion.*

**Offense:** A violation of school rules occurring on any property, while riding a school bus, or while attending any day or night function or activity falls under the jurisdiction of the school.

**Corporal Punishment:** The Board's policy concerning corporal punishment is in compliance with state law. However, this form of correction will not be used without parent and Superintendent permission.

**Referral:** A referral is the process of a staff member reporting a student discipline offense to the appropriate building administrator.

**Administrative Discipline:** The building administration will determine the disciplinary actions after weighing the seriousness, past offenses, and teacher recommendation.

**IMPORTANT:** All students will receive a discipline code handbook which indicates infractions and consequences.

## **UNIFORM GRADING POLICY FOR SOUTH CAROLINA HIGH SCHOOLS**

**Notice: Starting with the 2016-2017 school year, a new ten point scale will be used for grading as adopted by the SC State Legislature and the SC State Department of Education. The numerical breaks for the corresponding letter grades are as follows: 90 – 100 = A, 80 – 89 = B, 70-79 = C, 60 – 69 = D, and 0 – 59 = F**

**This scale with the new conversion points is posted at the end of the student handbook information.**

The conversion table assigns “quality points” to each numeric grade depending on the grade earned and the category of weight assigned to the course taken. College Prep and Tech Prep courses earn the base weight. Honor, dual credit, and pre-IB (International Baccalaureate) courses earn a one-half quality point more than the base weight. (For example a student who earns a 100 in a Tech Prep/College Prep course receives 4.87 quality points whereas a student with a 100 in an Honors course receives 5.37 quality points and a student who receives a 100 in an Advance Placement/International Baccalaureate, or Dual Credit course receives 5.87 quality points.)

The formula for figuring Grade Point Ratios (GPR) is:

$$\text{GPR} = \frac{\text{Sum (quality points x Carnegie units earned)}}{\text{Sum of Carnegie units attempted}}$$

A Carnegie unit is a course toward high school graduation requirements.

Students and parents need to choose courses carefully. There are new guidelines that outline consequences for students who withdraw from a course. Students who withdraw from a course after three days in a 45-day course, or five days in a 90-day course, or ten days in a 180-day course shall be assigned a grade of 52 and 0 quality points. The F will be calculated in the students' overall grade point ratio.

There are also new rules that apply to retaking courses. If a student earns a D or F in a course, the course may be taken in the same academic year and no later than the next academic year. Both the D or F earned and the grade earned in the retake will be figured into the overall grade point ratio. (These rules are subject to change by the State Department of Education).

Different rules apply to poor performance on Carnegie unit courses taken prior to the ninth grade.

**Dual Credit:**

Through our cooperation with Northeastern Technical College we offer dual credit courses. These courses provide opportunities for students to receive high school and college credit simultaneously with a higher level of quality points. Interested students should contact the Guidance Department.

**Individual Graduation Plan (IGP)**

All students will be required to complete an Individual Graduation Plan. The students, parents, and guidance counselor will schedule the IGP conference.

## Administrative Rule ▶JICJ ◀-R Possession/Use of Electronic Communication Devices in School

Issued 6/11

### Procedures for students

Use of electronic communication devices are prohibited during the school day. These include, but are not limited to: mobile/cell telephones, pagers, walkie-talkies, Blackberries or other telecommunication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the processor. Cell phone use is prohibited during regular school hours.

"Use" is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices or any other place on campus; students may not use passes out of class to use their phones. Cell phones must be turned off and kept out of sight.

If an electronic device disrupts the class or is seen by the teacher, it will be confiscated.

If a student is caught using an electronic device to cheat, he/she will receive a zero for the assignment or exam and may be subject to further disciplinary action.

Any inappropriate use of an electronic device including, but not limited to, inappropriate photographs, text messaging and recording/videotaping will result in confiscation of the phone. Further consequences include possible police referral.

Electronic devices that snap digital pictures (including cell phones) must not be used in any area of the school.

Students who choose to use or have any electronic communication device in sight will be referred for disciplinary action as follows.

- **First offense** - Device will be confiscated at the time of the incident and may be returned to parents/legal guardians at the discretion of the principal or his/her designee at the end of the day. Referral written at the time of the incident. Parents/Legal guardians contacted by teacher.
- **Second offense** - Device will be confiscated at the time of the incident and may be returned to parents/legal guardians at the discretion of the principal or his/her designee at the end of the day. Referral written at the time of the incident. **One day of in-school suspension will be assigned.**
- **Third offense** - Device will be confiscated at the time of the incident and may be returned to parents/legal guardians at the discretion of the principal or his/her designee at the end of the day. Referral written at the time of the incident. **Three days of in-school suspension will be assigned.**

Further offenses will result in further suspensions.

Students who refuse to give their electronic communication device to staff members when directed to do so will be suspended.



**Students bring these devices to school at their own risk.** Dillon School District Four schools, its faculty and staff are **not** responsible for any damaged, missing or stolen electronic communication devices. If a student has an electronic communication device and it is damaged or stolen, the district will not take any financial responsibility for the cell phone or cell phone charges.

Students and parents/legal guardians are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could be affected? It is important that cell phones and other devices be used sparingly so that emergency services have priority to assist the students and staff on the site.

The district will make an exception to these rules when a student needs a communication device for a legitimate documented medical reason. However, the principal must have written, approved evidence on file of the student's medical need (see [JICJ](#), [E](#), Emergency Cellular Phone Possession Application).

Issued 4/19/10, 6/20/11

## Document

The student will be eligible for promotion if he/she successfully completes the following promotion standards:

In order to be promoted to the ninth grade, a student must have successfully met the eighth-grade promotion criteria.

In order to be promoted to the 10th grade, a student must have successfully completed at least five units of credit, including an English unit and a math unit.

In order to be promoted to the 11th grade, a student must have successfully completed at least 11 units of credit, including English I, II, two required math units, and one required science unit.

In order to be promoted to the 12th grade, a student must have successfully completed at least 16 units of credit, including English I, English II, English III, three required math units, and two required science units. In addition, he/she must be able to complete all remaining graduation requirements during the regular school year, not including summer school.

The credits required for graduation are distributed as follows (total - 24):

- English/language arts 4 units
- Mathematics 4 units
- Science\* 3 units\*
- U.S. History and Constitution 1 unit
- Economics (1/2 unit) and Government (1/2 unit) 1 unit
- Other social studies 1 unit
- Physical Education 1 or ROTC I unit
- Fundamentals of Computing 1 unit
- Foreign language or occupational education 1 unit
- Electives 7 units

\* Six units in the same occupational course may be substituted for one science unit.

## Parent/Legal Guardian Communication Procedures

The teacher must attempt to arrange a parent/legal guardian conference at the midway point of the course for any student who is not performing successfully. Parents/Legal guardians should be notified as quickly as is feasible concerning an impending course failure.

## Public Information

The district will distribute this promotion/retention policy to every student and parent/legal guardian or surrogate parent. The district will also make every effort to educate and inform parents/legal guardians and students through other information disseminated.

Adopted 5/27/91; Revised 9/18/95, 5/19/97, 10/26/98, 4/19/99, 9/20/99, 9/18/00, 6/18/01, 2/18/02, 5/19/03, 2/21/05, 11/21/05, 11/18/08, 6/20/11, 3/19/12, 5/16/16 Legal references:

S.C. code, 1976 as amended:

Section 59-18-1310 - Reports consolidated; submission dates.

State Board of Education Regulations:

R43-240 - Summer programs.

R43-262 - Assessment program.

R43-274 - Student attendance.

DILLON SCHOOL DISTRICT FOUR

[http://policy.microscribepub.com/cgi-bin/om\\_isapi.dll?clientID=257132873&advquery=IK...](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=257132873&advquery=IK...)

Parents/Students should refer to the District website for all policy questions. Policies are listed at [www.dillon.k12.sc.us](http://www.dillon.k12.sc.us)

General questions and concerns should be made to the classroom instructor, guidance, or an administrator. The school contact number is 843 759 3005. Staff email addresses are located on the district or school website.

DILLON SCHOOL DISTRICT FOUR  
 I - INSTRUCTION  
 Policy IKE Promotion and Retention of Students

**Policy IKE Promotion and Retention of Students**

Issued 5/16

Purpose: To establish the basic structure for the promotion and retention of all students.

Dillon School District Four affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individualized Educational Plan (IEP). The district will administer this policy fairly, equitably, and consistently in the schools.

**Promotion/Retention of Kindergarten Students**

Kindergarten students who are not developmentally ready for first grade will be considered for retention. These decisions will be made on an individual basis involving the parents/legal guardians, teachers, principal, and support service staff. Children who will be six years old on or before September 1 will be assigned to first grade unless sound documentation exists indicating that retention in kindergarten is warranted and in the best interest of the student's future academic success.

**Promotion/Retention of Exceptional Students**

All students with disabilities, as defined and identified by federal and state laws and regulations, will be subject to the provisions of the promotion/retention criteria appropriate to the student's age/grade placement **unless** the student's IEP, as developed by the staffing committee, addresses and defines alternative goals and promotion/retention standards. The district will administer the policy fairly, equitably, and consistently in the schools.

**Attendance Requirements**

To be considered for promotion, a student must be present for 170 days or meet the district's attendance policy. State board regulations govern student attendance. The board or its designee must approve/disapprove absences of students in grades K through 12 in excess of 10 days as lawful, unlawful, or a combination thereof.

*NOTE: A student in grades nine through 12 must be present for 85 days in a semester course and 42 days in a nine-week course.*

**Promotion - Grades One and Two**

Grade	English/language arts	Mathematics
1 - 2	Maintain a 60 academic average based on the established grading criteria.	Maintain a 60 academic average based on the established grading criteria.

**Retention - Grades One and Two**

Retention will be based on failure to meet promotion criteria for English/language arts or mathematics for the current year. Summer school, depending upon availability of funds, will be offered for students in grades one and two not meeting the district's promotion/retention criteria and not achieving state academic grade level standards. The principal, upon consultation with the superintendent or his/her designee, will make a final decision.

**Promotion - Grades Three through Eight**

Grade	English/language arts	Mathematics	Science	Social studies
3 - 8	Maintain a 60 academic average based on the established grading criteria.	Maintain a 60 academic average based on the established grading criteria.	Maintain a 60 academic average based on the established grading criteria.	Maintain a 60 academic average based on the established grading criteria.

**Retention - Grades Three through Eight**

Retention will be based on failure to meet promotion criteria for English/language arts, mathematics, science, or social studies. Summer school, depending upon availability of funds, will be offered for students in grades three through eight not meeting the district promotion/retention criteria and not achieving state academic grade level standards. The student will be expected to attend and pass summer school to make up these deficiencies. The student will be expected to have an overall passing average based on all courses taken in summer school. The principal, upon consultation with the superintendent or his/her designee, will make a final decision.

**Criteria for Promotion - Grades Nine through 12**