

GREETINGS FROM THE ADMINISTRATION

We are pleased to welcome you to Bluffton High School. You will have many opportunities to participate successfully in academic and extra-curricular activities. Bluffton High School has a tradition of excellence, and we know that you will take pride in being a part of our school. Our faculty and staff are committed to helping you make this a great year.

Please read this handbook and share it with your parents. It is important that you become familiar with the basic policies and procedures at Bluffton High School.

Ms. Denise S. Donica (Garison) – Principal
Ms. Andrea Ingle – Assistant Principal
Mr. Joseph Parker – Assistant Principal
Mr. Matthew Seelman – Assistant Principal
Mr. Todd Stewart – Athletic Director

The Beaufort County School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or citizenship status in employment or in any of its education programs or activities or offerings

MISSION STATEMENT

Bluffton High School is committed to assuring that all students acquire the knowledge and skills necessary to live as productive and informed citizens in an ever-changing society.

School Colors: Kelly Green, Black, and Silver

School Mascot: Bobcat

STUDENT RESPONSIBILITIES

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights and property of teachers, students, administrators, and all others who are involved in the educational process. Students at Bluffton High School should express their ideas and opinions in a respectful manner. Each student must:

1. Be aware of and follow all rules and regulations for student behavior and conduct and obey school personnel.
2. Report information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and be groomed in a manner within School Dress Code guidelines and meet standards of safety and health.
4. Exercise proper care when using facilities and equipment.
5. Attend school daily, and be prepared with necessary materials and assignments.
6. Be on time for all classes and other functions.
7. Complete all in-class and homework assignments and meet deadlines.
8. Make up work when absent from school within the required time frame.
9. Pursue and attempt to complete all courses satisfactorily.
10. Provide accurate address and phone information to ensure communication with parents.
If this information changes, it is expected that the school will be notified within two (2) days.
11. Respect and appreciate the individual differences of all members of the community.

SCHOOL POLICIES AND PROCEDURES

Activities

Bluffton High School offers a variety of extra-curricular activities in which students may participate. All students are encouraged to become involved in extra-curricular or co-curricular activities. Each club/activity must have a sponsoring/advising faculty or staff member who will supervise the organization and all activities. No meetings will be held without the presence of that sponsor/faculty or staff member. This includes meetings, practices, decorating, or clean-up after an activity, on or off campus. All participants in extra-curricular/co-curricular activities must adhere to the Beaufort County School District contract for participation in athletics and extra-curricular programs, which follows:

Sports and Extra-curricular Activities

In addition to the eligibility regulations of the SCHSL, Beaufort County high schools also must abide by the "Guidelines for Extra-Curricular Participation" which outlines the roles and expectations for coaches, student-athletes and parents, as well as the responsibilities of the schools in providing athletic and other extra-curricular activities. Most prominent in this set of guidelines is the "Contract for Participation" which is reviewed each year and must be signed by the student participant, parent/guardian, and the coach or advisor. The "contract" sets the tone for the behavior for those who represent the schools of the district. Additionally, the recently adopted Board Policy and Administrative Regulations entitled, "Academic Eligibility for Extra-Curricular Participation" establishes a higher level of academic performance for those who wish to participate in the district's extra-curricular programs. A key component of this administrative practice is the establishment of regular study halls and academic tutoring to help support students. The component goal is two-fold: first make sure that participating students are also successful academically and, second, work to ensure that students who may have exceptional athletic or artistic abilities that qualify them for college scholarships are not dis-qualified because of poor academics.

2.0 GPA Policy

Beaufort County School District's 2.0 GPA Policy clearly states that in order for any student to participate in any athletic team or competition, a GPA of 2.0 is required. All classes are included in the overall GPA.

Fall semester eligibility for participation in athletics will be determined by the previous year's final grade (F1). Athletes not meeting the 2.0 GPA requirement will not be allowed to participate in any athletic activities. Spring semester eligibility for participation in athletics will be determined by the first semester's grade (S1). Athletes not meeting the 2.0 GPA requirement will not be allowed to participate in any athletic activities.

Random Drug Testing of Students

The Beaufort County School District ("BCSD") strongly believes that drug use and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well-being that the BCSD initiates a random drug-testing program. The purpose of this drug testing program is to help students and not to be punitive.

Absent / Late Work Make-up Procedures

For excused (lawful) absences: students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). It is the responsibility of the student to contact the instructor on the first day back following the lawful absence to get any missed assignments. This will include quizzes, tests, writing assignments etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one week. For example, if a student misses two days of school (Monday and Tuesday) and returns on Wednesday, then Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday. Students who have unexcused absences will be given the opportunity to make up work but no credit will be given for the makeup work due to unexcused absences.

If the absence is due to suspension: Students on suspension must complete work, including tests and quizzes in the number of days equal to the suspension. It is the responsibility of the student to contact the instructor on the first day back following the suspension. Tests, labs, and similar missed opportunities may need to be scheduled after school hours. Seat time will still need to be made up.

If a student has an unexcused absence they will be able to receive any missed work but WILL NOT get credit for any missed work due to unexcused absences.

If work is turned in late, but not due to absence: Teachers may accept late work up to five days past the deadline for submitting the assignment. They may subtract points for such assignments according to their published policy.

All family trips/absences must have prior approval by the principal two weeks in advance.

Attendance Policy

The privilege of attending public school comes with certain responsibilities on the part of students and parents. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the relationship that exists between academic success and regular school attendance. Students should be absent from school only when necessary. Much instructional activity cannot be replaced; class discussion and participation are lost forever to those who are absent.

Seat Time

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per credit. Missed seat time is determined by days absent (excused, unexcused or suspension) per semester. Students will have the opportunity to make up missed seat time before school from 8:15am – 8:40am only. If seat time is not made up and the student earns a 60 or higher in the class, then the student will receive an FA (failure due to attendance) and no credit will be earned.

The attendance clerk maintains attendance data in the computer, advises students and parents on attendance policy and law, and works with the social worker to refer and intervene with students who have excessive absences. You will need to see the attendance clerk or sign out in the main office under the following circumstances:

- ✦ You have been absent from school and need to file a written excuse from a parent or medical office. You must provide such excuses within 3 school days of an absence. Your excuse should have your name printed clearly, give the reason for the absence, have your parent's

signature, and include a phone number where your parent may be reached if there are questions.

- ❖ You are tardy to school.
- ❖ You are a co-op (work-based) student or you have written permission to leave school early by parent note presented in the main office and the note has been verified.
- ❖ You have questions concerning your attendance record.
- ❖ You must submit a petition to appeal an FA grade (credit withheld due to absences) in a course.

At Bluffton High, attendance is taken by the teacher in every class, every day. **You may not miss a teacher's class to attend to other school business without the teacher's prior permission. Teachers cannot give you permission to go into another teacher's class during their class.** Bluffton is a closed campus, which means that students may not leave the campus during the day without prior written permission, including field trips and co-op arrangements, unless a parent/guardian signs the student out in the main office. Students may not leave the school during their lunch period. Leaving campus once you arrive to campus or being in the school's parking lot without permission is a disciplinary offense.

Students who receive a FA (no credit) for excessive absences in a course may follow the school's structured appeals process to review the circumstances of the FA.

Attendance / Tardy Policy

Students are required to be in class and on time. Five minutes are allowed for changing classes, and students must be in their assigned seat when the tardy bell rings. **Any student who is 15 minutes or more late for class will be considered skipping.** Only an administrator can excuse a tardy.

Check – In Tardies – Unexcused (including temporary ID's)

- ❖ All students who check in unexcused, without a parent to sign them in, will be given a morning or afternoon detention pass to be served the next school day from 8:15am – 8:35am or 3:50 – 4:10pm in Room 1120.
- ❖ All students who check in unexcused, with a parent to sign them in, will be given a lunch detention pass to be served the next school day during their assigned lunch with an administrator.
- ❖ Out-of-school suspension after 9 unexcused tardies for those students who do not have a parking permit. Students who have a parking permit will have their permit revoked after 9 unexcused tardies.
- ❖ In-school suspension will be given if a student misses their assigned morning/afternoon school detention or lunch detention.
- ❖ After three missed assigned detentions (lunch or morning/afternoon school) the student will receive OSS for missed detentions.
- ❖ Morning/Afternoon school detention DOES NOT count toward ANY seat time.
- ❖ Students MAY NOT participate in any after school events if serving ISS or OSS on the assigned day(s).

Other Policies:

- ❖ Tardies are accounted for by semester.
- ❖ It is up to the discretion of the administrator to impose a more severe penalty based upon student record, context of the situation, or severity of the incident.

Books

You may be issued textbooks in some classes. All books are purchased with state or school funds and are on loan to you for the duration of the course. Each book is uniquely barcoded and assigned to a specific individual. It is your responsibility to maintain your books in good condition and to return the assigned book(s) at the end of the course. Write your name and date in the front cover of the book so that if the book is lost it can be returned to you. If books are not turned in or are missing a bar code, you will be charged the full replacement cost of the book, and you may not participate in certain activities. You may pay for lost or damaged books at the bookkeeper's office.

Buses

Riding a school bus is not a right. It is a privilege which can be revoked/suspended for disciplinary reasons for specified periods of time. Students who are suspended from the bus remain responsible for their own transportation to school and are advised that missing school due to a bus suspension is an unexcused absence. Students who miss their bus at any time are responsible for arranging their own transportation.

If you wish to ride a bus other than your own, you must present a written parent request that must be verified by an administrator before you will be permitted to board.

School discipline extends to behavior on regular bus routes, at bus stops, and for any bus used on a field trip, extra or co-curricular activity, or athletic event. It supplements the Beaufort County School District's Code of Student Conduct for Middle and High School, which lists rules for behavior on buses and circumstances under which students may be suspended off the bus.

Cafeteria

The Bluffton High cafeteria is provided for students who want to eat breakfast or lunch. Breakfast is served from 8:15 a.m. to 8:35 a.m. Only students eating breakfast can sit in the cafeteria before school. **All food must stay in the cafeteria.** There are four lunch periods. Students are assigned lunch according to their third period teacher/class. It is the responsibility of each student to behave appropriately in the lunchroom, including not sitting on tables, and to clean up after him/herself at the end of lunch. Students may not take food trays/food from the cafeteria into academic areas.

Any student who received meal benefits at the end of last year will continue his/her status from last year while a new application is processed. New applications are processed within the first 30 days of the new school year. After that time, all students must have a new application on file in order to continue receiving meal benefits. Free and reduced lunch applications are distributed at the beginning of the school year and should be returned to the cafeteria manager.

Clearing the Building

Students are expected to clear the building at 3:45 pm daily unless they are under the supervision of a school employee. Seat time can be made up before school at 8:15am – 8:40am or afterschool by appointment with the teacher. Students should establish prearranged times for transportation so that they will not need to use the phone or linger in the halls, atrium, lobby, or other school areas. Students may not re-enter the building without permission. **Students who linger in the halls and atrium without permission after school will be subject to disciplinary action.**

BLHS Student ID Cards

Statement of Policy & Purpose

The purpose of this policy is to ensure safety and security on the Bluffton High School campus of the approximate 1200 individuals who are on campus each day.

Student identification cards and a lanyard will be provided to every student. Student ID cards authorize students to be on campus at Bluffton High School. EVERY student must wear their ID card on a lanyard around their neck at all times while on school grounds. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers.

Process

One ID and lanyard is supplied to each student without cost. If a student loses or damages their ID they can purchase a new ID for a cost of \$10.00. **The ID is not to be defaced in any way including writing, cutting, placing stickers on the card, or covering the photo in any way.** Students are required to purchase a new ID if it is defaced in any manner and cannot be returned to its original state. The student is required to wear a temporary ID if his/her official ID is left at home, lost, or misplaced. Temporary IDs will be sold prior to 8:45am each school day and will cost \$3.00 per day. If a student is sent out of class after 8:45am for not having their ID they will receive a referral and will be required to purchase a temporary ID. Students who do not have three dollars to purchase their temporary ID will be obligated.

Enforcement

- ❖ **First and Second offenses:** Students will be informed that they have violated the policy and a minor incident will be written.
- ❖ **Third offense and additional offenses-**A third or additional infraction of the school ID policy will be categorized as a Level 1 offense as outlined in the Beaufort County School District Code of Student Conduct. Disciplinary action may vary when a student has a record of other conduct violations during a current school year. Students who do not comply with the school ID policy may be excluded from participating in certain extra-curricular school programs.

BLHS Dress Code

Statement of Policy

It is the policy of the Beaufort County School District to regulate reasonable attire of students during the school day. Students in all schools shall wear an approved school uniform with only legally-mandated exceptions. To maintain an educational environment that is safe and conducive to the educational process, students in all grades shall abstain from wearing or possessing specified items during the school day.

Statement of purpose (The entire Statement of Purpose may be found on the BCSD website)

The Beaufort County School District has determined that reasonable regulation of school attire can promote important educational interests, including:

- ❖ reducing distraction and loss of self-esteem caused by teasing or competing over clothing
- ❖ minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school
- ❖ enhancing school safety by helping teachers and administrators identify individuals who are not enrolled in the school who they may encounter on campus
- ❖ enhancing school safety by prohibiting gang colors and paraphernalia

- ❖ helping prepare students for future roles in the workplace

Requirements

Shirts, Sweaters and Sweatshirts (tops)

- ❖ **Tops must be SOLID gray, white, kelly green, or black with a collar;** this includes button-down shirts or polo shirts. T-Shirts reflecting BLHS school spirit may also be worn in school colors **ONLY**.
- ❖ Shirts may have logos but not larger than the size of a credit card.
- ❖ Students may wear a plain or BLHS logo hooded/crewneck sweatshirts ***over school uniforms***. **The sweatshirts may be solid gray, white, kelly green or black. Hoods cannot be up in the building.** *If a student is seen wearing their hoods up in the building the hooded sweatshirt will be confiscated and placed in the front office for the student to pick up at the end of the day.*

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

- ❖ Bottoms may be solid khaki, white, gray, or black.
- ❖ Jeans, sweatpants, jeggings, leggings, cargo pants, gym shorts, yoga pants or tights of any color are not permitted.
- ❖ With the exception of small labels (quarter size), bottoms may not have insignias, words, embroidery, graphics or pictures.
- ❖ Shorts, skirts, skorts, and jumpers shall be no shorter than three inches at the top of the knee cap when standing. **No athletic shorts are allowed.**

Coats and Jackets (Outerwear)

- ❖ Outerwear must be solid khaki, white, gray, or black. Outerwear (coats, jackets, and sweaters) may be worn inside the school building during the school day but **MUST** be worn over school uniform.

Shoes, Sneakers and Boots (Footwear)

- ❖ Footwear must be worn at all times. Shoes shall conform, as needed, to special requirements such as P.E. classes, ROTC, science labs, etc.
- ❖ Laces on shoes and sneakers must be tied.
- ❖ Flip flops, crocs shoes, slippers, and bedroom shoes are not permitted. Sandals must have a heel strap.

Other Clothing Items or Accessories

- ❖ Any adornment that could be perceived as, or used as, a weapon (i.e. chains, spikes, etc.) is not permitted.
- ❖ Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- ❖ **Head coverings of any kind, including but not limited to, hats, bandannas, caps, curlers, masks, sweatbands, visors, kerchiefs, earmuffs or sunglasses are not permitted.** Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours. Headbands that are used to hold hair back can be worn but cannot be worn on the student's forehead.

Other Uniform Considerations

- ❖ Students are expected to be dressed according to the uniform standards at all times when school is in session.
- ❖ Students who are taking classes that require a special dress code, such as JROTC or career and technical education internships, may wear that uniform to other classes.
- ❖ ACE students will follow their appropriate dress code. If ACE students are inside of BLHS then ACE students **MUST** follow BLHS dress code.

- ◆ Principals may make exceptions to the uniform policy for special events, such as picture day, and may allow a different standard for athletic teams or other school clubs or activities.

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

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

Enforcement

- ◆ **First and Second offenses:** Students will be informed that they have violated the policy. Students will be given an opportunity to change into acceptable clothing by using bobcat wear provided by the school or by calling a parent/legal guardian to bring clothes. A dress code minor incident will be written. Students may be placed in an in-school suspension alternative setting for the remainder of the day if they cannot get appropriate clothing/shoes.
- ◆ **Third offense and additional offenses-**A third or additional infraction of the dress code will be categorized as a Level 1 offense as outlined in the Beaufort County School District Code of Student Conduct. Disciplinary action may vary when a student has a record of other conduct violations during a current school year. Students who do not comply with the dress code may be excluded from participating in certain extra-curricular school programs. Copies of the dress code will be made available to students.

Electronic Devices

Electronic devices include, but are not limited to, the following items: radios, iPods, cell phones, and hand-held games.

By the SC State Code (section 59-63-280), a paging device is defined as a telecommunications device, to include mobile telephones, device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are considered to be paging devices.

You may have electronic devices such as, but not limited to, cell phones, iPods, etc., in your possession at Bluffton High and on school buses. These items may be used on campus before school, during lunch, and afterschool. They may **not** be used in the hallways and/or during class change. **Earbuds/headphones cannot be visible once a student enters the building from 8:15am – 3:45pm.** Teachers have a class set of headphones if needed for instruction. BLHS will not be responsible for lost or stolen devices.

1. You may openly display and use these devices **ONLY** before school, during lunch, and afterschool.
2. Between 8:45am and 3:45pm, if a device is on or displayed, during instructional time or during class change they will be confiscated by any member of the school staff.
3. If a device is confiscated, it will be given to the assistant principal who works with the student's section of the alphabet. It will be returned at the end of the day for first offense and a referral will be written.
4. If a student fails to hand over the device, a referral will be written and it is considered a second level offense.

Consequences:

- ◆ First offense: A minor incident will be written and the student will get the phone at the end of the day.

- ✦ Second offense: Referral, lunch detention, and parent contact. Parent must pick up the device.
- ✦ Third offense: Referral, ISS, and parent contact. Parent must pick up the device.
- ✦ Fourth offense: referral, suspension, parent conference. Parent must pick up the device.

It is up to the discretion of the administrator to impose a more severe penalty based upon student record, context of the situation, or severity of the incident.

Elevator Use

Only staff and authorized students with physical limitations may use the school's elevators. A written and dated authorization pass must be obtained from the school nurse. This pass must be displayed/visible when entering and exiting the elevator. Unauthorized use of an elevator is a disciplinary offense.

Emergency Closings or Delays at School

When emergencies such as weather conditions or power failures require the delay of opening school or the closing of school, notice is given as early as possible on most major radio stations and local TV stations.

Field Trips

Written permission from a parent/guardian is required for all students to participate in school-sponsored field trips, regardless of the student's age. Field trips are considered to be school-permitted absences. Students are required to make-up all work missed during such an absence and may do so without penalty. Parents, teachers, and administrators have the option of withholding permission for a field trip and may choose to do so if you have too many absences from class/school; have a serious disciplinary record; or should, in their judgment, attend classes rather than the field trip. Students who attend field trips are reminded that all school expectations with regard to behavior, electronic devices, and dress are in effect while on the trip.

Fifteen Minute Rule

Agenda book hall passes are not to be requested/signed/used during the first 15 or last 15 minutes of class. **No student may be signed out of school during the last 30 minutes of the school day.**

Fire Alarm/Emergency Drills

Emergency drills, both announced and unannounced, are held periodically to acquaint students with emergency procedures. An evacuation plan is posted in each room. Students should be familiar with these plans and emergency exits for each classroom they are in. In the event of an emergency, students are required to follow the directions of their teacher or emergency officials and to remain with their teacher. Under no circumstances may a student use his/her personal cell phone during a drill or emergency.

Flowers/Balloons

Florist, balloon, and/or other gift deliveries will not be accepted for students. If a student brings flowers, balloons, or a similar item to school the student will be asked to leave the item(s) in the main office to be picked up at the end of the school day.

Hall Passes /Agenda Book

The hall pass system at Bluffton High is based on the agenda book. **With the exception of media center passes, nurse's office passes, administrative passes, and guidance passes, no student is to be in the hall without a properly signed agenda book.** For this reason, you are expected to have the agenda book in your possession every day. You should write your name clearly on your agenda book. Should your book be lost or stolen, replacement books may be purchased at the bookkeeper's office for \$10. It is a violation of school policy and a disciplinary offense to use an agenda book that has been issued to another student or for more than one student to be in the halls on one book. Please note that pass pages separated from the owner's agenda book are not accepted as hall passes.

Leaving Campus

Students may not leave the school grounds after arrival during the day for any reason other than the following: a parent/guardian physically signs the student out of school; the student has prior permission to leave by the parent/guardian; school field trip/activity. However, in the case of extenuating circumstances, the administration will use its judgment in excusing a student from school. Students are not allowed to leave school during their lunch period.

Responsibility of students who need to leave school before the end of the school day: Students must bring a note to the main office prior to 8:45 a.m. The note must include the following information: name of student, grade level, reason for release, time of departure, parent's/guardian's signature, parent's/guardian's home and work phone numbers. **No student may sign out/be signed out during the last 30 minutes of the school day.**

Students and parents must sign out through the main office. In the case of a medical or legal appointment, upon returning to school, students must present a note from the doctor, dentist, lawyer, etc. verifying the appointment, in which case the class(es) will be excused.

All students signing out must sign the designated clipboard in the main office.

Students who do not have a current parking pass must be signed out through the front office by their parent(s) or one of their emergency contacts.

Lockers

Lockers are school property provided for the convenience of students, and as such school authorities have the right to search any locker for the health and protection of the student body. Students are advised not to keep valuable articles in a locker, to keep the locker locked at all times, and not to share lockers or combinations with others. The school is not responsible for lost or stolen items. The school will dispose of all items left in lockers at the end of the school year.

There is no charge for a school or gym locker. Lockers are assigned on a first-come, first-served basis. For questions or concerns about lockers, see the administrator in charge of lockers during lunch periods only.

Lost and Found

The school is not responsible for lost or stolen student property. However, a lost and found bin is located in the nurse's office. Periodically unclaimed items in the bin are donated to local charities.

Messages/Deliveries

Only **emergency** telephone messages and items from parents to students will be delivered. All other items may be picked up during the lunches in the main office.

Obligations

A student is put on the obligation list if he/she has any unsettled obligations such as money owed, damaged or lost books, or failure to turn in equipment. If a student's account is not settled, the report card may be withheld and/or records may not be forwarded. Students with unpaid obligations may also be denied participation in student activities such as prom and graduation.

Parking

In order to park on the Bluffton High campus, students must purchase a parking pass for \$30 per year and display the non-transferable pass at all times when the car is on campus. Passes are purchased from the bookkeeper and sold on a first-come, first-served basis. All students who purchase a parking permit are subject to BCSD Random Drug Testing. **To obtain a pass, the student must be a Junior or Senior. If available, remaining parking places may be assigned to sophomores with good academic and disciplinary records at the end of the first semester.** The student must complete a "Student Parking Form" and present all of the following: driver's license; registration; and proof of insurance. If the pass is lost, the student is responsible for purchasing another pass. It is the responsibility of the student to update information on this form as needed.

Students may lose their parking privileges if they are consistently tardy (no more than 9 unexcused tardies per semester), leave campus without permission, and/or have received multiple office referrals.

Students must park in assigned areas only. The driver is responsible for the conduct of all students in his/her car. Students may not loiter in the parking lot. The no-smoking rule applies to the interior of vehicles as well as the lot.

Parking privileges may be revoked or suspended for violations of parking regulations or law, or if a student who drives has repeated unexcused tardies. Parking with a suspended or revoked parking privilege will result in loss of all parking privileges and towing of the vehicle. Unauthorized vehicles or vehicles parked in violation of parking regulations will be towed at the owner's expense. Parking infractions include, but are not limited to:

- ❖ parking in an unauthorized area (handicapped space, reserved, or staff or guest parking space, lawn)
- ❖ parking outside of the lines or in another's assigned spot
- ❖ failure to display the proper parking pass
- ❖ being in the parking lot during school hours without permission

State and local laws apply to the entire campus. The Bluffton Police Department has jurisdiction over driving and parking on campus and may issue citations. If a student is cited by law enforcement authorities, he/she may lose parking privileges and/or face additional disciplinary action.

Seniors may purchase a "painted parking space" for an extra \$30. See policy and rules on the application form. Spaces are limited.

Physical Education

All students are expected to change clothes for participation in P.E. class. Failure to meet attire expectations for P.E. class is reflected in a student's participation grade.

Students are expected to wear a BLHS P.E. Uniform for class. This uniform consists of a solid gray t-shirt (or BLHS PE Department t-shirts) and solid black shorts and athletic shoes.

No Book bags are allowed in the gyms. All students must use the lockers in the locker room to secure all belongings. Students are responsible for bringing their own lock each day.

Pledge of Allegiance (ACT N.55)

School Board Policy and law require all public schools to designate a time each school day for the saying of the Pledge of Allegiance. Students have the option of not participating but are required to show respect during this activity.

Posters and Flyers

Posters and flyers must be approved by an administrator, be placed on the bulletin boards provided, and be related to school sponsored programs and opportunities. Events sponsored by outside organizations, even those targeted specifically to Bluffton students, must be approved by the principal. **No posters, handouts, or flyers should be posted on walls, atrium columns, doors, or distributed in the building without specific administrative approval.** All materials that do not meet school guidelines will be removed and destroyed. Posters must be appropriately placed and secured so as not to create a messy or unkempt appearance to the building and halls. Adhesive materials used to post announcements must not damage the bulletin boards or walls and must be easily removed. The organization or individual that posts the materials is also responsible for removal within 24 hours of the announced event or deadline.

Restrooms

Restrooms are provided for the convenience of students and are to be used between classes and during the lunches. During class time, students with emergency needs and who have an agenda pass from their teacher may be given permission to use the nearest restroom to their class. Any vandalism in restrooms should be reported immediately to a staff member.

PowerSchool Parent Portal

The Bluffton High website (<http://blh.beaufort.k12.sc.us>.) uses the Beaufort County School District PowerSchool Parent Portal web community to enable all stakeholders in a student's education to be involved and informed. With your specific network user credentials, you can log on to the site and have immediate access to teacher classroom pages, a student information center containing grades, attendance and an unofficial transcript, blogs, and school announcements. You also have access to send emails and download assignments to their teachers quickly and easily.

Telephones

Students may use the telephone in the main office when absolutely necessary and with permission of a school official. **No students will be excused from class to use the telephone, and under no circumstances will students be permitted to use telephones in the classroom, including personal cell phones.**

Visitors

Visitors on campus must park in designated parking spaces and report to the main office to obtain a visitor's pass. **All articles to be dropped off by visitors must be left in the reception office. Such items will be delivered to students only in true emergencies; otherwise, students may pick them up during lunches or between classes.** Visitors to the building should respect the educational setting and limit visits for necessary reasons only. The school administration is empowered to take appropriate action against non-

students who trespass on school grounds. Such action will include the right to call in the police authorities and to swear out warrants.

SCHOOL SERVICES

Bilingual Education Specialist

The bilingual education specialist serves as the liaison between the home and school for Hispanic students to ensure that effective communication strategies are in place.

Guidance Department

Guidance counselors assist students, staff, and parents in planning for high school and beyond. The following services are available: individual and group counseling; career development and information; consultation for post-high school educational planning; college and scholarship information; and homebound coordination.

Health Services / School Nurse

A nurse is available during school hours for accidents or illnesses that occur during school. Please do not come to school if you are ill, vomiting, or have a fever over 100 degrees. The nurse has no provisions to handle sick students, and your parent/guardian will be called immediately to pick you up. If you become ill at school, ask to see the nurse. Do not call home from your cell phone or classroom phone. Students must have a signed pass from a teacher to see the nurse, unless it is an emergency. Emergency cards will be sent home and must be filled out, signed by a parent/guardian, and kept on file in the health clinic. Tylenol or Ibuprofen can only be administered to students who have a consent form on file. The school nurse cannot administer medication for the common cold or stomach aches. Over the counter cold medication, such as Sudafed, should be taken before coming to school. All medication to be taken at school must be kept in the nurse's office. Students are not permitted to carry Tylenol, Midol, Motrin or prescription medications in their back packs, purses, on their person, or kept in a locker. Prescription medication, along with a doctor's note, should be dropped off at the nurse's office in the original labeled bottle before school. The health clinic is located in room 1108. If you have any health concerns or questions, please see the nurse during your assigned lunch only. If the nurse is out of the clinic, please see the receptionist in the main office for assistance.

There are times when a student should not be in school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- ❖ fever, temperature of 100 degrees or higher, with or without other symptoms;
- ❖ a cold in the contagious stage;
- ❖ any communicable disease such as chicken pox, measles, pink eye;
- ❖ undiagnosed rash or skin eruptions;
- ❖ vomiting or diarrhea within the past 24 hours;
- ❖ untreated head lice or scabies;
- ❖ a diagnosis of strep throat until the student has been on antibiotics for 24 hours

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If the injury is serious, every effort will be made to contact the parent/guardian.

If, however, the school is unable to reach the parent/guardian, the school will follow the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

Media Center

The media center provides computers, books, periodicals, and a quiet environment for students' school work and personal information needs. While using the facility, students must abide by the rules and hours of operation set forth by the staff. Media center hours are Monday - Friday from 8:15 am to 4:00 pm. Students who come to the media center during class time must present a pass issued by their classroom teacher.

Students are expected to act responsibly and respect the rights of others while in the media center. An atmosphere conducive to research, reading, and studying will be maintained at all times. No food or drinks are permitted. Students who violate media center policies will be sent back to the classroom and may lose media center privileges.

School Resource Officer (SRO)

Bluffton High is assigned a full-time officer from the Bluffton Police Department who serves as School Resource Officer. He/She serves foremost as a law enforcement officer and assists the administration in maintaining a safe and orderly environment. He/She may also serve as a guest instructor for specialized short-term programs and counsel with students and parents concerning topics of a law enforcement nature.

Social Worker

The social worker works closely with students, parents, staff and community resources to support all students in their quest for the best possible high school experience and be a link to the community. Social services include individual and peer counseling, family and social concerns, safety, and attendance and truancy interventions. If you or a fellow student experience any of these situations, the social worker is here to serve as an advocate within your school.

Special Education

Bluffton High School provides services to support the education of students who are visually impaired/blind, hearing impaired/deaf, developmentally disabled, emotionally disabled, and/or learning disabled.

ACADEMICS

Academic Integrity

A high standard of honesty is expected in all phases of academic work at Bluffton High School. Academic dishonesty in any form is an offense against the integrity of the entire school community and a threat to the standards of the school and the standing of every student. Students are expected to refrain from acts of academic dishonesty and to report to a faculty member any knowledge they have of such acts by others.

Commencement Participation Agreement

Those students who have met the requirements for graduation from Bluffton High School and who choose to take part in the commencement ceremony will be required to submit a Commencement Participation Agreement which both they and their parents/guardians have signed. This agreement sets forth guidance for

dress and behavior and describes the consequences of non-compliance. All financial obligations must be paid in order to participate in the Commencement ceremony.

Computer Acceptable Use Policy (AUP)

Students in Beaufort County Schools have computer access that includes the Internet. In order to use any computer in the school, you must comply with the Acceptable Use Policy. Your parent or guardian may choose to opt out of your computer use.

Diploma Requirements

Bluffton High offers four types of diploma: the State Diploma, the BLHS Distinguished Diploma, the STEM (science, engineering, math, technology) Scholars Diploma, and Advanced Placement Capstone Diploma. See your counselor or the Curriculum Course Guide for details.

Term Test Policies

At the end of each grading period a term/quarter test is given. In certain gateway courses the state also provides an end-of-course exam (EOC) which makes up 20% of the final course grade. In Advanced Placement classes the AP test serves as the final test. There is no exemption for these tests. This requirement includes on-line courses where applicable. Students who take the AP exam in the spring are exempt from taking the final test in that class if they continue to attend that class through the end of the school year. Otherwise, they must take a final test.

Extra Credit Policy

Extra credit, when offered, must meet the following criteria.

- ❖ The opportunity must be made available to all students in the class equally; the unit recovery Back-On-Track policy is the BLHS recommended program.
- ❖ The work may not be used to make up for assignments missed.
- ❖ The work must be valid curriculum content and/or extension of class objectives and standard.

Grading System

The State of South Carolina has established a uniform grading system in which college, honors, and AP/dual credit courses are afforded different GPA weights: Under this uniform grading scale an A is 90-100; a B is 80-89; a C is 70-79; and a D is 60-69. Anything below 60 is an F. Other grades include WF (withdrew failing), and FA (failure due to excessive absences).

Grade Level Classifications

- ❖ Freshman to Sophomore status: 6 credits including 1 English and 1 math credit. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.
- ❖ Sophomore to Junior status: 12 credits including 2 English and 2 math credits. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.

- ✦ Junior to Senior status: 16 credits, including at least 3 English and 3 math. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.

Honor Roll

An honor roll is prepared each marking period. A student who has excelled in his/her studies will receive appropriate honors in recognition of his/her academic accomplishment. In order to achieve honor roll status, a student must enroll in and pass four classes and attain the following GPA:

Principal’s Honor Roll	A grade of 90 or higher in every class
Bobcat Honor Roll	A grade of 80 or higher in every class

Interim Progress Reports

Interim progress reports are issued at the middle of each grading period. Teachers will contact parents by phone or e-mail if there are concerns about a student’s progress. Students and parents/guardians should review the interim reports and report cards carefully and note questions and concerns. Unsatisfactory reports serve as an invitation to parents/guardians to come to school to meet with the teacher and counselor in an attempt to improve student performance.

Report Cards

Report cards are issued four times per year, approximately every ten weeks. When reviewing report cards, parent/guardians are advised to contact the appropriate teacher and/or guidance counselor if they have concerns.

STUDENT CODE OF CONDUCT

All Bluffton High students and parents have access to **The Student Code of Conduct** published by the Beaufort County School District. The publication lists in detail students’ rights and responsibilities, due process, definitions, and offenses and consequences.

Tobacco Use and Possession

Students are prohibited from smoking or using smokeless tobacco in any form before, during, or after school hours at school or in an other school district location or during activities under the direct supervision of the school district. School district location means in any school building or on school property, on any school-owned vehicle, or in any other school-approved vehicle used to transport student to and from school or school activities. Possession of a cigarette, e-cigarette, cigar, pipe, smokeless tobacco, or smoking equipment is prohibited.

The Youth Access to Tobacco Prevention Act of 2006, among other provisions, states that enforcement for minors under the age 18 who are in violation of the Act are subject to a \$25 civil fine or completion of a DEHEC approved prevention or cessation program or 5 hours of community service in lieu of a fine. Law

enforcement officers, including the school's School Resource Officer, may issue uniform traffic tickets for violations of this law. Jurisdiction to hear a violation is vested in the municipal or magistrate's court.

Pursuant to State Law, all persons entering school property are deemed to have consented to a reasonable search of their person and property, with or without probable cause, including with limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels. (Act 373 of 1994). Bluffton High School will, from time to time, conduct unannounced searches to ensure a safe and drug-free environment for all.

ATHLETICS

The aim of the athletic program, for the player, is to provide interscholastic athletic competition that offers increased opportunities for improving playing skills, developing physical vigor, promoting real friendship and learning good sportsmanship. It is fully intended that inter-school competition develops the understanding that the rules of the game are similar to the rules of everyday living. For the student body, the athletic program provides opportunities for developing fine school morale, demonstrating sportsmanlike attitudes toward opponents, and exercising the qualities of fair play and courtesy.

Athletic Awards

Certificates of Participation and Letters are awarded to eligible Bluffton High School athletes and managers at the end of each season. BLHS will use the SCHSL criteria for awarding varsity letters. Athletes and parents will be notified in writing of these criteria.

Athletic Code of Conduct

Membership on a Bobcat athletic team is a privilege, not a right. Each participant is expected to represent the school and community with the highest level of integrity and sportsmanship. Bluffton High School recognizes the professionalism of the coaching staff with regard to training, strategy, and discipline. Athletes who exhibit behavior that embarrasses themselves, the team, or the school; use, possess or distribute alcohol or drugs; repeatedly violate the Code of Conduct; or fail to pay fees owed to the school may be suspended from the team or from school athletics. No athlete will be permitted to participate in athletic competition while under suspension.

Athletic Eligibility

In order for a student to be eligible to compete on a Bluffton High team during the year, he/she must be under the age of 19 prior to July 1 and have on file an official birth document. (Students born abroad must supply a passport, citizenship papers, a Foreign Service Form, or Department of State 1350 Form.)

To be eligible to participate in interscholastic athletics, students participating in athletics must pass a minimum load as established by SCHSL during the preceding semester and must meet BCSD promotion standards. In addition to existing academic requirements, all students are required to earn a weighted GPA of 2.0 each semester. First semester eligibility is determined by the GPA earned during the preceding school year's final grade and second semester eligibility is determined using the GPA in the first semester of the same school year. Students first entering the 7th and 9th grades are academically eligible to participate in athletic activities.

In addition, to be eligible for first semester teams, a student must have passed a minimum of 5 Carnegie units applicable toward a high school diploma, during the previous year, with at least 2 units during the second semester or summer school. Rising 9th grade students are automatically eligible for the first semester.

For second semester eligibility, the student must pass 2 units during the first semester if he/she was eligible in the fall (block schedule); if the student was not eligible in the fall, 2 ½ units must have been passed (block schedule).

Students who have exceeded 8 semesters of eligibility (which begins at the start of the freshman year), or who are in grade 6 or below may not participate on the school’s teams.

A physical exam is required and valid from April 1 of the current year through the following year.

For questions about eligibility, contact the Athletic Director.

Conduct of Spectators

Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, both at home and while visiting another school. All rules for student conduct as described in this agenda book apply.

Grading Procedures

Opening Statement/Purpose/Rationale

Our goal is to ensure that grading and reporting practices are based on clearly defined criteria that represent the attainment of content knowledge and skills and that are consistent across grade levels and courses. We want student grades to be accurate, meaningful, consistent and supportive of learning.

Assignment of student grades is the responsibility of the teacher. Grades cannot be changed without following BCSD established procedures which include explicit consent of the teacher. Teachers develop research-based grading and assessment practices to guide the recording and reporting of student progress under the supervision of the Principal. The BCSD follows the South Carolina guidelines for grading/assessment. As such, no school leader or teacher will engage in grading practices that violate state policy.

Students respond more positively to the opportunity for success than to the threat of failure. Therefore, through learner objectives and its instructional program, the BCSD seeks to make the evaluation of student performance both recognizable and positive.

Formative vs. Summative Description

Formative assessments are used to monitor student learning and to provide a benchmark of student progress toward learning targets and goals. It provides ongoing feedback to both the student and the teacher, which can in turn be used to improve instruction and learner outcomes. Formative assessments help identify areas of strength as well as areas of refinement for students which allow for timely intervention. Not every formative assessment is graded. Summative assessments aim to evaluate student learning and mastery at the end of a unit of study. They are often high stakes and thus count more significantly in the calculation of a student’s grade.

Formative vs. Summative Examples Chart

All Subjects	
<u>Summative</u> Tests Projects Term Test Writing Projects Projects	<u>Formative</u> Quizzes Classwork Homework Warm ups Labs Journal Writing
60%	40%