

Calhoun County High School

150 Saints Avenue
St. Matthews, SC 29135
(803) 874-3071



STUDENT & PARENT HANDBOOK

Parents, Guardians and Students:

Welcome to a new year at Calhoun County High School where Saints are on the warpath for excellence. We hope that your years with us will be educationally profitable for you. We are extremely excited about the upcoming year and what the future has for our students.

We celebrate a new beginning and a new attitude of success for the school. We truly believe, “We are built for greatness!”

This year, we embark on our theme: **Saints on the War Path for Excellence: The Saints Way.** We want to strive for academic, social, emotional and athletic excellence. But most of all, we want all stakeholders to practice intelligent behaviors and habits. Here at Calhoun County High School we want to create a successful learning and teaching environment for *all students*. The Faculty and Staff at Calhoun County High School invites you to become learning and teaching partners as we strive for excellence and accuracy.

Students, we want to encourage you to be persistent with your studies, managing your impulsivity and reaching for your individual and school goals being college or career ready upon graduating.

I look forward to meeting and working with all of you this year to make Calhoun County High School, simply the best.

Have a successful year of learning and growing. Let’s Go Saints!!

With kindest regards,

Milton Howard

Principal

GENERAL INFORMATION

SCHOOL ADMINISTRATION

PRINCIPAL

Mr. Milton Howard mhoward@ccpsonline.net 803- 655-2652

ASSISTANT PRINCIPAL

Ms. Sharice Walker swalker@ccpsonline.net 803-655-2653

CALHOUN COUNTY OFFICE OF EDUCATION

Dr. Ferlondo Tullock, Superintendent

Board of Education

Mr. Gary Porth , Chair	
Mr. Kevin Jenkins, Vice Chair	Mrs. Debra Fredrick, Secretary
Mr. Ned Nelson	Mrs. Sandra Tucker

For updates and contact information, please check the district website

<http://www.ccpsonline.net>

CALHOUN COUNTY SCHOOL DISTRICT

125 Herlong Ave, St Matthews, SC 29135

(803) 655-7310

“An Equal Opportunity Employer”

Calhoun County School District does not discriminate on the basis race, color, national origin, sex, disability, or age in its programs and activities. The following people in the District have been designated to handle inquiries regarding the non-discrimination policy:

The Director of Human Resources/Title IV Coordinator, George Kiernan, should be contacted for all non-student and/or employment-related issues at 803-655-7310 or at P.O. Box 215, St. Matthews, SC 29135.

The Deputy Superintendent, Mr. Ferlondo Tullock, should be contacted for all student issues including those related to Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 803-655-2624, or at P.O. Box 215, St. Matthews, SC 29135. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights, Washington, DC.

SCHOOL MASCOT
SAINT

SCHOOL COLORS
Red & White

SCHOOL MOTTO
“Marching Towards Excellence”

EMBLEM
Fleur-De-Lis

ALMA MATER

We hail our alma mater dear
We search for Pride and Truth The high and
noble goals we share In shining moments of our
youth. We build our lives and futures here With
courage, strength, and might
We'll keep the faith and always love The dear ole
Red and White. (Chorus)
All hail to Calhoun County High
We'll laud and honor thee
Your hallowed halls we love so dear
In our hearts you'll always be.

Sung to the tune of “Auld Lang Syne” (the New Year’s song)

CALHOUN COUNTY SCHOOL DISTRICT MISSION STATEMENT

The mission of Calhoun County Public Schools, in unity with parents and community, is to provide an environment conducive to learning that challenges all students to reach their maximum potential for success in a rapidly changing global society.

CALHOUN COUNTY SCHOOL DISTRICT VISION STATEMENT

We envision a school district where everyone works harmoniously in a safe and caring environment to help all students reach their maximum potential.

BELIEF STATEMENT

We Believe....

- in establishing and maintaining high expectations for all students
- in providing challenging and rigorous experiences to develop confident and competent students
- in fostering cooperation and collaboration among stakeholders to promote engaging learning experiences
- in an environment that encourages all to appreciate diversity
- student learning and success is the chief priority
- every student is responsible for his or her choices and actions
- change provides opportunity for academic, social, and personal growth
- technology must be an integral part of our instructional program for success in a global society

SCHOOL HOURS

The instructional school day is 8:00 am until 3:15 pm. Students are not permitted to leave the building without the permission of the administration and/or parents. Students may only be in the building or on campus between 7:30 am and 3:15 p.m. unless they are involved in an approved extracurricular school program or attending a school sponsored event. Those not participating will be asked to leave campus. School closures are announced on the district and school website as well as through our district's School Messenger (Phone/Email).

VISITORS

All visitors must obtain a visitor's pass from the front office to visit the school. Provisions will be made for a guided tour of the building, if requested. For reasons of liability, students are not permitted to bring visitors to school.

OFFICE HOURS

All teachers provide and post hours to meet with students before or after school. Students should notify their parents and the teachers when they plan on attending before or after school tutoring. Please contact the teacher or check on the school's website to find a listing. There, you can also find additional support during Response to Intervention (Saint Success).

BOOKKEEPER HOURS

The bookkeeper will accept payments from parents between the hours of 9 am to 2:30 pm. Student payments will be accepted during the student's lunch time only.

PARKING PASSES

All students planning to drive on school premises **must purchase parking passes for a cost of \$10 from the main office**. The CCHS parking pass will be valid for the 22-23 school year.

All vehicles must be registered and have a valid decal in the front window. Students may only park in the student parking lot after purchasing a parking decal from the front office. Students parking vehicles without authorization will be subject to disciplinary action.

The following rules govern student parking:

- Drivers must have and present upon request a valid driver's license and proof of insurance.
- Student parking is restricted to the student parking lot.
- All traffic arrows and barriers must be observed.
- Students are to enter and exit the student parking lot on Saints Avenue.
- There should be no loitering in the parking lot before, during, or after school.
- Students are instructed to exit the building and parking lot immediately after school is dismissed.
- Once on campus, a student may not drive off campus without administrative permission. A violation of this rule may result in revoking driving privileges.
- Students may not go to the vehicles during the day without administrative permission.
- Cars should be locked at all times. Calhoun County High School will not be held responsible for the theft of contents, theft of the vehicle, damage to any vehicle or its contents while the vehicle is on campus.
- Driving privileges may be denied and towing will be enforced, if necessary.
- Towing will be at the owner's expense.
- All accidents on campus should be reported to the main office immediately.
- Student drivers are not to park in the rear of the building, bus parking lot, the faculty parking lot or in the visitor parking spaces.
- A parking permit contract must be signed by the student and parent/guardian. This contract contains detailed information concerning driving/parking policies and consequences.
- All vehicles are subject to search by school administrators and SRO.

IMPORTANT TELEPHONE NUMBERS

Principal's Administrative Assistant	(803) 655-2654
Receptionist	(843) 874-3071
Nurse	(843) 655-2660
Attendance	(803) 655-2656
School Counseling Office	(803) 655-2658
Athletic Director	(803) 655- 5751
Bookkeeper	(803) 655- 2655
Media Center	(803) 655-2663
School Resource Officer	(803) 655-2662
District Office	(803) 655-2601
CCPS Transportation Office	(803) 655-3614

CCHS MEDIA CENTER SERVICES

The Calhoun County High School Media Center is available to every student in the school. It is open from 7:45 a.m. to 3:30 p.m. Monday through Friday.

ABSOLUTELY NO FOOD OR DRINK IS ALLOWED IN THE MEDIA CENTER

Individual students using the media center during class time must have a pass signed by the instructor, stating the purpose of the visit and the amount of time the student is allotted to complete the task.

Services and Resources

- Reference services
- Research assistance
- Reference materials, books, periodicals, etc.
- Internet access
- School supplies store
- DISCUS access

Limits, Fines and Fees

- Book limit: 3 books per student
- Overdue fines: .05 per day per item (\$5.00 maximum)
- Lost/Damaged books: cost of book or replacement cost
- Printing (black & white): .25 per page
- Printing (color): .35 per page
- Report binding .50 each
- Laminating .50 per page

Students using the Media Center are expected to follow the school Code of Conduct as stipulated in the Agenda. Students checking out books from the Media Center accept responsibility for those materials. The borrower must pay for any materials lost or damaged.

Students must have a signed Acceptable Internet Use form on file in order to use the Internet.

School Nurse

The nurse assists students who are ill or in need of medical attention. Students ***must have a pass*** from their teacher to go to the nurse's office, exceptions are given in emergency cases. The nurse will assist students and determine what nursing treatment and/or medical treatment, if any, is necessary. Contact with the parents or guardians will be made at that time to discuss further treatment, if necessary, or for parents to come pick up students.

South Carolina Law requires all students enrolled in a South Carolina school to have a Certificate of Adequate Immunization.

A medical card with parental signature, current health information, and emergency contact information is required to be on file throughout the year. Only after this is filled out by the parents or guardians, can any medications be given by the nurse to the student. Prudent nursing assessment and measures are always used first to alleviate any student discomfort.

Students who need to take medication prescribed by their physicians must store the medication with the nurse, in the prescription bottle with the directions and the pharmacy label on it. A form provided by the nurse must be signed by the parent or guardian and the physician must be on file in the Health office before the nurse may dispense this medication. Students are not allowed to carry any type of medication and/or take medication on their own unless written authorization is provided for life threatening situations.

The nurse is available to students with health questions and/or issues and will act as an advocate for students and parents. The nurse can provide assistance to use other health services in the community.



CCHS BELL SCHEDULES 2022-2023

CCHS Regular Schedule

7:30- 7:55 Breakfast

Warning Bell	7:55 AM	
1st Period	8:00 am- 9:35 am	95 minutes (To Include Announcements)
Advisory	9:39 am- 10:04 am	25 minutes
2nd Block	10:08 am- 11:38 am	90 minutes
Freshman Hall/Science Wing/ Gym Area		
1st Lunch	11:42 am- 12:07 pm	25 minutes
3rd Period	12:11 pm- 1:41 pm	90 minutes
Upperclassmen Wing/Art/JROTC		
3rd Period	11:42 am- 12:27 pm	45 minutes
2nd Lunch	12:27 pm- 12:52 pm	25 minutes
Return to 3rd Period	12:56 pm- 1:41 pm	45 minutes
4th period (ALL)	1:45 pm- 3:15 pm	90 minutes

Tuesday Early Release Schedule

Warning Bell	7:55 AM	
1st Period	8:00 am- 9:00 am	60 minutes
2nd Period	9:04 am- 10:04 am	60 minutes
Saint Success	10:08 am - 10:38 am	30 minutes
Freshman Hall/Science Wing/ Gym Area		
First Lunch	10:42 am- 11:07 am	25 minutes
3rd Period	11:11 am- 12:11 pm	60 minutes
Upperclassmen Wing/Art/JROTC		
3rd Period	10:42 am- 11:42 am	60 minutes
2nd Lunch	11:46 am- 12:11 pm	25 minutes
4th Period (ALL)	12:15 pm- 1:15 pm	60 minutes

Academics

CCHS EARLY COLLEGE PROGRAM

THE EARLY COLLEGE PROGRAM

At Calhoun County High School, students may earn their high school diploma and earn college credits from Orangeburg-Calhoun Technical College at the same time. This is termed Dual Credit with Dual Enrollment.

In 2020, over 30% of CCHS graduates earned college credit hours which are transferable to most every college and university in South Carolina. While most high school graduates enter college taking introductory college freshmen courses, some dual credit graduates start college as sophomores, saving up to two years of university tuition costs.

Our goal is to encourage students to complete associate degrees through college before high school graduation. We had our first student to graduate with an Associate degree in May 2021.

Students who qualify must have a weighted cumulative grade point average (GPA) of at least 2.8 (on a 5.0 scale). They must also meet placement criteria published by Orangeburg- Calhoun Technical College in order to enroll in college programs. College courses taken while at CCHS are of no initial cost to the student's family; however, students and parents sign an agreement to pay a fee of \$400.00 for any course where a "D" or "F" is earned. Students must use district provided transportation to and from the technical college. No driving or riding with someone allowed.

What is an Early College?

The primary advantage of the Early College model is the opportunity for students to earn transferable college credits while also earning their standard high school diploma. One of our biggest advantages is that students take courses on the OC-Tech campus. CCHS does not allow students to pursue developmental courses as a dual credit option.

Who is allowed to attend?

CCHS serves students in the Calhoun County designated attendance area and who meet entrance criteria.

You may contact the Technical College Coordinator, Dr. Melissa Peoples at 803-655-2661.

Career and Technical Education (CTE)

Career and Technical Education (CTE) is the practice of teaching specific career skills to students in middle school, high school, and post-secondary institutions.

CTE is split into **16 career clusters** that apply to different high-demand careers:

1. Health Science Education
2. Business Management and Administration
3. Marketing
4. Finance
5. Information Technology
6. Science, Technology, Engineering, and Math
7. Manufacturing
8. Transportation, Distribution and Logistics
9. Hospitality and Tourism
10. Government and Public Administration
11. Law, Public Safety, Corrections and Security
12. Agriculture Education
13. Human Services
14. Architecture and Construction
15. Education and Training
16. Arts, Audio/Visual Technology, and Communications

Calhoun County High School offers a plethora of CTE courses via our campus (**Project Lead The Way-Pre-engineering, Marketing Communications, and Business Administration**) and through our strong partnerships with Orangeburg Technology Center and Orangeburg-Calhoun Technical College.

DISTRICT HANDBOOK: *STUDENT CODE OF CONDUCT*

The district has placed an electronic version of the **District Handbook: *Student Discipline Code of Conduct*** on the district’s webpage. The contents are not intended to replace the actual policies, rules and administrative procedures established by the Calhoun County School Board of Education and/or the Superintendent. If a policy, rule or administrative procedure contained in this handbook is abbreviated or in error, the document in the official Board Policy Manual and/or Administrative Procedures Manual will always take precedence.

Copies of the Board Policy Manual and the Calhoun County School District Administrative Rules and Procedures are kept at the District Office. These manuals are updated periodically and are available on the Internet: <http://www.ccpsonline.net/>

Student Code of Conduct- Cheating

Cheating is defined as follows: Willful or deliberate unauthorized use of another person’s work for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary response, the grading of credit for this assignment may be considered null and void.

Specific types of academic dishonesty which will not be tolerated are defined below:

Cheating on a test: Any intentional giving or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking at another student’s paper. Fabrication or any intentional falsification or invention of data citation, other authority in an academic exercise.

Unauthorized Collaboration. While collaboration is often encouraged; unauthorized collaboration is not permitted.

Plagiarism: Any intentional representation of another person’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published materials, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.

Alteration of Materials: Any intentional and unauthorized alteration of student, teacher, or library materials.

Forgery: Any unauthorized signing of another person’s name to a school related document.

Theft: Any theft of materials.

Transfer of Unauthorized Materials: Any giving or selling of unauthorized materials.

Interim Progress Reports

Interim progress reports will be issued every three weeks. Quarterly reports will be issued every nine weeks. Additional reports may be sent at any time during the school year when a teacher feels it is necessary or upon parent request. Unsatisfactory reports serve as an invitation to parents or guardians to meet with the teacher and school counselor in an attempt to improve student performance. Students and their parents or guardians should review the interim reports carefully and especially note any variations in absences between school subjects. Such variations usually indicate that students are either cutting class or arriving late to class. If variations are noted, parents and guardians are advised to contact your child's school counselor.

Report Cards

Report cards are issued four times each school year (approximately every nine weeks). When reviewing report cards, parents and guardians should contact the appropriate teacher and/or school counselor to discuss any concerns. Report cards will not be issued to students who have outstanding obligations. Obligations can be fulfilled by contacting the bookkeeper. Please refer to the district calendar for dates of report cards, etc.

Transcripts

Unofficial transcripts can be requested by a student. Please give 5 business days to process. Official transcripts can be requested by request of parent. Please allow 5 business days to process.

PowerSchool

Calhoun County School District provides access to your student's current grades, attendance and other information through the internet. In order to gain access, all parents will need to register. Parents will be able to access the internet from home, work, public library or coffee shop. In addition, you may add the App to your phone, so you may receive instant text alerts regarding your child's grades and assignments. Please keep your passwords confidential so only you can access the information. The following link is very resourceful for both parents and students: <https://www.powerschool.com/parent-student-resource-center/>

The following tutorials are helpful as well:

English version: <https://www.youtube.com/watch?v=XSR5B8csSn4>

Spanish version: <https://www.youtube.com/watch?v=036IVOm2Mt8>

How to set up and use the PowerSchool Mobile App tutorial:

English version: <https://www.youtube.com/watch?v=XSR5B8csSn4>

Spanish version: <https://www.youtube.com/watch?v=mnPP-kWBBpI>

Yearbook Discipline Disclaimer

Having your picture taken and placed in the Calhoun County High School Yearbook is a great privilege. We take pride and effort in placing pictures, names and/or paid ad pages in our school yearbook. However, if a student is expelled before the yearbook goes to the publisher, the expelled student's name, individual class picture and/or paid ad (money for ad is non-refundable) is removed from the yearbook. If the student purchased a yearbook his/her money for the yearbook only will be refunded. If a student is expelled after the yearbook has been sent to the publisher then the expelled student's name, picture and/or paid ad (if applicable) will remain in the yearbook.

School Counseling Department

Serving Students by Last Name and Grade Level

Mrs. Jamie Stephens- Lead School Counselor

Grade : 9th – 12th

Last Name: ***A-J***

Mrs. Shanika Garvain- School Counselor

Grade : 9th - 12th

Last Name: ***K-Z***

School Counseling Services Offered

- Individual counseling regarding personal problems or concerns
- Group counseling focusing on issues of concern to teens
- Information about colleges, universities, and technical schools
- Assistance with substance abuse issues
- Information about careers
- Information about academic and career testing
- Information about financial aid and scholarships
- Information about grades, report cards, and transcripts
- Information about military opportunities
- Academic advising, including course selection and scheduling

GRADUATION REQUIREMENTS

A student at Calhoun County High School may complete requirements for a state diploma, a state certificate or a Calhoun County High School certificate. Students must meet all graduation requirements by the end of their senior year in order to participate in the graduation ceremony. Students are required to attend the accredited high school issuing their high school diploma for at least the semester immediately preceding graduation.

Subject	Units Required
English/Language Arts	4.0
Mathematics	4.0
Biology	1.0
Science	2.0
U.S. History and Constitution	1.0
Economics	.5
U.S. Government	.5
Other Social Studies	1.0
Physical Education or Junior ROTC	1.0
Computer Science	1.0
Foreign Language or Career and Technology Education	1.0
Electives	7.0
Total	24.0

SOUTH CAROLINA UNIFORM GRADING POLICY

- All grades on report cards and transcripts in South Carolina public high schools will be numerical.
- The numerical breaks for corresponding letter grades are:

90-100=A 80-89=B 70-79=C 60-69=D 59-below=F

- A student's grade-point average and rank in class will be figured from a grade- point conversion table available on the SC Department of Education web site and printed on report cards and transcripts.

TESTING PROGRAM AT CALHOUN COUNTY HIGH SCHOOL

1.0 END-OF-COURSE EXAMINATION

What is EOCEP?

The Education Accountability Act of 1998 requires the development of end-of-course examinations in gateway or benchmark courses for grades nine through twelve. The examinations, which will count 20% of the students' final grades in the gateway or benchmark course, will include Algebra I, English II, Biology, and United States History.

ACT WorkKeys

WorkKeys® assessments measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance. The assessments include:

- Applied Math
- Graphic Literacy
- Workplace Documents
- Talent (Soft Skills Assessment)

Section 59-18-325 of the Education Accountability Act requires the administration of a career readiness assessment to all 11th grade students based on their 9GR date. Eleventh grade students are students in the third year of high school after their initial enrollment in the ninth grade. The law also provides for the administration of a career readiness assessment for students in the 12th grade who wish to take or retake the career readiness tests.

3.0 ACT (American College Testing Program)

The ACT test is a college entrance exam covering English, Reading, Math, Science, and Writing. It measures what students have learned in high school coursework. The ACT includes 215 multiple-choice questions and takes approximately 4 hours to complete, including a short break. The ACT® will be administered to all 11th grade students in South Carolina. There is no cost to students or families to take The ACT®. This test evaluates the college readiness of students and enables teachers and parents to better understand how prepared their student is for higher education. ACT scores are valid for five years and are used by both two-year technical colleges and four-year colleges and universities throughout South Carolina. The max score is a 36. The average score is 21.

4.0 ASVAB (Armed Services Vocational Aptitude Battery)

The ASVAB is a must for juniors and seniors considering enlistment into the military. **HOWEVER, THIS EXAM MAY BE TAKEN BY ANY STUDENT WHO WOULD LIKE INFORMATION ON HIS APTITUDE IN THE SKILL AREAS MEASURED BY THIS TEST. TAKING THE EXAM DOES NOT OBLIGATE STUDENTS IN ANY WAY.** The ASVAB measures verbal, analytic, clerical, mechanical and technical skills,

and is used by the Armed Services for recruiting and placement purposes. The lowest score accepted by the military is 31. CCHS highest score for last school term was an 88.

STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. Calhoun County High School emphasizes maintaining academic excellence, as well as encouraging student participation in extracurricular activities. The South Carolina High School League requirements are as follows:

AGE: A student who becomes 19 years of age prior to July 1, will not be eligible to compete in any athletic activities during the school year.

ACADEMIC: First Semester - To participate in interscholastic athletic activities, students in grades 9 – 12 must achieve an overall passing average in addition to passing a minimum of five units during the previous school year. At least two must have passed during the second semester or summer school.

Second semester – To be eligible for the second semester the student must pass the equivalent of four ½ units during the first semester (if the student was eligible for the first semester) or pass the equivalent of five ½ units (if the student was not eligible during the first semester).

*The requirements listed here are by no means exhaustive. For more detailed information, go to www.schsl.org.

Special Education Students

Special Education students being served in a non-diploma program are eligible to participate if they are meeting the requirements of their IEP. Diploma program students must meet the SCHLS requirements.

Student Conduct

A student who is suspended from school is not eligible to practice, play, dress out, travel or attend any meeting during the time of suspension. If the suspension includes the last day of school before a vacation or weekend, the student becomes eligible at their base school the next calendar day after the last day of the suspension. Students who transfer in lieu of completing or in the midst of serving a long-term suspension at their base school are not eligible to participate in athletics at their new school for 365-days.

A student who is absent from school will not be allowed to practice, play, dress out, travel or attend any meeting of the team or group on the day of the absence. Exceptions such as funerals, field trips and college visitations must be approved by the principal in advance.

All TITLE IX concerns are to be directed to Mr. George Kiernan- TITLE IX

Coordinator. 803-655-2603 Email: Gkiernan@ccpsonline.net

BUS TRANSPORTATION

Bus transportation is available to all students in the Calhoun County Public School System. Information may be obtained from Zam Fredrick, Transportation Director, at (803) 655-7311 or 655-7310. Students are expected to conduct themselves in accordance with state and district transportation policies. Riding the school bus is a privilege, which can be denied for safety violations or disruptive behavior. Students may not ride any bus other than the assigned bus unless written permission has been given by the transportation director or an administrator.

BEHAVIORAL EXPECTATIONS

Student Dress Code

Student dress and grooming shall be neat, clean, and appropriate. Students whose personal appearance is disruptive to the educational process and orderly operation of the school must change into acceptable attire. The State Board of Health requires that every student wear shoes to school.

In compliance with the above, the following guidelines will be used:

- All shorts, dresses and skirts must be no more than three inches above the knee. (Physical education dress for athletics is excluded at appropriate places and time.)
- No skin-tight clothing, including jeggings or tops with spaghetti straps will be allowed.
- Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
- All students must wear shoes. Shoes must be tied, buckled or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard are prohibited. House shoes/bedroom shoes and flip-flops are not allowed at school. Crocs are permitted but must have a strap worn properly on the student heel.
- Hats, caps or head scarves may not be worn inside of the building by either male or female students.
- Sun glasses are prohibited unless prescribed by an optometrist or ophthalmologist.
- Students' hair, including facial hair, must be neat, clean, and well-groomed.
- Hair must not obstruct vision. Hair styles which cause undue attention or a health and safety hazard are not permissible.
- Appropriate undergarments should be worn under clothing. Undershirts customarily worn as undergarments may not be worn without a shirt or blouse. Tank tops, sheer blouses, or shirts that cause undue attention are prohibited.
- **MUSCLE SHIRTS ARE PROHIBITED.**
- Bare midriffs, see-through garments, bare-backs, halter tops, low-cut blouses and pants, tank tops and cut-offs are prohibited.
- Attire must not be destructive to school property, such as spiked arm bracelets and chains.
- Combs may not be worn in the hair, except barrette style combs. Hair curlers and picks are prohibited.
- All jumpers and overall straps must be across shoulders and fastened.
- Headbands, bandannas, stocking caps, skull caps and du-rags are not allowed at school.
- All pants must be worn at the appropriate waist level. (Male and Female). Both pants legs must be fully extended.
- Clothing must be decent, clean, and properly worn at all times, no pajamas.
- Pants or jeans with holes/rips may not be worn if holes/rips are above the knee.
- Jackets or any article of clothing must not have any alcohol, drug, or racial slogans on them. Offensive or suggestive writing or pictures on clothing is prohibited.

Dress Code Violations Continuum

1st Offense The student will be sent to ISS until proper attire is obtained and a written warning will be given and recorded in the school disciplinary system as a minor incident.

2nd Offense The student will be sent to ISS until proper attire is obtained, and a telephone call will be made to a parent requesting assistance in correcting the problem. The offense will be recorded in the school disciplinary system as a minor incident.

3rd Offense A change of attire will be required, and the student will be sent to ISS for the day with an office referral. A written letter will be sent home to the parent requesting assistance in correcting the problem, and the offense will be recorded in the school disciplinary system as an office referral.

4th Offense A change of attire will be required, and the student will be given an office referral, assigning him or her to Saturday School. A written letter will be sent home to the parent requesting assistance in correcting the problem, and the offense will be recorded in the school disciplinary system as an office referral.

5th Offense A change of attire will be required, and the student will be given an office referral. He or she will be assigned to ISS for 2 days, and a written letter will be sent home to the parent requesting assistance in correcting the problem. The offense will be recorded in the school disciplinary system as an office referral.

6th Offense A change of attire will be required, and the student will be given a disciplinary referral. The student will be suspended out of school for 1 day and placed on a school behavioral contract. A written letter will be sent home to the parent requesting assistance in correcting the problem, and the offense will be recorded in the school disciplinary system as an office referral.

**CONTINUUM OF CONSEQUENCES
FOR MINOR CONSEQUENCES**

- 1st Offense** Teacher: Verbal Warning
- 2nd Offense** Minor Incident Referral- Teacher lunch detention and Parent Contact (If student does not show up to lunch detention please move to the next consequence)
- 3rd Offense** Minor Incident Referral- Two lunch detentions, Counselor Referral and Parent Contact (If student does not show up to lunch detention please move to the next consequence)
- 4th Offense** Minor Incident Referral- Three lunch detentions, Counselor Referral and Parent Contact (If student does not show up to lunch detention please move to the next consequence)
- 5th Offense** Office Referral, Administrative Parent Conference and Administrator Assigned Consequence

ELECTRONIC DEVICES

Students may use a cell phone or portable communication devices during designated times and in designated areas. Designated times would include before the 7:55 am morning bell and during their scheduled lunch period. Students may only use a cell phone or communications devices in the cafeteria and courtyards. During class and on the school bus cell phones or communication devices must be turned off (not on vibrate mode) and stored out of sight in pockets, book bags, backpacks, etc. Using a cell phone or telecommunication device may include but not be limited to text messaging, taking pictures, receiving and/or sending calls.

Students using or having cell phones or telecommunication devices visible at non-authorized times or in non-authorized areas will have their cell phone or communication device confiscated.

School personnel and/or administrators are not responsible for the loss, theft or damage of any cell phone or telecommunication device brought onto school property.

Electronic Devices Violation Continuum

- 1st Offense** - warning/confiscate device and return to student at the end of the school day. Parent/legal guardian will be contacted.
- 2nd Offense** - confiscate device/return to parent/legal guardian.
- 3rd Offense** - confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year.
- 4th Offense** - confiscate device/return at the end of the school year.

Electronic Devices Other Than Cell Phones

Students are not permitted to have personal electronic devices other than school issued devices and cellular phones on school property during the school day without written permission of the principal.

At no time, may any electronic device be used for illegal or unethical purposes.

Tardy Practices

The Calhoun County Public School System provides bus transportation for all students daily. Those students who do not use this transportation are still expected to arrive at school on time, ready to participate and learn. Students are expected to plan their time effectively so that they may arrive at school and classes in a timely manner. It is the belief of CCHS that each student is entitled to the maximum instructional time each day, each period, therefore; a tardy policy has been implemented which supports and reinforces this philosophy.

Unexcused tardiness to school are logged separately from unexcused tardiness to class; however, we recognize both can have a negative impact on instruction. Therefore, both are cumulative for the duration of one semester with the following consequences.

A student who arrives at school after the 8:00 am bell is considered tardy. Such a tardy may be excused if a parent accompanies his/her student into the school building to sign him/her in with a valid excuse or with a valid note written by the parent/guardian only. Tardies to school will be excused if students present a note from the doctor indicating a morning appointment. Appointments for court will also be waived and counted as an excused absence. All other excuses will be counted as unexcused unless approved by the administration.

Students will learn best when they begin the school day in a timely fashion. Teaching and learning cannot take place without the full cooperation of students and teachers. Students can cooperate by arriving to school and to class **ON TIME**.

- **No student is to be admitted to class after the tardy bell** without a pass.
- No teacher can write a pass for a student who is late.
- The only people who can legally get a student admitted to class are the school counselors, nurse or an administrator.
- A late bus pass from the cafeteria will get a student admitted to class.
- The tardy student reports to In School Suspension (ISS) for the period. Students are expected to request all make up work missed due to tardies. If a student is placed in ISS for being late this will count as an **unexcused absence**.

ISS coordinator will document in ABE following the continuum below:

- 1st Tardy — Warning and document in ABE as classroom action
- 2nd Tardy — Warning, call parent, and document in ABE as classroom action
- 3rd Tardy — Office level referral — 1 day of ISS
- 4th Tardy — Office level referral — 2 days of ISS
- 5th Tardy — Office level referral — 1 day of Out Of School Suspension(OSS)
- 6th Tardy — Office level referral — 2 days of OSS
- 7th Tardy — Office level referral — 3 days OSS

Calhoun County High School Attendance Policy

Calhoun County School Board believes that attendance is essential to student achievement. Thus, an absence from school represents an educational loss to the student. Through the implementation of the attendance policy, the District expects to reduce the current level of unexcused absences, encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures, and the consequences of non-compliance. To ensure that students, parents, teachers, and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- When a student is absent from class or school without an excuse, designated staff member (s) will notify the student's parent(s) by phone of the absence.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The principal will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy shortly after their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.

Policy JH

Lawful and Unlawful Absences

Lawful Absences

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed. Therefore, the districts should allow students whose excessive absences are approved to make up work missed to satisfy the 120-hour requirement. Examples of make-up work that address both time and academic requirements of a course may include the following.

- ❖ after-school and/or weekend make-up programs
- ❖ extended-year programs

Students doing seat time may encounter a cost for this opportunity.

- The student's illness that is verified in writing by the parent/legal guardian within five school days after the student has returned to school
- The student's chronic or extended illness that is verified in writing by a licensed physician, dentist or other medical practitioner within five school days after the student has returned to school
- An appointment with a licensed physician, dentist or other medical practitioner that is verified in writing by the licensed physician, dentist or other medical practitioner within five school days after the student has returned to school
- the serious illness or death in the student's immediate family that is verified in writing by the parent/legal guardian within five school days after the student has returned to school
- The student's observation of religious holidays of the student's faith that is explained in writing by the parent/legal guardian within five school days after the student returns to school
- The student's participation in a school related activity; student has received prior approval by the principal
- The student's compliance with an order issued by the department of social services, a law enforcement official or a judicial officer
- Extenuating circumstances that have been investigated and approved by the principal
- The student's absences due to suspension; Note: Absences due to bus suspension should be treated as suspension absences if the student is unable to attend school

Furthermore, in order to more fully clarify unusual or unexpected mitigating circumstances, each school principal should evaluate individually and approve the following lawful absence situations.

- Family educational trips
- Community and church related performing groups
- Organized competitive events or related activities

Unlawful Absences

An unlawful absence will be any absence by a student, with or without knowledge of the parent/legal guardian, not meeting one of the conditions for a lawful absence stated above.

The principal of each school will be the board of trustees' designee and the principal will approve or disapprove any student's absences in excess of five days for a semester course and 10 days for a yearly course.

The principal or his/her designee will initiate the following procedures after a student has accumulated three unlawful absences. These procedures will apply to all elementary, middle, and high school students.

Schedule a conference with the student and parent/guardian to identify reasons for the student's absences and determine a course of action for improving attendance. If the parent is not present at this conference, the principal will establish contact in person, by telephone or certified mail.

Inform the student and parent/guardian that three unlawful absences have been accumulated and that subsequent unlawful absences will be referred to the county attendance supervisor.

Attempt to secure the written approval of the parent/guardian on a specific course of action for improving attendance.

Refer the student to the attendance clerk on the day of the fourth unlawful absence.

Memorial Observances

The board respects the dignity and worth of human life; and, upon the death of a student, staff member or member of the school community, recognizes the need for all students and staff members to bereave their loss. The board, therefore, encourages the administration to hold brief memorial services in the schools within the school day to allow students and staff both time and opportunity for reflection.

In accordance with board policy on student absences and excuses, it is also the desire of the board to provide all students with an opportunity for release time to attend the funeral of a fellow student. However, in order to minimize disruptions in the educational program, all schools in the district will dismiss at the regularly scheduled time on the day of a student's funeral. It will be the responsibility of students who desire to attend the funeral to make their own arrangements for transportation.

Make-up Opportunities

The school may provide make-up opportunities to the absent student. The following guidelines for make-up opportunities apply.

The school will give the student who has a lawful absence the opportunity to make up for all work missed. The student must complete the work during the first five school days the student is in attendance after returning to school. The principal may extend this make-up period in cases of hardship, extenuating circumstances or the necessity for the student to miss school due to other lawful absences which would prevent completion of the make-up work.

The student who has an unlawful absence due to suspension, as defined in policy JBD, will be given an opportunity to make up all work missed immediately upon returning to school. The student must complete make-up work during the school day in an in-school suspension/reality room environment, or, if feasible, after school hours in a detention room within the school building. Any after school make-up arrangement must be approved and properly supervised by the principal or his/her designee. The student is expected to keep up with assignments during suspension in order to minimize additional time away from the regular classroom after returning to school.

The school will not allow a student who has an unlawful absence to make up missed work. The student will receive a daily grade of zero (1/45th of the nine-weeks grade) in each class/subject for each day missed. Teachers will record a grade of zero, in addition to the daily zero, on any assigned test missed by the student.

It is the responsibility of the student to make arrangements for making up all work missed as a result of a lawful absence. It is the responsibility of the teacher to allow the student opportunity and a reasonable period of time for make-up work and test preparation. The student who refuses to accept and discharge this responsibility will receive a daily grade of zero (1/45th of the nine-weeks grade) in each class/subject for each day not made up. A grade of zero, in addition to the daily zero, will be recorded on any assigned test not made up by the student.

Consequences for Unlawful Absences

I. First – second absence

Teachers will inform parents via telephone and/or letter of unexcused absences and remind them of the attendance policy. A log should be kept of all parent contacts and forwarded to the attendance clerk when requested.

II. Third consecutive absence or total of five absences:

An Attendance Intervention Plan (AIP) shall be developed. The attendance clerk will send the parent a letter (See Appendix A) informing them of the absences and inviting them to participate in the development of the AIP. Attendance policy and laws fact sheet should accompany this letter. The development of the AIP is a team effort (see section of AIP). The student is then marked as “Truant” in Powerschool Discipline.

III. Seventh absence:

A student is now classified as a “habitual” truant. Intervention activities continue. The District attendance coordinator will make a home visit to identify the reasons for the continued absences and determine the course of action which may include filing a truancy petition for court action.

IV. Beyond the Tenth Absence:

Beyond the tenth absence, the school should consider possible retention. This should be communicated to the parent/guardian in the Attendance Intervention Plan meeting.

Map of the School

