

WANDO HIGH SCHOOL

1000 Warrior Way
Mount Pleasant, South Carolina 29466

Main Building 843.881.8200

CAS 843.856.5800

Main Building Fax 843.849.2890

Attendance Fax 843.881.8222

CAS Fax 843.884.4560

www.wandohigh.com

Home of the WARRIORS

THIS STUDENT AGENDA BELONGS TO:

NAME _____

GRADE _____ ADVISOR _____

All students are issued a student agenda. This agenda is used as a hall pass and contains an Internet/Computer permission form and emergency information. It is also designed to assist students with time management and to enhance organizational skills. The agenda must be in the possession of the student whose name appears on this page at all times. Students may not loan their agenda books to others. Replacement cost is \$8.

Every effort is made to ensure accuracy in preparing this agenda book. However, because of our publishing deadlines, Wando High School reserves the right to modify, add, or delete rules and regulations in this book at the discretion of the school administration.

MAJOR TOPICS

SIGNATURE PAGES (Must be signed): Pages 5-6

GENERAL INFORMATION: Pages 10-15

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ADMINISTRATION

Sherry Eppelsheimer, Principal

Cheryl Swinton, Associate Principal
Jeff Blankenship, Assistant Principal
Daniel Cieslikowski, Assistant Principal
Charles Coker, Assistant Principal
Dan Conner, Assistant Principal
David Crockett, Assistant Principal
Jason Drayton, Assistant Principal
Philip (Jeremy) Jourdan, Assistant Principal
Gretchen Looney, Assistant Principal
Crystal Lottig, Assistant Principal
William Outlaw, Assistant Principal
Tristan Robinson, Assistant Principal
Jared Smith, Assistant Principal
Robert Hayes, Athletic Director
Sherrie Beaver, Director of School Counseling
Amy McCarthy, Director of Campus Security
Allyson Brown, Exceptional Education Coordinator

My Administrator is: _____

School Counseling Department

Sherrie Beaver, Guidance Director
Sarah Breland, Counselor
Allison Byrd, Counselor
Anna Cale, Counselor
Laura Carroll, Counselor
Claire Gatlin, Counselor
Monica Harvin, Counselor
Charles Hazelrigg, Counselor
Nicole Logan, Counselor
Briana Muncey, Counselor
Traysea Smith, Counselor
Fronde Stille, Counselor
Elizabeth Boeschen, Career Counselor
Mary Whitman, Career Counselor

My Guidance Counselor is: _____

Dear Students and Parents,

On behalf of the faculty and staff at Wando High School, we welcome you to the 2016-2017 school year! Our state of the art facility offers more than 250 course selections and numerous opportunities for extra-curricular, scholastic, and athletic involvement.

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

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

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

Sincerely,

A handwritten signature in cursive script, reading "Sherry M. Eppelsheimer".

Sherry M. Eppelsheimer
Principal

EMERGENCY INFORMATION

(PLEASE PRINT)

Full Name: _____

Date of Birth: _____

Address: _____

Home Phone: _____ Student Phone: _____

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Mother's Employer: _____ Phone: _____

Father's Employer: _____ Phone: _____

#1 Emergency Name Other Than Parent/Guardian:
_____ Phone: _____

#2 Emergency Name Other Than Parent/Guardian:
_____ Phone: _____

Doctor: _____

Hospital Choice: _____

Permission to Transport Student to Doctor/Hospital: Yes No

Extra-Curricular Activities Involved In: _____

Special Medical Conditions: _____

STUDENTS MUST HAVE THEIR OWN AGENDA IN THEIR POSSESSION AT ALL TIMES.

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE RULES IN WANDO'S STUDENT HANDBOOK.

STUDENT SIGNATURE

DATE

I HAVE READ AND UNDERSTAND THE RULES IN WANDO'S STUDENT HANDBOOK. I VERIFY THAT THE EMERGENCY INFORMATION PAGE IS CORRECT.

PARENT/GUARDIAN SIGNATURE

DATE

WANDO COMPUTER ACCEPTABLE USE POLICY*

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

1. will use the Internet for legitimate instructional or educational purposes.
2. will send E-mail only at the direction of my teacher or media specialist.
3. will not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
4. will not attempt to download or save files on the computer hard drive or to a disk without teacher permission.
5. will not search for, download, or print any material that violates CCSD or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities.
6. will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e. instant messaging or messaging within or without the LAN) or chat rooms unless I have permission of the teacher or the media specialist.
7. will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses).
8. will not engage in "hacking" the system.
9. will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to CCSD/Wando equipment without prior permission from administration.
10. will not violate copyright laws;.
11. will report any security problem to the system administrator.
12. understand that any user identified as a security risk or determined to be using CCSD and/or Wando computer technology inappropriately or illegally may be denied access to Wando's computers, the CCSD computer network, and the Internet.

13. will not trespass in another's folders, work or files.
14. will not use the school's Internet accounts for financial gain.
15. will be responsible for any unauthorized costs incurred by use of the Internet.
16. will always follow the instructions of staff members.
17. will not perform any other action that may be deemed inappropriate by CCSD and Wando.

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

*These guidelines comply with CCSD's Technology Acceptable Use Policy.

WANDO HIGH SCHOOL AND CCSD RESERVE THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.

Internet/Computer Permission

I have read Wando High School's Computer Acceptable Use Policy and understand that my participation in any violation of this contract will result in disciplinary action, depending upon the nature of the offense.

Student

Signature: _____ Date: _____

My child has permission to conduct independent research on the Internet under the terms of the Wando Computer Acceptable Use Policy.

Parent/Guardian

Signature: _____ Date: _____

WANDO HIGH SCHOOL MISSION STATEMENT

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

School Mascot:	The Warrior
School Colors:	Cardinal Red and Black
School Newspaper:	<i>Tribal Tribune</i>
School Yearbook:	<i>Legend</i>

All members of the Wando High School faculty, staff, and student body are expected to adhere to the action principle described below. This action principle was printed with permission from The American Success Institute.

BE THE WARRIOR

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

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

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

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

Success may involve many mistakes and disappointments. Succeed anyway.

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

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

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

The Golden Warrior Award Recognition Program

In keeping with Wando High School's character expectations, the Golden Warrior Award is presented each month to students who are observed *Walking the Warrior Way*. Any administrator, faculty, or staff member may nominate a Golden Warrior. Recognition is based on the following attributes:

W	-	Displaying Warrior Pride
A	-	Achieving Excellence
R	-	Demonstrating Respect
R	-	Acting Responsibly
I	-	Using "Inside Voices"
O	-	Offering Service
R	-	Ready to Learn

Students who receive the Golden Warrior Award are recognized a number of ways, including a Golden Warrior decal, a certificate, school store tokens and the opportunity to have lunch with our principal, Dr. Eppelsheimer.

ALMA MATER

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



2016-2017 WANDO HIGH SCHOOL CALENDAR

AUGUST, 2016

Aug.	15	Mon.	First day for students
Aug.	29	Mon.	Open House, Grade 9

SEPTEMBER, 2016

Sept.	5	Mon.	Labor Day - Schools Closed
Sept.	10	Sat.	ACT
Sept.	12	Mon.	Open House, Grades 10-12
Sept.	15	Thurs.	Progress Reports
Sept.	21	Wed.	Early Dismissal
Sept.	23	Fri.	Homecoming

OCTOBER, 2016

Oct.	1	Sat.	SAT
Oct.	17	Mon.	End of 1 st Quarter (45 th Day)
Oct.	21	Fri.	Teacher Workday/No students
Oct.	22	Sat.	ACT
Oct.	25	Tues.	Report Cards
Oct.	26	Wed.	Early Dismissal

NOVEMBER, 2016

Nov.	8	Tues.	Election Day/No Students
Nov.	5	Sat.	SAT
Nov.	21-25	Mon. - Fri.	Fall Break – Schools Closed
Nov.	29	Tue.	Progress Reports

DECEMBER, 2016

Dec.	3	Sat.	SAT
Dec.	10	Sat.	ACT
Dec.	19-30	Mon. - Fri.	Winter Break – Schools Closed

JANUARY, 2017

Jan.	2	Mon.	Winter Break – Schools Closed
Jan.	12	Thurs.	End of 1 st Semester (90 th day)
Jan.	13	Fri.	Teacher Workday/ No Students
Jan.	16	Mon.	MLK Jr. Day – Schools Closed
Jan.	17	Tues.	Teacher Workday/No Students
Jan.	18	Wed..	Report Cards
Jan.	21	Sat.	SAT

FEBRUARY, 2017

Feb.	11	Sat.	ACT
Feb.	15	Wed.	Early Dismissal
Feb.	17	Fri.	Progress Reports
Feb.	20	Mon.	President's Day-Schools Closed

MARCH, 2017

Mar.	11	Sat.	SAT
Mar.	15	Wed.	Early Dismissal
Mar.	22	Wed.	End of 3 rd Quarter (135 th day)
Mar.	24	Fri.	Teacher Workday/No Students
Mar.	28	Tues.	Report Cards

APRIL, 2017

Apr.	8	Sat.	ACT
Apr.	10-14	Mon.- Fri.	Spring Break
Apr.	28	Fri.	Progress Reports

MAY, 2017

May	6	Sat.	SAT
May	29	Mon.	Memorial Day- Schools Closed

JUNE, 2017

June	1	Thurs.	Half Day for students
June		TBA	Graduation
June	2	Fri.	Last Day of School (180th day)
June	3	Sat.	SAT
June	5	Mon.	Teacher Workday/No Students
June	10	Sat.	ACT

End of Course exams will be determined after the final exam schedule is decided.

Due to test security and fairness to all students, students will not be able to take final exams early. Please plan accordingly.

Note: Inclement weather make-up days for students will be determined by the Charleston County School District (CCSD).

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements are presented via television, intercom, and the Wando website and include information related to scholarships, club meetings, athletic events and other pertinent information beneficial to students.

ATHLETICS

Sports Schedules - Athletic event schedules are available in the Athletic Director's office or by visiting www.wandoathletics.org.

Tickets to Athletic Events - Tickets for individual games are sold at the gate. Season athletic passes are available for purchase in the Athletic Director's Office. This pass will provide admission to all regular season home athletic events.

BELL SCHEDULES

Bell for “Early Bird” classes (7:30) and Warning bell (8:20)

YOUR CLASSES	Regular Bell	45 Minute Advisement
1 st Block	a) b)	a) b)
Class exchange		
2 nd Block	a) b)	a) b)
Class exchange		
Advisement	N/A	
Class exchange	N/A	
3 rd Block	a) b)	a) b)
Class exchange		
4 th Block	a) b)	a) b)

****Additional special bell schedules (i.e. advisement, early release, etc.) are available on the Wando website.**

BUILDING HOURS

The Main building is open for students from 7:30 a.m. - 5:00 p.m. Monday through Thursday and 7:30 a.m. - 4:00 p.m. on Fridays. Students are not permitted in the building at other times unless accompanied by a faculty or staff member.

For safety, supervision, and security reasons, students are not to loiter about the building after their daily programs are finished. **All students not under the direct supervision of a staff member must exit the building by 4:00 p.m.** Students may wait out front for a ride outside the front of the building. **Students in the building unsupervised after 4:00 p.m. are subject to disciplinary action.**

CAFETERIA

The Main Building Cafeteria and the CAS Cafe serve breakfast and lunch. Breakfast is available from 7:45 a.m. - 8:20 a.m. Students are to:

- Keep their places in an orderly line
- Maintain an acceptable voice level and use
- Use acceptable language at all times
- Display proper table manners
- Sit only on benches or chairs, not on the tabletops
- Students are responsible for keeping their table and surrounding area clean. Staff has the right to make the simple request of any student to pick up trash in his/her general area

CHANGE OF ADDRESS

Please notify the Guidance Office, Room F117, of any change of address or telephone number.

ELEVATOR USE

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

EMERGENCY CARDS

A parent must complete and return an emergency card for each student attending Wando. Parents should also complete the emergency page in the student agenda. It is crucial that your emergency contacts are people who are usually available to pick up your student. Parents should note significant health problems on the emergency card and in the student agenda. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation.

FIRE DRILLS AND OTHER EVACUATION PLANS

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

IMMUNIZATIONS

All students are required to have met all state and local immunization requirements in order to attend Wando High School. Any questions regarding immunizations should be directed to the school nurse.

LOCKERS

The use of lockers is a privilege. Students will be held responsible for all contents of their assigned locker. Students may not share lockers. Students may not use personal locks on lockers. Students may not decorate lockers using any adhesive material or labeling devices. Any damage to lockers will be considered vandalism and will be subject to severe disciplinary action. Writing on the lockers, scratching or denting lockers, etc. is considered vandalism. Lockers are subject to search at any time. Any items left in lockers after the locker use deadline will be donated to a charitable organization.

LOST AND FOUND

Students who find lost articles are asked to take them to the Attendance Office, Room F-120 where the owners may claim them. All items remaining in the Lost and Found will be donated at the end of each month. Jewelry, electronics, money, and other valuables should be turned in to the front office, main building.

MEDIA CENTER

The Media Center offers all students a rich collection of information that can be located traditionally and electronically. The Media Center is open from 7:30 a.m. until 5:00 p.m. Monday through Thursday and 7:30 a.m. until 4:00 p.m. on Friday. The Media Resource Room in the CAS is located in J-240 and is open during school hours.

MEDICATION

ANY and ALL prescription and non-prescription medications require a CCSD Medication Permission Request Form (or written orders from doctor or other legal prescriber) properly completed and signed by the parent/legal guardian and the physician or other legal prescriber. These forms are available from the school nurse, the physician, and can be found on the CCSD website, www.ccsdschools.com.

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

PERSONAL PROPERTY

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

POSTING OR DISTRIBUTION OF MATERIAL

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

RELEASE OF STUDENT INFORMATION

The administration of the Charleston County School District and Wando High School take the privacy of student records very seriously. Wando High School occasionally receives requests for information about its students. Additionally, the school might wish to use a student's name in a news release or for some other purpose. A student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student are designated as "directory information."

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

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

Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

STUDENT CLUBS, ORGANIZATIONS, AND SPORTS

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

STUDENT MESSAGES, GIFTS, AND FOOD DELIVERIES

Wando High School will be unable to deliver messages to students, except in cases of an emergency. Gifts, flowers, food, etc. will not be delivered to students. Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, etc. throughout the building. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before students arrive at school.

USE OF SCHOOL PHONES

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

TEXTBOOKS

Students will not be issued parking passes unless all textbook obligations are satisfied. Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him/her. Textbooks are scanned out individually to students. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students. Students are responsible for keeping textbooks clean and handling them carefully.

Student's name, grade, and teacher are written on the book label in case the book is misplaced. Students will be required to pay for lost, stolen, or damaged books. If a textbook is lost, students should check immediately with the teacher and in the administrator's office, B208. Students should also check in the Lost and Found bin in the Attendance Office (Room F120 or B208). It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks that were issued to him/her. Students found tampering with, destroying, or removing textbook bar codes will be subject to disciplinary action and/or charged the replacement price of the subject textbook.

Lost textbooks are to be paid for in the Main Office. For the price of a book, report to B208 where payment can also be made. Students should keep their payment receipt for the replacement book. A refund will be issued with this receipt if the original book is found in usable condition.

VISITORS

Visitors must enter the campus through the Main Entrance and state their business to the personnel located in the Welcome Center, where they will be directed to the proper location. **Once inside the campus visitors must go directly to the Main Building or CAS Front Office to present a government issued picture ID to obtain a visitor's badge. Visitors who do not report to a Main Office are subject to arrest.** Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior administrative approval.

ACADEMIC POLICIES

SCHOOL COUNSELING

The School Counseling Department's goal is to serve students by providing educational, career, social and personal counseling. This department also advises students and/or parents regarding academic and attendance problems. School Counseling offices in the Main Building are on Main Street and in the CAS are in K103 and have their own entrances and waiting rooms. Students must check in with the receptionist upon arrival. **In the event of an emergency, let the receptionist know immediately.**

The Counseling Department may be visited during school, before or after school, and during lunch. Office hours are 7:30 a.m. to 4:00 p.m. daily. All students coming to the Counseling Office during class periods should have passes from teachers.

GRADUATION REQUIREMENTS

A candidate for graduation must have completed the State diploma requirements. A Charleston County School District Certificate of Achievement will be issued only to certain special education students.

Those students who fail to complete the requirements will not participate in graduation. The school is not responsible for announcements, caps and gowns or other graduation supplies for those students who do not complete requirements.

SOUTH CAROLINA HIGH SCHOOL DIPLOMA REQUIREMENTS

Subjects	Diploma Requirements
English/Language Arts	4 units
Mathematics	4 units
Science	3 units
U.S. History/Constitution	1 unit
Economics	.5 unit
U. S. Government	.5 unit
Other Social Studies	1 unit
PE or JROTC	1 unit
Computer Science (including Keyboard)	1 unit
Foreign Language OR Career and Technology Education	1 unit
TOTAL CORE UNITS	17 units
Electives: Language Arts, Math, Science, Social Studies, Visual & Performing Arts, Foreign Language, Career & Technology, P.E., etc. to include Health Education.	7 units
Total Units Demonstrate Computer Proficiency	24 units

GRADUATION EXERCISES

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

1. Successfully complete all state diploma requirements.
2. Complete Senior Survey in Naviance for final college transcripts and scholarships.
3. Clear any fines/fees due including graduation fees.
4. Complete senior sign-out sheet to determine graduation eligibility.
5. Must attend the **entire graduation practice** to participate in the graduation ceremony.
6. Arrive at graduation as outlined by the Administration.

CREDITS AND PROMOTION

To earn a high school credit, a student must pass the class academically and meet the state requirements regarding class attendance. Students are promoted from grade to grade based on meeting minimum requirements for credits earned each year.

Promotion to Grade 9	0 units Must pass 8th grade
Promotion to Grade 10	6 units Must include English 1 and 1 unit of math
Promotion to Grade 11	12 units Must include English 1 and 2, 2 units of math, and 1 unit of science
Promotion to Grade 12	18 units Must include English 1, 2, and 3, 3 units of math, and 2 units of science. Have all courses needed to graduate by the end of the school year.

GRADE LEVEL PROMOTIONS OCCUR ONLY AT THE END OF THE SCHOOL YEAR

GRADING POLICY

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

Letter Grade	S.C. Uniform Grading Scale
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below
WF	51
FA	51

A student enrolled in more than the minimum number of courses may withdraw if circumstances warrant, provided the course is an elective. If a student withdraws from a course after the 10th day of a 180-day course, the 5th day of a 90-day course, or the 3rd day of a 45-day course, a grade of 51 will be posted and included in the student's grade point average (GPA). The grade penalty for late withdrawal does not apply in cases in which the school administration cancels a course or initiates other schedule changes. In any case, administrative approval is necessary prior to withdrawal from a course.

If a student retakes a course in which a D or F has been earned within the same academic year or no later than the next academic year, all grades for the course will be included in the student's GPA with one exception: students may retake a middle school Carnegie unit only in the 9th grade and, no matter what grade

was earned in middle school, only the grade earned in the 9th grade will appear on the transcript whether it is higher or lower.

EARLY COMPLETION

The purpose of the 4x4 schedule is to provide students more opportunities to take a broader array of courses as well as to have room to “specialize” in a career interest area. Course requirements are outlined for each grade level. Early completion is highly discouraged. However, students with extenuating circumstances may petition the principal in writing to complete their studies at Wando at the end of the first term of their senior year. Exams will not be given early to accommodate early completers. The principal will review requests on an individual basis and make a decision. Students who are granted early completion status are not eligible to participate in any extra-curricular activities and must formally withdraw from Wando at the end of the first term. The only exceptions to this are attendance at the Junior-Senior prom, the Senior Picnic, participation in mandatory graduation practice, and participation in the graduation ceremony. Graduation exercises will be held at the end of the school year only. Students are encouraged to take advantage of dual credit and other courses that will better prepare them for further studies and careers.

AVAILABILITY OF CLASSES

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

COLLEGE CREDITS WHILE IN HIGH SCHOOL

Students may obtain college credits through the following:

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

Dual Credit courses are college courses taken through TTC or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as one Carnegie unit on the student’s high school transcript. Students must meet admission requirements, have prior permission from the principal to enroll for dual credit and pay all college fees. Forms for permission to enroll in college courses for dual credit are available in the School Counseling Office. Some dual credit courses are available on Wando’s campus.

COURSE LOAD

All students enrolled as regular students in grades 9-12 at Wando High School must be enrolled in a minimum number of courses or unit equivalents as follows:

Grades 9 - 10	8 units
Grade 11	6 units
Grade 12	5 units

CREDIT RECOVERY

Students may take credit recovery courses in the core content areas (English, math, science and social studies) only if they have attempted all requirements for a full unit. **Only** students who have met the seat time requirement **and** failed the course with a grade of 51-59 are eligible for credit recovery. Any exceptions will require the approval of the principal.

A final grade of **60** will be posted upon successful completion of the credit recovery course. The initial course and failing grade will remain on the transcript.

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

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

ELIGIBILITY

Eligibility for Interscholastic Athletic Activities

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

1. To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
2. To be eligible during the second semester the student must meet one of the following conditions:
 - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of four ½ units during the first semester.
 - b. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five ½ units during first semester.

* For more details, see your coach, sponsor, or guidance counselor.

EXAMS AND EXAM EXEMPTIONS

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

The superintendent may exempt from final examinations only seniors enrolled in courses earning a full Carnegie unit both first and second semesters for high school diploma credit who have an average of 90 or above for the second semester course, effective August 19, 2016. All underclassmen students will take final examinations. The superintendent may not exempt students from final advanced placement examinations, state end of course examinations, or one-semester one-half Carnegie unit course examinations. See administrative regulations for additional implementation information.

Adopted 2/26/96; Revised 8/14/00, 9/12/05, 5/23/16
Code IKAA Issued 5/16

LATE IN/EARLY OUT PROCEDURES

Students who have late-in privileges must arrive no more than 10 minutes prior to their first class unless they have administrative approval. **Students who are scheduled for an early-out are required to exit the campus within 10 minutes after dismissal of their last class unless they have administrative approval to remain.** Students who fail to exit the campus in the allotted time will be subject to disciplinary action.

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

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

Dual Credit courses will not meet every school day. Students enrolled in Dual Credit courses must bring in written permission from a parent or guardian in order to leave campus. These notes will be stored in the Attendance Office and will be applicable for the duration of the school year.

The first priority given in course scheduling is to make certain that all students receive the strongest academic preparation possible. **Freshmen and sophomores are not eligible for late arrival/early dismissal.** Late arrival or early dismissal will be considered only after all other courses are scheduled.

1. Juniors must be enrolled in at least six courses and receive approval from their assigned administrator for early out/late in.
2. Seniors must be enrolled in at least five credits for the school year with at least two credits in one term and three credits in the other.

Note: Granting of late arrival or early dismissal will depend upon a student's academic standing and attendance. Students who do not have documented means of transportation for pick up may not be allowed a Late In and/or Early Out.

PARENT CONFERENCES

Parents with concerns that require the input and advisement of faculty and staff may contact the school to request a conference. If the issue involves an academic problem or a class, the parent should contact the teacher(s) first. If at all possible, a phone conference is recommended; however, when several teachers must be involved, conferences will be set up on Tuesday and Thursday mornings through the School Counseling Office.

SCHEDULE CHANGES

Students are urged to consider their course selections carefully during registration. Course changes cannot be made after June 1, 2016 without Administrator approval.

Teacher assignments, course offerings, and class sizes are determined from registration information. **Choice of teachers cannot be honored. DROPPING A CLASS MAY ADVERSELY AFFECT A STUDENT'S ELIGIBILITY FOR ATHLETICS AND OTHER INTERSCHOLASTIC COMPETITION.** After June 1, 2016, students **may only** request changes for the following school year except for the following reasons:

1. When a course needed for graduation is missing.
2. When a course credit has been earned in summer school and the schedule requires a change due to this credit.
3. When a student has not passed the prerequisite for the course.
4. When a student has previously failed with a teacher and space is available in another section
5. When the administration determines a level change is necessary based on the recommendation of the teacher and approval of the parent.

SPECIAL SERVICES

REHABILITATION ACT OF 1973 (SECTION 504)

Section 504 is an act that prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

This act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such impairment; or

3. Is regarded as having such an impairment.

In order to fulfill its obligation under section 504, CCSD recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under section 504, to afford access to appropriate educational services. Parents of students who may be eligible for accommodations under section 504 may assist in this process by contacting their child's guidance counselor. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

EEO/TITLE IX/SECTION 504 STATEMENT

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

EXCEPTIONAL EDUCATION SERVICES

Students who qualify for exceptional education services must have an Individual Education Plan (IEP). The following three programs exist for students who qualify:

Self-Contained Placement - This transitional program is designed to assist students in reaching their academic and vocational potential. Training in employability and life skills is stressed. These students are eligible for a Charleston County Certificate of Achievement or a CCSD Employment Diploma.

Resource Placement - This program is designed to assist students academically through IEP goals and objectives. These students will be able to use resource credits as electives in a College Prep or other specially designed program.

Inclusion Placement - This program is designed to assist students academically through IEP goals and objectives using a co-teaching model. These students earn a core academic credit based on the class in which they are enrolled.

STUDENT RECORDS

Wando High School distributes grades and report cards at the end of each 9-week period. Students will receive progress reports at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records.

TESTING

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

TRANSCRIPTS

Official transcripts can be requested through the Registrar in the School Counseling Office or by going online to the Naviance website and logging into the student account. Students may also request transcripts through www.naviance.com which will be sent FREE to all eligible Colleges or Universities.

WITHDRAWAL FROM SCHOOL

The parent/guardian of a student must come to the School Counseling Office to sign a withdrawal form as soon as he/she is aware that his/her child must withdraw from Wando High School. On the day prior to the day of withdrawal, the student should go to the School Counseling Office where the registrar will issue a withdrawal form. Counselors will initial the withdrawal form and collect books and the student's parking stickers if applicable. At the end of the school day, the withdrawal form must be taken to the Attendance Office after all appropriate personnel have initialed it. The attendance clerk will then sign it, and a copy will be given to the student.

Any student who leaves school without formally withdrawing will have his record charged with the price of all his/her textbooks, any library books and any other fees owed. The school will not issue a copy of the student's transcript or re-enroll the student until all textbooks are returned and all fees are cleared with the school. Requests for records from other schools or employers will not be honored until all fees are cleared.

ATTENDANCE POLICIES

STUDENT ATTENDANCE

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

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

STUDENT ABSENCES

All excuses for absences must be documented in writing and delivered to the Attendance Office within three (3) school days of return from the absence. It is the responsibility of the parent/student to submit a note signed by a parent or physician confirming the reason for the absence. Electronic mail and faxes may be accepted as long as the information can be verified with the parent/guardian of record in PowerSchool. All student business with the Attendance Office should be conducted outside of class hours. The Attendance Office is open 7:40 a.m. – 3:50 p.m. daily. Taking class time to submit an excuse or obtain an ID card does not exempt a student from the attendance/tardy policy.

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

ABSENCES: LAWFUL (EXCUSED)

Per state law, lawful absences have been defined as follows:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Emergency medical or dental appointments that **cannot be scheduled outside of school hours**. Beginning and ending times must be recorded on the appointment slip by the doctor's office and only the appointment time and minimum travel time will be excused.
3. Students may be excused from attendance in school if they are required to be present in a court of law. Judge or attorney verification is required in writing.
4. Students in whose immediate family there is serious illness or death.

DOCUMENTATION FOR STUDENT ABSENCES

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. All absences will be listed as unverified until the student brings in a written explanation to the Attendance Office. When an excuse requires additional documentation, the three-day limitation will be extended to five days. Excuses for absences received after the designated deadlines will be marked "U" for unexcused or may not be accepted at all. **After ten (10) absences for any reason which cannot be substantiated by medical statements, future absences will be marked "U" for unexcused.** Written explanation of absences must include the student's name, parent/guardian's full name and telephone number(s), dates of

absence(s), and documentation of the reason for the absence. Excuses must be presented to the Attendance Office before first period to receive verification of the excuse permitting the classroom teacher(s) to provide makeup work and/or tests. These notes are crucial in determining whether credit can be awarded.

5. Students may be excused from attendance in school for recognized religious holidays of their faith.
6. Students who are absent due to suspensions.
7. Students who have prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

ABSENCES: UNLAWFUL (UNEXCUSED)

Per state law, unlawful/unverified absences have been defined as follows:

1. Students absent for any portion of the day without the prior knowledge of the parents/guardians.
2. Students absent from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians.
3. Students absent from planned home-bound sessions.
4. Students suspended from the school bus and not reporting to school.
5. Parental notes for student illnesses in excess of 10 days which cannot be substantiated by medical statements.
6. Routine appointments for medical, dental, or counseling services once a student has exceeded five absences per term course.

ABSENCES: CHRONIC ILLNESS

Parents of a student with a chronic illness (one which recurs and may cause the student to miss excessive days) must contact administration to discuss options to maintain academic performance. Those options may include schedule changes, homebound services, tutoring, etc. Even when the school has verification of a chronic illness, absences must be excused with the standard procedure.

ABSENCES: COLLEGE VISITS

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

ABSENCES: EARLY DISMISSAL

Students are expected to attend all classes each day of the school year. Once a student arrives on campus he/she is present for the day and may not leave unless properly dismissed. Parent requests for a student's early dismissal should be sent to the Attendance Office in a note with the student and should include the student's full name, time and reason for the absence, parent name, contact phone number, date, and parent signature. The student should bring the appropriate excuse back upon his/her return to school. Example: Parent request for early dismissal due to student's doctor's appointment followed by a

doctor's excuse when student returns to school. In cases where a student must leave school before the end of the school day, please adhere to the following procedures:

1. A student should present a note written by a parent/guardian for early dismissal to the Attendance Office before first period. Notes presented after first period may require a verbal confirmation from a parent/guardian or may not be honored.
2. Each note should include the student's full name, reason for dismissal, signature of parent/guardian, and a phone number where the parent/guardian can be reached for verification. If the student is leaving with someone other than the parent/guardian of record in PowerSchool, that individual's name must be included in the dismissal note from the parent. Electronic mail requests for early dismissal will not be honored.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the Attendance Office before leaving school grounds. Students who do not drive to school must have a parent/guardian report to either Attendance office to verify he/she is authorized to sign out his/her student. If a student returns the same day from an early dismissal, he/she must sign back into school through an Attendance Office immediately upon returning to campus.
5. After checking out with the Attendance Office, the student must present an exit pass to the Welcome Center attendant. Drivers are responsible for all students in their vehicles.
6. Except in emergency situations, students should not be checked out early after 3:15.

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

ABSENCES: LATE ARRIVAL

Students who arrive after the tardy bell should report to the Attendance Office for a tardy slip (See Tardies to School section).

ABSENCES: HOMEBOUND INSTRUCTION

Homebound instruction may be provided to students who cannot attend public school because of illness, accident, or pregnancy, even with the aid of transportation. The parent/guardian should request a medical homebound instruction application prior to or immediately following the start of the student's non-attendance. The application for medical homebound instruction may be obtained from the Attendance Office or Guidance Department and must be fully completed and certified by a licensed physician. Homebound services will not be approved for periods exceeding 45 instructional days. If it is necessary for homebound instruction to continue beyond this period, a new medical homebound instruction form and physician verification will be required. A completed and signed medical homebound instruction form does not guarantee approval for the student to participate in the homebound program. The district superintendent/designee will review all applications for approval or denial.

Homebound instruction does not guarantee that students will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to CCSD attendance policies or homebound services may be terminated. Questions regarding homebound should be referred to the administrator in charge of Homebound Services.

ABSENCES: SPECIAL CIRCUMSTANCES

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

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

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

ABSENCES: TRUANCY

Per state law, there are three levels of truancy:

1. Truant: A child who has accumulated three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A child who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences.
3. Chronic Truant: A child who (1) has been through the school intervention process; (2) has reached the level of an habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

TARDIES TO SCHOOL

Students are expected to be in their classrooms wearing their IDs when the bell rings at the beginning of each block/period. Students who arrive to class late will be sent to the Attendance Office for a tardy pass. Additionally, students sent during class time for an ID will be issued a tardy pass. Students who arrive to school late due to a late bus will obtain a bus pass and will not be counted as tardy to class. All other students arriving to school after the tardy

bell will need to check in at an Attendance Office to receive a tardy pass to class. **Only a medical or judicial excuse presented at check-in will excuse a tardy arrival.** Students who arrive after a certain cut-off point each class will be counted absent. Administration may on occasion delay the tardy bell due to traffic or other concerns. Teachers and students will be notified when this occurs. For the record, the first four tardies of the semester are all recorded but have no disciplinary consequences. This procedure allows some flexibility for individual situations. After four tardies, a student will receive disciplinary consequences each time he/she is tardy to any class which may lead to School Probation if the tardies continue.

ILLNESS AT SCHOOL

Students who become ill may report to the Clinic in the Main Building or CAS for evaluation. Students should always obtain a pass to go to the clinic. Students who fail to report to class or to the office because of illness are subject to disciplinary action. If the student's condition warrants leaving school, the nurse will try to contact a parent or designated person on the emergency card. If a student leaves school through the nurse's office, he/she will be permitted to return to school that day only with prior administrative approval.

MAKEUP WORK

If a student misses a class, it is the sole responsibility of the student to consult with the teacher on the first day back concerning make up work or missed assignments. Teachers are not obligated to provide makeup work resulting from unlawful or unverified absences. If a student misses an assigned test, it is his/her responsibility to arrange to make up the test with the time limit determined by the teacher. Work assigned on the missed day(s) should be made up within five school days after returning from an absence. Work should be made up at times convenient to the teacher.

In the case of an extended excused absence, the teacher may extend the makeup time. Failure to meet a reasonable teacher-imposed deadline for extended makeup is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for makeup work will result in loss of makeup privileges unless the teacher agrees to change the appointment before the fact or unless a bona fide emergency exists as determined by the administration. In the event of a dispute over makeup rights, the principal will be the final authority. If a student is absent for several days, the parent should contact teachers through phone, email, or by visiting teacher links on www.WandoHigh.com.

CREDIT DENIAL

Credit for any course may be denied if a student does not meet attendance requirements. **Credit will be denied regardless of whether absences are lawful: excused (E) or unlawful: unexcused (U), unverified (A), cut (C) or truant (C).**

Exceptions for Denial of Credit are limited to:

- a. Court intervention with appropriate documentation
- b. Serious illness (chronic or long term) or a disabling injury with medical documentation

- c. Death in the immediate family with appropriate documentation
- d. Other extraordinary hardships with appropriate documentation

CLASS SEAT MAKEUP TIME

Class seat makeup time for absences will be scheduled each semester. Students may check in the Attendance Office for an attendance print-out and class seat makeup schedule to take to their Assistant Principal to see if seat time is owed. Each of these sessions will allow a student to make up seat time for missed class periods and avoid the risk of being denied credit due to excessive absences. The student must be engaged in class work the entire makeup period. The student is responsible for obtaining appropriate class work from his/her teacher. Any student may be dismissed for not following the directions of the proctor. Any student who is dismissed will not receive credit for the makeup.

Remember:

1. **Students may not leave campus without securing permission and signing out through the Attendance Office or Clinic. Failure to follow sign out procedures will result in disciplinary action.**
2. **Signing out does not account for the absence. You must bring an appropriate note, within three school days, upon returning to school.**
3. **Classes may not be interrupted to call a student for early dismissal unless the situation is an emergency.**

DISCIPLINE

STUDENT BEHAVIOR CODE

Students at Wando are required to conduct themselves in a manner that will be in the best interest of the school at all times and places. Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion.

The rules, regulations and due process procedures are designed to protect all members of the educational community and allow them to exercise their rights and responsibilities. These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; and en route to and from school on a school bus (to include bus stops) or other school vehicle. The administration, faculty, and staff assume that high school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled in a calm and reasonable manner.

In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. Additional guidelines can be obtained from the Charleston County Student Code of Conduct.

LAWS AND POLICIES

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

SAFE SCHOOLS ACT

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less. Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

SOUTH CAROLINA SCHOOL SAFETY ACT

This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction, the student can be fined up to \$1,000 or imprisoned up to one year or both.

Furthermore, the new law mandates that all offenses be placed in a student's permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, a teacher, or principal now carries a fine of \$5,000 or five years or both. Threatening a public employee, which means any other staff member who works for the District, carries a fine of \$500 or 30 days or both.

SOUTH CAROLINA SAFE SCHOOL CLIMATE ACT

This law amends the Code of Laws of South Carolina, 1976, by adding sections 59-63-120 and 59-63-130, which provide that a person may not engage in harassment, intimidation, or bullying. It clarifies that harassment, intimidation, or bullying means a gesture, an electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to have the effect of insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. It is also the obligation of the school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

DISTURBING SCHOOL

“It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State (b) to loiter about such school or college premises or act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge.” Any person violating any provisions of this section shall be guilty of a misdemeanor and, on conviction, thereof, shall be fined or imprisoned.

LAW ENFORCEMENT NOTIFICATION

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

SEARCHES OF PERSONS AND PROPERTY

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

Please refer to the Charleston County School District Student Code of Conduct for a comprehensive list of offenses which will result in disciplinary action. Information is available online at www.wandohigh.com and www.ccsdschools.com.

DISCIPLINARY ACTION PROCESS

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

The following forms of disciplinary action may be used according to approved procedures: (1) Detention, (2) Work Detail, (3) Saturday School, (4) Withholding of Privileges, (5) In-School Suspension, (6) Conditional Suspension, (7) Parent Conferences, (8) Suspension, (9) Disciplinary Probation, (10) Late-Day or Twilight School Placement, (11) Alternative School Placement, (12) Expulsion, and (13) other consequences deemed appropriate by the school administration. If a parent or pupil refuses punishment, the student will be suspended.

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

TEACHER DETENTION

Teachers may assign detentions for violations of classroom rules through the Review 360 system. Detentions may be held before or after school at the teacher's convenience. Frequent offenders will be referred to his/her administrator for further consequences.

PRINCIPAL'S DETENTION

Principal's Detention will be held after school for one hour. Students are required to be on time and wear their student ID. It enables students to complete homework and serve a consequence for an infraction. Students are required to report without delay to the assigned room. It is the responsibility of the student to secure transportation to and from Principal's Detention. Failure to report to Principal's Detention may result further disciplinary action(s).

WORK DETAIL

Work detail may be required of a student as a form of discipline. No work will be assigned that will be harmful to a child. Authority rests with the administrators.

SATURDAY SCHOOL

Saturday School is an alternative to out-of-school suspension. It is held on selected Saturdays during the school year. Students are required to be on time and wear their student ID. The program is designed to correct behavior while allowing students to remain in classes during the week. Students are required to bring academic materials to complete assignments. Members of our staff will be present to supervise students in completing academic assignments and "work detail."

Students assigned to Saturday School are required to perform duties outlined by the supervisor. Such duties may include but are not limited to completing academic assignments, cleaning the grounds of trash, pulling weeds, etc. All students should be prepared to work outside and should dress according to the weather. The Wando Dress Code is in effect.

Failure to report to Saturday School or perform duties assigned by the supervisor may result in out-of-school suspension and/or further progressive disciplinary action. Misbehavior during Saturday School will result in immediate dismissal and out-of-school suspension.

Students may be assigned several Saturdays on any single discipline infraction. The number of Saturdays assigned depends upon the severity of the infraction.

WITHHOLDING PRIVILEGES

Student misconduct may result in the loss of the following privileges: driving privileges, bus transportation, locker use, participation and attendance in extracurricular activities, participation in graduation, or other privileges as determined by the administration

IN-SCHOOL SUSPENSION

ISS provides an alternative to suspending students from school for behavioral problems. Students may be assigned for one or several periods depending on the circumstances. Lack of improvement in student behavior upon return from ISS to regular classes may subsequently result in out-of-school suspension.

The following guidelines apply to ISS:

1. Students will report to ISS without delay for the class period(s) assigned. Students must have their Wando ID card appropriately displayed. Tardiness may result in additional days of ISS.
2. Students are responsible for completing all assignments given by the ISS monitor. These must be completed prior to leaving ISS. Failure to do assignments will result in further disciplinary action.
3. Failure to report to ISS may result in a conditional suspension or an out-of-school suspension.
4. Failure to cooperate, perform as instructed, as well as the commission of any infraction that usually could result in a lesser penalty may result in the student's removal from ISS and immediate out-of-school suspension for a minimum of one day.
5. It is the student's responsibility to obtain make-up work from their regular teachers following completion of ISS.

CONDITIONAL OR OUT-OF-SCHOOL SUSPENSION

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

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

DISCIPLINARY PROBATION

The school administrators, Office of Alternative Programs, Associate Superintendent, or Constituent Board of Trustees, may place a student who has been found to be in violation of the Student Code of Conduct on probation. Notice of such action shall be given to the student and parent. A parent conference shall be held in order to explain the guidelines for probation. The parent and student shall sign an acknowledgment of the probation.

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

TWILIGHT SCHOOL

Twilight is a program to reduce suspensions in CCSD. High School students may be assigned in lieu of suspension for 3-10 days. While assigned to Twilight, students may receive academic and social skills instruction.

ALTERNATIVE SCHOOL PLACEMENT

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

EXPULSION

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

Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion.

Authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

STUDENT APPEALS PROCESS

Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the process outlined in the CCSD Student Code of Conduct.

RULES AND POLICIES

ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to, inappropriate use of a Wando computer, electronic device, cheating, plagiarism and/or collusion, and falsification of information.

- A. An electronic device violation of the honor code is defined to include the following:
 - 1. Representing another's work or answers as one's own.
 - 2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
 - 3. Bypassing, by any means, security measures installed on the electronic device.
 - 4. Using Wando Internet access for sending, receiving, or printing information which is personal or unrelated to current course work.
 - 5. Accessing or attempting to access LAN/WAN folders or files that are not your own.
- B. Cheating is defined as giving or receiving help on graded work unless authorized by the teacher. The definition also includes the following:
 - 1. Copying from another student's work.
 - 2. Using unauthorized material, **including electronic devices**, during a test.
 - 3. Unauthorized collaborating with any other person during a testing situation.
 - 4. Substituting material written ahead of time for material required to be produced during a testing situation.
 - 5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
 - 6. Accessing or attempting to access LAN/WAN folders or files that are not your own.
- C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- D. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
- E. Falsification of information with intent to deceive.
- F. Other behavior constituting academic misconduct as determined by School Administration.

DRESS CODE

Students are responsible for dressing in an appropriate manner at all times while on a school campus or while involved in a school or district sponsored event/activity. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. Students are expected to show pride in themselves

and their school by having their dress and appearance reflect the high expectations of Wando High School. Parents are encouraged to monitor their student's dress to ensure compliance.

1. Tops must be long enough that they can be tucked into pants or shorts and shall cover the beltline when the arms are raised above the head. Shoulder straps should be at least two fingers wide.
2. Students must wear clothes that are not overly tight or form-fitting to the body. Students may not wear clothes that have been cut open, ripped or slit. Pajamas or yoga pants are not appropriate and leggings are not considered to be pants or shorts and should have something that meets the dress code over them. Clothing shall be loose-fitting and should not expose the midriff, cleavage, bare shoulders, back, or underarm area. Necklines should not extend beyond the hand placed horizontally below the chin at the collarbone. No tank tops, halter tops, crop tops, strapless tops, see-through garments, etc. shall be worn.
3. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols, such as the Confederate flag and others as determined by the school administration.
4. Students may not wear jewelry such as spiked bracelets, chains or chokers of a size or design that may be considered or used as a weapon, as determined by the school administration.
5. Shorts must be loose-fitting, no biking shorts, boxer shorts, or cutoffs are allowed. All shorts must be hemmed or cuffed. The minimum length of skirts, shorts, etc. must reach the end of the longest finger while the student's hands are at his/her sides.
6. Undergarments/lack of undergarments must never be visible.
7. Students may not wear hats, sweat bands, goggles, bandanas, hair picks, combs, or any headgear on in the building. Sunglasses are not to be worn inside the building. The hoods on hooded sweatshirts may not be worn.
8. While on the Wando campus, students may not wear towels, blankets or bandanas as accessories on clothing, around the body or on book bags.
9. Health laws require students to wear shoes at all times. To prevent accidents on the stairs, students should avoid wearing shoes that slide off easily. Bedroom footwear is not permitted.
10. Students may wear special dress or costumes for special occasions when approved by the principal.
11. Any other dress or jewelry deemed inappropriate by school administration will result in disciplinary consequences.

**ELECTRONIC DEVICES: CELLULAR PHONES, PAGERS,
RADIOS, CD/ MP3 PLAYERS, I-PODS, ETC.**

During the school day, these phones and devices may be used between classes, during lunch, and before and after school but never during a class, advisement, or study hall period without the explicit, direct permission of the teacher.

When may communication devices be used?

- 1) Prior to the first block bell if not present in an Early Bird Class
- 2) During class exchanges
- 3) During assigned lunch period

Where communication devices may be used?

Common Areas: Cafeteria, Courtyard, Main Street, Hallways but not classrooms/ instructional areas, unless approved by the instructor. The Media Center is an instructional area for students who are using the library/media center with a class or who are sent by teachers for classroom assignments. Students may use communication devices in offices only with the permission of the staff member present.

Clarifications:

- 1) Communication devices may not be used during instructional time.*
*Students may use communication devices during instructional time ONLY if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.
- 2) Speaker functions may not be used. Music or conversations should not be heard by others.
- 3) Ear phones, ear buds, and Bluetooth devices may only be used during the student's scheduled lunch time.
- 4) Ringtones must be placed on "vibrate" or "silent."
- 5) Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
- 6) Students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.
- 7) If students use electronic devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of their attendance in CCSD schools.
- 8) If students use the communication devices to engage in illegal or unethical behavior such as bullying, cheating, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct and may be banned from having such a device for the remainder of their attendance in CCSD schools.

Who is responsible if the device is lost or stolen?

The student must secure his/her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel and/or administrators are

not responsible for the loss or damage of any cell phone or device brought on school property. **Wando High School assumes no responsibility for any loss or theft of such devices.**

ENVIRONMENTAL RESPONSIBILITY

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

FACILITY RESPONSIBILITY

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

FALSE FIRE ALARMS & FALSE 911 CALLS

State law reads as follows: "16-17-570. Interference with fire alarm and police alarm boxes; giving false alarms. Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang for a term of not less than sixty days or the payment of a fine of not more than \$200."

GANG ACTIVITY

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

HALL PASSES

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

HALLWAY AND STAIRWAY BEHAVIOR

Class traffic in the hallways, corridors, and stairways may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging out" in the hallway or by walls or stopping to socialize before school or during a class change in the hallway or stairwell will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways and

stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

HARASSMENT/BULLYING

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

IDENTIFICATION CARDS

The ID card must be worn at all times around your neck while on campus. Any variance from this must have administrative approval. This card is nontransferable, is the property of Wando High, and must be surrendered at the request of a staff member. A replacement charge of \$5 is assessed for lost, defaced, and/or damaged cards.

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

PARKING RULES: OVERVIEW

Driving personal vehicles to Wando High School is a privilege, not a right. No parking permit will be issued until all prior school obligations are paid in full. Vehicles parked on school property are subject to search by school authorities. The entire Wando High School campus is under the jurisdiction of the Mount Pleasant Police Department. Students who drive on campus must follow all driving and parking regulations. Failure to do so will cause the permit to be revoked and may result in additional disciplinary action.

Parking privileges will be closely tied to student conduct, attendance, and tardies. Due to lack of space on campus, only seniors and juniors will be allowed to drive to school.

Student parking is a privilege afforded to eligible students on a first come-first served and space-available basis. **Parking permits are the property of Wando High School and are non-transferable, even between siblings.** Siblings who are BOTH seniors or juniors may purchase one permit and either eligible sibling may drive to school provided both names are on the Wando Parking Permit Application and drive the same vehicle.

Permits must be surrendered at the request of a staff member or upon withdrawal. Any student whose parking permit is rescinded for a prescribed period must reapply for privileges. If space is available, the student may purchase a new permit/sticker to regain the parking privileges. No refunds will be given for stickers that are rescinded, lost, stolen, etc. Students must pay for each permit issuance or replacement.

Students should familiarize themselves with the following rules and obey them at all times. Failure to comply with parking regulations may result in loss of parking privileges, forfeiture of parking fee, and possible booting or towing at the owner's expense. Parking registrants are reminded that as a matter of policy **they and their passengers must vacate their vehicles and the parking lot as soon as they arrive at school.** Wando parking lots are unauthorized areas for students during the school day. If you are in a parking lot without a pass from an administrator you are subject to disciplinary action and forfeiture of parking privileges.

WANDO WELCOME CENTER AND GATING SYSTEM

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

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

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

PARKING RULES AND PROCEDURES

1. In accordance with CCSD Policy and State Law, students and visitors parking on Wando's campus have consented to reasonable search of their vehicles. Possession of any contraband items in a vehicle will be construed as possession by the driver/owner of subject vehicle. The Wando Campus is under the jurisdiction of the Mount Pleasant Police Department.
2. The speed limit for all roads on the Wando campus is 10 mph. The speed limit applies to Warrior Way, Tomahawk Trail, and all other campus roads

and lots. Violators will lose parking privileges and are subject to further disciplinary action.

3. All vehicles driven to school by students and parked on Wando's campus during school hours must have the Wando 2016-2017 permit visible on the front and rear window which indicate Lot A, B, C, D, or E. Wando's campus includes all areas along Warrior Way and Tomahawk Trail and the **ENTIRE CAMPUS**. The deadline for displaying a valid permit on your vehicle is the first day of school. Do not park in student lots until you have purchased a parking permit and received stickers. **Vehicles may be ticketed, booted, or towed at owner's expense after this date.** Students with or without parking permits who illegally park on campus will be subject to disciplinary consequences and may result in a student not being eligible to apply for a parking permit the next year.
4. Parking permits will be sold to seniors then juniors. Space is not available for sophomores to park on campus. Only **one permit** will be sold to each eligible student who drives to school. The number of parking permits sold is based on parking spaces available. No student is guaranteed parking privileges. Waiting lists may be necessary.
5. Only one parking permit will be issued to a student. If a student purchases another vehicle, the student must turn in what is left of the old and new stickers will be applied to the vehicle.
6. If a student obtains access to a vehicle to drive during the school year, the student must apply for a parking permit prior to parking on the campus. If no permits are available, the student will be placed on a waiting list.
7. Permits are designated by parking lot zone either A, B, C, D, or E. Students must use only one parking space (between the white lines) and may park in any parking space located within that zone **ONLY**. **That is the only zone students are allowed to park in.** Parking stickers may not be changed with, sold, or given to another student. If this occurs, parking privileges will be revoked. The student who registered for the stickers must be driving the vehicle with the stickers displayed on **both** the front and back of the vehicle.
8. Only students with an Early Out will be assigned to parking lot zone "C" located on the northeast side of the campus. All students in this zone must have their vehicle moved by the end of the school day to allow the band to practice on the lot. If an early out student needs to stay on campus he/she must move his/her vehicle to another designated student parking lot at the end of the school day. Vehicles left in the "C" lot after 4:00 p.m. are subject to towing.
9. **Do not** block driveways, exits, or entrances or park in the "no parking" hash-marked areas. **Do not** drive across the grass, bushes, landscaping, athletic and practice fields, road shoulders, or any other unpaved area. Students are not permitted to park in spaces which are designated as faculty or staff spaces.
10. Vehicles should be kept locked at all times. Wando High School **will not** accept responsibility for anything stolen out of vehicles, any damage done to vehicles while parked on campus, or any vehicles stolen while parked on campus.
11. As a matter of policy, student-parking privileges will be revoked for a period of **30-90 school days** in the event that the registered vehicle is used in violation of the CCSD or Wando Code of Conduct. After the revocation

period, the student may purchase a new permit or may be put on the waiting list to purchase a new one. Additionally, in accordance with other CCSD and Wando policies, other penalties may be incurred. Such violations may include but are not limited to:

- a) Being in the parking lot without permission;
 - b) Leaving campus without permission;
 - c) Transporting other students from campus without permission;
 - d) Transporting non-students or unauthorized person(s) to or from campus;
 - e) Allowing, urging, or enticing students to violate school rules, i.e., loitering, hiding, cutting class, smoking in a vehicle, etc.
 - f) Concealing contraband items or substances;
 - g) Dangerous driving, reckless driving, or speeding on or in proximity of the campus;
 - h) Cutting classes/school;
 - i) Excessive tardiness (see #12);
 - j) Out of school suspension;
 - k) Violation of Wando parking regulations;
 - l) Carrying passengers in the bed of a pickup truck or in a trunk;
 - m) Driving on non-paved areas of the campus.
 - n) Driving through the back gate and bus parking lot
12. Students are expected to be punctual to their classes. **Students who have 10 unexcused documented tardies to any classes during a semester will have parking privileges revoked.**

Students park at their own risk on the Wando campus. Wando does not provide continuous monitoring of the parking lots.

POSSESSION OR DISCHARGE OF MACE, PEPPER SPRAY, ETC.

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

POSSESSION, DISTRIBUTION, OR USE OF DRUGS/ALCOHOL

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

The principal shall recommend further disciplinary action for all students found using or being under the influence of drugs or alcohol, in possession of drugs or alcohol, or involved in the distribution of drugs or alcohol. The principal or other responsible administrator shall report drug and alcohol-related offenses by students to the appropriate law enforcement authority. The principal shall

retain a copy of any written report filed with law enforcement in a file established for that purpose.

RESTRICTED AREAS OF THE CAMPUS

1. Upon arrival at school, students are to remain on campus until officially dismissed.
2. Students are not allowed in parking lots or surrounding areas before school or during school hours. Students who need to go to the parking lot during school hours must receive written permission from an administrator. When a student arrives early, he/she should lock his/her vehicle and leave the parking lot immediately. Students who arrive early should go to the cafeteria or cafeteria courtyard.
4. Students are allowed in the cafeteria and cafeteria courtyard during lunch. Students may not loiter in the hallways or rotunda area during lunch.
5. Students are not allowed in classroom areas or gym areas during lunch. In addition, students are not allowed in the restrooms in these areas or the hallways/walkways near these areas during lunch. Students should utilize restrooms adjacent to the cafeteria during their lunch period.
6. Students should not loiter on campus during the school day.
7. Students are not allowed in the faculty restrooms or work rooms.
8. School policy restricts loitering in or near restrooms, hallways, the school store, areas near the rotunda, or stairwells at any time. Students are prohibited from entering the roof or stairway storage areas at any time.
9. Wooded areas, ponds, wetlands, and open fields on campus are strictly off limits to students unless they are accompanied by a staff member.
10. Athletic and practice fields, tennis courts, and the areas between the school building and athletic and practice fields are off limits to students during the school day unless they are accompanied by a staff member.
11. Sound, lighting, and back stage areas of the Performing Arts Center are off limits to students unless they are accompanied by a staff member.

SCHOOL BUS CONDUCT

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

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

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

SMOKING OR USE OF TOBACCO PRODUCTS

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

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

TARDY POLICY

In preparation for future employment and post-secondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. Each term, as soon as all students have had a few days to find their classes, familiarize themselves with the stairwell locations, and adjust to their routes, our tardy process begins. A tardy student is one who is not inside his/her classroom when the tardy bell rings. Teachers are directed to lock classroom doors when the bell rings to begin class and start instruction immediately.

Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates. Excessive tardy offenses will result in further, progressive, disciplinary action including multiple blocks of ISS, conditional suspensions (Conference must be held with parent before reinstatement), loss of privileges such as parking (see Parking Rules), and attendance or participation in school activities such as prom, dances, or field trips, and shared responsibility (Parent accompanies the student between classes). Excessive tardiness will not be tolerated and may also result in additional consequences.

SOCIAL MEDIA

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

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. It is the practice of the CCSD to monitor social media

activity and utilize the information for the safety and security of all students and staff.

TECHNOLOGY MISUSE

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

THREATS

It is unlawful for any person to knowingly and willfully deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than 5 years.

TRESPASSING

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

VANDALISM

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

VIDEO SURVEILLANCE

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

WEAPONS

No firearms, fish hooks, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or

at any school-sponsored event. If these items are found, the student will be referred to the Office of Alternative Programs and could face penalties under state law.

This prohibition shall apply on all school grounds, in all school buildings, on all buses or at all school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, blackjacks, razor blades or other items which are generally considered to be weapons. If these items are found in a vehicle on campus, the owner will be referred to the Office of Alternative Programs and could face penalties under state law.

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