

ANDREWS HIGH SCHOOL

2019 – 2020 Parent-Student Handbook

The Fighting Yellow Jackets



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A Title I School

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MISSION STATEMENT

To prepare our diverse population with the skills necessary to succeed in a complex society by encouraging family involvement, using creative instructional practices, and providing experiences that increase the students' opportunities for success.

VISION

“To build strong, positive relationships with students so they can achieve independence, confidence, and academic knowledge.”

GOALS AND OBJECTIVES FOR ANDREWS HIGH SCHOOL

The staff of Andrews High School is committed to providing every student with the best education possible allowing each individual to attain excellence by realizing their greatest potential. Our goals are as follows:

- To provide an environment that is safe and conducive to learning.
- To emphasize the worth and dignity of every individual.
- To provide every student with the opportunity to experience success.
- To recognize and provide for the individual needs and difference of all students.
- To help all students understand their value as citizens in our complex and changing world.
- To promote cooperative relationships between the school, the home, and the community.
- To provide students with opportunities for acquiring leadership skills through participation in clubs, student government, and other co-curricular activities.



Andrews High School
12890 County Line Rd.
Andrews, SC 29510
843-264-3414

Dr. Paula Anderson
Principal

Kevin Branham
Assistant Principal

Angela McClary-Rush
Curriculum Coach

August 21, 2019

Dear Parents and Students:

The mission of Andrews High School is to prepare our diverse student population with the skills necessary to succeed in a complex society by encouraging family involvement, using creative instructional practices, and providing experiences that increase the students' opportunities for success.

It is with much anticipation and excitement that we welcome Andrews High School Yellow Jackets to the 2019 – 2020 school year. Our goal is to help all students develop world class skills and life and career characteristics of the profile of the South Carolina Graduate. To meet this goal, Andrews High School's 4x4 flexible, academic schedule provides students with the opportunity to earn a minimum of eight Carnegie units per year in College Preparatory, Honors, Advanced Placement, PACE, Dual Enrollment, Career and Technology Education, and an array of electives.

Please know that at Andrews High School we wish to create a safe, conducive environment for teaching and learning; therefore, we ask that parents play an integral role in helping us to foster an atmosphere where adults and students respect each other and seek to build healthy relationships throughout the year.

We provide opportunities during the year for parents to impact their child's life by attending orientation, Open House, report card pick up, parent conferences, special events, as well as extracurricular activities. In addition, each parent may gain access to student performance by enrolling in the Parent Portal. Parental involvement is paramount in ensuring a productive education for every student, and we encourage your input.

School's Motto: "One Person Can Make a Difference!"

ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATION

Dr. Paula Anderson.....**Principal**
Mr. Kevin Branham Assistant Principal
Ms. Angela McClary-Rush.....Curriculum Coach

OFFICE PERSONNEL

Jessica Rogers.....Bookkeeper
Gloria Cannon.....Senior Secretary
Robin Hilburn..... Attendance Clerk
Theah Miller.....Nurse
Zelda Odom..... Receptionist
Paul Glover.....School Resource Officer
Roxanne Williams.....Psychologist
Kaniya Geathers..... Behavior Interventionist

CAFETERIA STAFF

Othella Berry..... **Manager**
Linda Green
Stacy Harrington
Betty Moyd
Davian Pressley
Cynthia Strong

CUSTODIAL STAFF

George Miller..... **Head Custodian**
Carolyn McGee
Kelvin Scott
Willie Tisdale
Stephanie Washington

GUIDANCE DEPARTMENT

Dr. Marty Avant..... Guidance Counselor
Dr. Jacqueline GeathersGuidance Counselor
Jawana McCray.....Guidance Clerk

CAREER AND TECHNOLOGY DEPARTMENT

Debra Morgan.....**Chairperson**/Food Services
Steven Agnostakios.....Student Leadership
Roland ClemonsSmall Engine Repair
Ronnie Jackson..... Welding
Terri Kines.....Health Occupation
Traci Weaver.....Business Applications
Dawn Geddis.....Aide

ENGLISH DEPARTMENT

Paul Morris..... **Co-Chairperson**
Franklin Shand..... **Co-Chairperson**
Pamela Freeman
Rosemary Gray
Mary Ellen Morris

FOREIGN LANGUAGE DEPARTMENT/FINE ARTS

Shalane Lynch..... **Chairperson**/Art
Carlos Guerra.....Spanish
David Page.....Band & Chorus
George Roseborough.....French
Luis Torres.....Spanish
Lula Nesmith..... ESOL

MATH DEPARTMENT

Melissa Durham..... **Chairperson**
Marc Belfer
Michelle Bland
Christine Butler
Kathryn Edwards

MEDIA CENTER

Dr. Shelly Moore.....**Media Specialist**
Elizabeth Bourne.....Clerk

NJROTC

Lieutenant Commander Thomas Johnson.....**Chairperson**
Petty Officer Michael Antoine.....ROTC

PHYSICAL EDUCATION/DRIVERS EDUCATION DEPARTMENT

Richie Poston.....**Chairperson**/Physical Education
Tobey McBride..... Physical Education
Scott Durham.....Drivers Education

SCIENCE DEPARTMENT

YeVonne Abrams.....**Chairperson**
Katelynn Britt
Quandre Green
Allen Poston
Adrienne Rayfield

SOCIAL STUDIES DEPARTMENT

Lee Peace..... **Chairperson**
Bontrice Anderson
Walter Poston
James Rowell
Melvin Ron Terry

SPECIAL EDUCATION DEPARTMENT

Tracy Madarasz **Chairperson**/Resource
Elizabeth McCall..... Resource
Melissa Rowell.....Resource
April Maglich.....PAES Lab

HELP YOUR CHILD SUCCEED

- Provide a good place to study.
- Help your child set academic goals.
- Use rewards and consequences to encourage change.
- Attend all parent programs.
- Insist on daily attendance.
- See all midterm reports and report cards.
- Help with time management.
- Deal effectively with homework.
- Listen.
- Encourage independent problem solving.
- Monitor activities and jobs.
- Encourage positive activities.
- Be aware and be informed.
- Set limits and boundaries.
- Be a good role model.

Stay involved!
Don't assume that once students get to high school
they don't need your involvement.

They do!

Linda Wagner, a Counselor

*******Notice to the Public*******

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

Mr. Jon Tester
District Title IX Coordinator
2018 Church Street
Georgetown, SC 29440
Email: jtester@gcsd.k12.sc.us
Telephone: 843-436-7203

Complaints of discrimination based on sex or disability can also be filed with:

Office for Civil Rights
US Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Email: OCR.DC@ed.gov
Telephone: 202-453-6020 Fax: 202-453-6021

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, age, disability or sex.

*****Notice for Reporting Abuse*****

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities.

There are no exceptions to this legal requirement.

Georgetown DSS 546-5134
Georgetown Sheriff 546-5102
Georgetown Police 527-4454

ATTENDANCE

South Carolina Attendance Law states that students are required to attend school no fewer than 170 days per year in order to receive credit for classes. To maintain this law, Georgetown County Schools allow 10 class absences for yearly courses and 5 for semester courses (1 / 2 unit courses). **Students arriving late to school or leaving early jeopardize their chances of passing a course. Students arriving on campus after 8:00 a.m. must see the attendance clerk before proceeding to class. A medical doctor must excuse all excessive absences, or credit will be withheld for those classes with excessive absences.** Absences due to a school activity or function approved by the principal will not be counted as an absence from school, and students will be allowed to make up their work. The student must accept the responsibility for contacting the teacher for make-up work in advance of his/her absence. Students with lawful absences shall make up any work missed. Students with unlawful absences will not be allowed to make up work.

ATTENDANCE INTERVENTION

When a student is absent for 3 days, whether the days are consecutive or total, a conference will be scheduled with the parent(s) or guardian(s) of the student. During this conference, the attendance law will be explained to the parents. When a student has reached five unlawful absences, a referral will be sent to the district office. The parent(s) and student will then be required to appear before the District Attendance Supervisor and/or appropriate services for truancy. For additional information, please contact the District Attendance Supervisor at 436-7000.

EXCUSES

Excuses should be presented at the attendance office prior to the beginning of school, during both lunches, or after school. Students will not be excused for tardies to class. Students should turn in excuses within three days of returning to school after an absence. Medical excuses must be on legal stationary or have original stamp; **copies will not be accepted.** Credit will be withheld for classes with excessive absences (5 absences for semester courses, 3 absences for half-semester courses and 10 for yearly courses are allowed). AHS reserves the right to verify any and/or all excuses.

BELL SCHEDULE

The regular bell schedule is as follows:

7:42	Bell Rings to enter hallways and head towards 1 st Block Classroom
7:50 – 9:20	1 st Block/Morning Announcements
9:25 - 10:55	2 nd Block
11:00-11:50	Lunch & Activities
11:55 – 1:25	3 rd Block
1:30-3:00	4 th Block/Afternoon Announcements

BUSES

Riding the school bus is a privilege. School buses are provided for transporting students who live more than one and one-half miles from the school. Buses leave school the bus ramp area shortly after 3:00 p.m. dismissal. Students must observe all safety and behavior regulations while riding the bus. No students are allowed on buses during school hours while buses are parked on school grounds.

BUS CODE OF CONDUCT

Students given the privilege of transportation by the school district will be expected to adhere to the rules and regulations for the bus in order to retain this privilege, and students are expected to follow directions/instructions given by bus drivers. The bus driver has the responsibility for supervision of students on the bus. The driver should stop the bus at any time that misbehavior or threatened misbehavior poses a hazard to safe driving. Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report students who create a disturbance on school buses. The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any pupil from the riding of a bus. Bus riders are expected to be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

- Bus riders must keep hands and heads inside the bus at all times.
- Bus riders must never tamper with the bus.
- Bus riders must not leave books, lunches or articles on the bus.
- Bus riders must not throw anything out of the window.
- Bus riders are not permitted to leave seats while bus is in motion.
- Bus riders are to be courteous to fellow students and the driver.
- Bus riders must be absolutely quiet when approaching a railroad crossing.

MEETING THE BUS

Students must be on time. In approaching the bus stop, if students must walk along the highway, they should always walk on the left, on the shoulder, facing traffic. When crossing the highway, they should walk, not run. Students should not run beside the bus when the bus is moving, but they should wait until it stops and then walk to the door.

ON THE BUS

Passengers should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion. Passengers must never extend arms, legs or head out of the bus. Passengers should not talk to the driver while the bus is in motion, except in an emergency. Passengers must never tamper with the emergency door or any other part of the bus equipment. Passengers must not mar or deface the bus, and seat coverings must not be damaged in any manner. Students should immediately notify the driver of any damages to the seats or the bus. Only the driver or other authorized persons should use first aid equipment. Passengers must not tamper with the fire extinguisher. Passengers are not permitted to open bus windows. Passengers must not fight or scuffle on the bus or create a disturbance. Classroom conduct should be maintained on the bus. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus window. Books, lunchboxes or other objects should not be placed in the aisle of the bus.

LEAVING THE BUS ON THE SCHOOL GROUNDS

Passengers must remain seated until the bus has come to a full stop and the door is opened to indicate that they may leave. Passengers should leave in an orderly manner. Students in the front seats leave first. Students must not loiter or play around stopped or parked bus. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

ON THE TRIP HOME

Passengers are permitted to leave the bus only at regularly designated stops. Any changes must be made with the parent's request approved by the school officials. Students, after alighting from the bus (if they must cross the highway), go around to the front of the bus and wait until the bus driver or school bus patrol directs them to cross.

CONSEQUENCES FOR BREAKING BUS RULES:

If a student is in violation of a level-one offense, the bus driver will

- Warn student verbally (1st offense)
- Give written warning (2nd offense)
- Refer student to the office (3rd offense - 1 day bus suspension)
- Refer student to the office (4th offense - 3 days bus suspension)
- Refer student to the office (5th offense - 1 week bus suspension)
- Refer student to the office (6th offense - 10 day bus suspension)
- Refer student to the office (7th offense - Bus privileges revoked)

If a student is in violation of a level-two offense, the bus driver will refer the student to the office:

- 3 days bus suspension (1st offense)
- 5 days bus suspension (2nd offense)
- 10 days bus suspension (3rd offense)
- Bus privileges revoked (4th offense)

If a student is in violation of a level-three offense, the bus driver will

Refer the student to the office and call the parents. (1st offense - bus privileges revoked)

CANINE VISITS AND SEARCHES

In order to ensure the safety of our schools, the school district will conduct routine drug/weapon dog walkthroughs of all district-owned buildings and parking lots. Should a dog alert on a student's vehicle, the administrator will inform the student of the situation and search the vehicle. The district reserves the right to take appropriate action, including disciplinary measures based on the totality of the circumstances. Obviously, if evidence of a crime is warranted, the school will initiate its disciplinary policy for the violation.

CELLPHONES

Cellphones are not allowed in classrooms or hallways. Cellphones may be used in a class as instructional use if the teacher has made a notation in his lesson plan. Students may have phones before school and at lunch. Teachers are permitted to lock cellphones away during instructional time. If a student refuses to give a teacher his/her cellphone, the discipline elevates to insubordination.

Infractions for cellphones and discipline are as follows:

1st Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day

2nd Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day
AND lunch detention

3rd Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day
AND ISS for one day

4th Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day
AND ISS for one day

5th Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day
AND OSS for one day

6th Offense = Cellphone confiscated and parent/guardian can pick it up at the end of the school day
AND OSS for two days

Administration has the right at any time to use judgment regarding the discipline.

CLASSROOM PREPARATION

It is very important that a student report to class prepared. This includes bringing to class the necessary materials (books, paper, pencil, etc.) Continued lack of preparation will necessitate a conference with the parents at school or more stern disciplinary measures. Please seek a supply list from each teacher.

DISCIPLINE

DISTRICT-WIDE CODE OF CONDUCT

School Board Policy JF specifies three levels of improper behavior at AHS –Level I for the least serious offenses, Level II for higher level offenses, and Level III for the most serious offenses.

It is imperative that students and parents realize that ALL rules of AHS and the Georgetown County School Board of Education apply AT ANY AHS- SANCTIONED EVENT, ANY TIME, and ANYWHERE THE STUDENT IS UNDER THE SUPERVISION OF SCHOOL ADMINISTRATORS AND TEACHERS OR COACHES during and after school hours. These rules apply any time a student is on the AHS campus (24 hours a day, 7 days a week, 365 days a year). Moreover, these rules apply whenever a student is participating in or attending any activity where representatives of AHS are involved (on campus or away from campus) such as athletic events, club conferences, and any other off-campus school activities.

THE PRINCIPAL OR HER DESIGNEE HAS FULL AUTHORITY OVER THE ENTIRE DISCIPLINE SYSTEM AND MAY IMPOSE LESSER OR STRICTER PUNISHMENTS.

POLICY JF:

“Student Rights and Responsibilities” specifies the acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school- provided transportation. This portion of the policy outlines consequences for student violations of the Rights and Responsibilities policy. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

LEVEL I: DISORDERLY CONDUCT

Disorderly Conduct is defined as those activities engaged in by the students which tend to impede orderly classroom procedures/instructional activities/orderly operation of the school, or the frequency or seriousness of which disturb the classroom or the school. This behavior will be handled by the teacher in authority until management options are exhausted. Serious offenses should be referred directly to the administrator. Records will be maintained for all offenses. Repeated Level I offenses may be considered Disruptive Conduct and moved to Level II.

LEVEL I OFFENSES MAY BE AN ACCUMULATION OF ANY LISTED OFFENSES:

- | | |
|---|--|
| <input type="checkbox"/> tardiness | <input type="checkbox"/> possession of any portable electronic device |
| <input type="checkbox"/> cheating | <input type="checkbox"/> loading/attempting to load software on school computers without permission of the media |
| <input type="checkbox"/> lying | <input type="checkbox"/> specialist |
| <input type="checkbox"/> abusive language | <input type="checkbox"/> profanity |
| <input type="checkbox"/> disorderly behavior | |
| <input type="checkbox"/> forgery | |
| <input type="checkbox"/> cutting class | |
| <input type="checkbox"/> violating the dress code | |

SUGGESTED CONSEQUENCES

CATEGORY A: UP TO 3 OFFICE REFERRALS:

- loss of credit (automatic for cheating/cutting class) & parent conference
- administrative detention
- parent conference
- confiscation of electronic device until end of the next school day
- corporal punishment (parent consent)
- behavior modification plan completed during administrative detention
- one day out-of-school suspension

CATEGORY B: UP TO 4-5 OFFICE REFERRALS:

- loss of credit (automatic for cheating and cutting class) & parent conference
- parent conference
- administrative detention
- behavior modification plan completed during administrative detention
- 1 day out-of-school suspension; parent/guardian may accompany student all day in lieu of suspension
- Suspension

CATEGORY C: SIX OR MORE OFFICE REFERRALS:

- loss of credit (automatic for cheating and cutting class) & parent conference
- administrative detention
- behavior modification plan completed during administrative detention
- 1 - 2 days out-of-school suspension

LEVEL II: DISRUPTIVE CONDUCT

Disruptive Conduct is defined as those activities engaged in by the student which is directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of Disruptive Conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

LEVEL II: MAY INCLUDE ANY COMBINATION WITHIN A CATEGORY

- possession/use of unauthorized substances
- fighting or inciting a fight
- improper sexual conduct
- harassing others
- unauthorized presence on school district property including all events
- leaving school without administrative authorization
- refusal to attend administrative detention
- deliberate refusal to obey school personnel (defiance)
- obscene language or gesture
- vandalism (minor)
- theft
- unauthorized assembly
- disrupting a lawful assembly (minor)
- gambling
- setting off fire alarms or discharging a fire extinguisher
- possession/use of tobacco products while under school jurisdiction, whether on campus or at school-sponsored activities
- accessing/modifying computer data or settings without permission
- possession of obscene materials.

SUGGESTED CONSEQUENCES

CATEGORY A: 1 OFFICE REFERRAL

- referral to appropriate agency
- administrative detention
- restitution
- completion of a behavior modification plan during administrative detention
- 1 - 2 days out-of-school suspension

CATEGORY B: 2 OFFICE REFERRALS

- referral to appropriate agency
- restitution
- 1 - 4 days out-of-school suspension
- alternative schooling
- recommended expulsion

CATEGORY C: 3 OR MORE OFFICE REFERRALS

- referral to appropriate agency
- 2-5 days out-of-school suspension
- restitution
- recommended expulsion
- alternative schooling

LEVEL III: CRIMINAL CONDUCT

Criminal Conduct is defined as those activities engaged in by students which result in violence to oneself or another’s person or property or which pose a direct threat to the safety of oneself or others. These activities usually require administrative action, which results in immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

LEVEL III: CRIMINAL CONDUCT

- possession/transfer of a weapon*
- threatening another person with a weapon*
- threatening or intimidating school staff*
- threatening or intimidating other students
- assault and battery*
- possession and/or use of illegal drugs, including alcohol*
- sexual offenses, extortion
- cruelty to animals
- unlawful assembly
- physically abusing a member of the school staff*
- disrupting a lawful assembly (major) illegally occupying or blocking in any way school property
- with the intent to deprive others of its uses
- loading/attempting to load software or files onto district network without permission of the MIS Department
- computer vandalism

SUGGESTED CONSEQUENCES

- Out-of-school suspension (5 days)
- recommended expulsion
- restitution
- warrant

STUDENT CATEGORIES

Suggested varying levels, which take into account the number of prior offenses, establish consequences a student has committed. Administrators have the option of moving to a higher consequence level in severe cases or moving to a lower consequence level if the situation warrants.

MAKE-UP WORK

Make-up of work missed during any period of suspension is the responsibility of the student. Work must be made up within 3 days of the return to school.

***MANDATORY RECOMMENDED EXPULSION**

Referral to appropriate law enforcement agency and Juvenile Justice Department is mandatory.

****First Offense:** Five day suspension, warrant issued, mandatory counseling (public or private). The student will have the period of suspension to show the school that he/she has started or is prepared to start a counseling program. The student must present to the school a written schedule of the counseling sessions, verified by the counseling center personnel. Written verification must be received by the school from the counseling center when the student completes the program. If the student does not successfully complete the counseling to the satisfaction of the counselor, a recommendation for expulsion will follow.

Second Offense: Recommendation for expulsion, warrant issued, mandatory counseling (in accordance with above stipulations) prior to readmission.

LUNCH DETENTION

Students will serve detention during lunch. An in-school suspension will be assigned to students who do not attend an assigned lunch detention. Students who are late to lunch detention will be assigned lunch detention again. Lunch detentions will be held on Tuesdays and Thursdays.

OVERNIGHT SUSPENSION

In order for a student to attend school on the day after this consequence is assigned, he/she **MUST** be accompanied to school that morning or the afternoon prior to that morning by his or her parent/guardian to confer with the administrator who made the assignment. Students will not be allowed to attend school unless a parent/guardian is present. Students will not be permitted to ride bus unless cleared to return.

IN-SCHOOL SUSPENSION

Students assigned to ISS will report to the ISS room at 7:55 on the day of the assignment and remain until dismissal. Students will work on their class assignment and/ or read silently. Students will not be allowed to leave the room unless they are under the direct supervision of the ISS supervisor or administrator. Students will eat lunch in the cafeteria after first lunch and while administrators are in the cafeteria.

OUT-OF-SCHOOL SUSPENSION

A student who receives an out-of-school suspension may not return to AHS for any reason during the suspension period unless directed to do so by the principal. **Students cannot participate in or attend any AHS event on or off campus during the suspension period, which begins the day the suspension is initiated.** Days suspended are excluded from the definition of unexcused absences.

RECOMMENDATION FOR EXPULSION

A student who receives a recommendation for expulsion may not attend school, return to campus, or attend any school-sponsored activity until he/she has met with the Deputy Superintendent and has been given permission from the Deputy Superintendent to return to school. A student recommended for expulsion is considered suspended pending the outcome of the Deputy Superintendent's decision. When an administrator makes a recommendation for expulsion, parents will be notified of the action and reason(s) that resulted in the action.

A hearing will be scheduled by the Deputy Superintendent, and a school representative will communicate to parents/guardian the date and time of the hearing.

HOME-BASED STUDENTS

A student who has been home based by a manifestation determination committee (Special Services) as a result of being recommended for expulsion may not attend school, return to campus, or attend any school-sponsored activity until he/she has been removed from the home-based setting.

DRESS CODE

Student dress and grooming should be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school or presents a health or safety concern. Clothes should not disrupt the educational process as judged by the administrative team of Andrews High School. Clothing must be worn as the manufacturer intended.

Dress Code violations are subject to disciplinary referrals.

- The lengths of shorts, skirts, and dresses should be worn knee length minimum; this includes slits in skirts and dresses. **Leggings, jeggings, tights, or yoga pants are prohibited.**
- Fashionable pants with holes are permissible as long as the holes are at the knee or below. If pants with large holes are visible above the knee showing flesh, they must be accompanied by tights.
- Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
- Pants must be worn at the waist. (No “sagging pants”).
- Shoe laces must be tied, buckled, or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard must be avoided.
- Hats, caps, hoods, bandanas, visors, towels, sweat bands, head scarves (for males and females), or any other type of headgear must not be worn inside the school building. Headgear is subject to confiscation.
- Sunglasses must not be worn inside the school buildings, unless they are necessary for correction of medical problems, in which case a doctor’s letter stating this must be on file in the nurse’s office after administrator’s approval.
- Combs (except for barrette-style combs), hair curlers, and picks must not be worn in the hair.
- Clothing must be worn with appropriate undergarments. Garments worn under pants, shorts, skirts, and dresses must never be visible. Undershirts customarily worn as undergarments must not be worn without shirts or blouses over them.
- Shirts that cause undue attention must not be worn.
- Students must not wear or possess jewelry, articles of clothing or adornments that resemble or make reference to weapons, drugs, violence or obscenities.
- Pajamas, bedroom shoes and/or blankets are not to be worn at school.

Dress Code Violation Consequences

1st – 2nd Offense – Warning. Parents will be called to bring a change of clothing that is in compliance with the AHS Dress Code for those students who are in violation

3rd Offense – Overnight Suspension. Parents will be called to bring a change of clothing that is in compliance with the AHS Dress Code for those students who are in violation.

4th – 9th Offense – In School Suspension

10th Offense and more – Out of School Suspension

**Students who are in violation of the AHS dress code policy will be placed in ISS if appropriate clothing cannot be provided.*

GUIDANCE

- Guidance services are available at Andrews High School to assist students in overcoming problems which impede learning and to provide complete information and guidance in making effective educational, occupational and life plans which hold promise for personal fulfillment as mature and responsible men and women.
- Students are encouraged to visit the guidance department between 8:00 a.m. and 3:00 p.m. on school days. Parents may call the guidance office to discuss problems or to arrange for an appointment. Parents are encouraged to attend at least one financial aid workshop. Guidance counselors do not fill out financial aid forms (FAFSA's).
Students are urged to contact the guidance counselor when they feel they are experiencing difficulty in a class, need help in planning or adjusting, would like to discuss vocational interests, need an interpretation of various test scores, need to discuss personal problems, or want information about future educational opportunities.
- The school cannot be responsible for overnight shipping, so transcript requests and recommendations must be made within 72 hours of the deadline to account for shipping delays.
- Students should ALWAYS have a copy of their test scores sent to AHS. If not, the student is responsible for getting a copy of scores to guidance since guidance counselors do not have access to student accounts.
- Students whose last names begin with letters J – Z should contact Dr. Marty Avant.
- Students whose last names begin with the letters A – I should contact Dr. Jacqueline Geathers.
- FERPA prohibits guidance counselors from sharing academic/personal information with family members who are not the legal guardian without the parent or student permission.

CLASS RANK

- Class rank will be calculated by dividing the total number of units attempted into the total number of quality points accumulated. Quality points will be calculated by multiplying the value of the grade for the course times the credit value of the course.
- Students transferring into the District from other school districts will receive quality points for course work to be counted toward a SC high school diploma using the procedure outlined above.
- Numerical grades, as available, will be used to determine grade points when letter grades equate to numerical values different than those used in the Georgetown County Public Schools.

GRADUATION REQUIREMENTS

Students are required to earn 24 credits with no credit granted for athletic or extracurricular activities to graduate from a Georgetown County High School. Credit shall only be earned for passing grades in courses which appear in the District Master Course Catalog in the following curricular areas:

AREA CREDITS

English/Language Arts	4.0*
Mathematics	4.0*
U.S. History	1.0*
Economics	0.5*
Government	0.5*
Other Social Studies	1.0
Natural Science	3.0*
CATE or Foreign Language	1.0
Physical Education (or JROTC)	1.0
Computer Science	1.0*
Total	17.0
Electives	7.0
Total Required For Graduation	24.0

Georgetown County School District recommends students follow The Commission on Higher Education College Preparatory Requirements:

<input type="checkbox"/> English/Language Arts	4.0
<input type="checkbox"/> Mathematics	4.0
<input type="checkbox"/> Laboratory Science	3.0
<input type="checkbox"/> Foreign Language	2.0
<input type="checkbox"/> Social Science	3.0
<input type="checkbox"/> Fine Arts	1.0
<input type="checkbox"/> Elective	1.0
<input type="checkbox"/> Physical Education or ROTC	1.0

A high school certificate shall be awarded to special education students who do not complete requirements for a State High School Diploma, but who do complete a prescribed program. This certificate may be one of attendance or an Employable Credential as described by the Georgetown County School District Board-approved program.

PROMOTION AND RETENTION GRADES 9 – 12

For promotion from one grade to another, students must be taught all of the curriculum standards in required courses for high school graduation. Students must successfully achieve a grade of 60% or higher in required content areas.

CLASSIFICATION

The following requirements must be met in order to receive a diploma.

- To be classified as a sophomore, a student must have earned a minimum of four units. Those units must include at least one unit in English, one unit in mathematics, and one unit in social studies.
- To be classified as a junior, a student must have earned a minimum of twelve units. Those units must include two units of English, two units of mathematics, one unit of social studies, and one unit of science.
- To be classified as a senior, a student must have earned a minimum of sixteen units. Those units must include three units of English, three units of mathematics, two units of social studies (one of which must be United States History), and two units of science.
- Students will be classified only at the beginning of a school year.

HONOR GRADUATES

Students who have earned at least 28 credits and who have outstanding academic performance will be recognized as Honor Graduates with one of the following accolades:

- With Highest Honors: Students with a 4.5 weighted GPR will wear the gold honor cord as part of their graduation attire.
- With Honors: Students with a 4.0 weighted GPR will wear the silver honor cord as part of their graduation attire.

The GPR for honor graduates is determined by using the weighted rank and is calculated after the first semester of the 2nd term.

The valedictorian and salutatorian shall be students who enrolled early enough to be eligible for a report card the first grading period of their junior year and attended continuously until graduation and who have earned at least 28 credits. In case of a tie, co-valedictorians or co-salutatorians will be named.

MARSHALS AND USHERS

Marshals and ushers for the graduation exercises are the top ten students from the Junior Class, based upon their 1st 3rd 5th day, weighted academic averages. The four marshals are the four juniors who have the highest 1st 3rd 5th day academic averages. The six ushers are the juniors who have the next highest 1st 3rd 5th day academic averages.

HONORS CERTIFICATE CRITERIA

- A minimum of 28 Carnegie Units and qualify for a South Carolina high school certificate
- A minimum Grade Point Average of 3.5 on the State Uniform Grading Scale
- A minimum composite SAT score of 1 2 0 0 or a composite ACT score of 27
- A minimum of three (3) courses at the Advanced Placement (AP), or College (Dual Credit) level with 2 of the 3 at the AP level.
- Three Carnegie Units of foreign language
- Students will present evidence of participation in one school-sponsored organization such as athletics, academic team, student government, clubs, etc. each year in grades 9-1 2 , or complete 50 hours of approved community service accumulated during high school
- Final determination of eligibility for the Honors Certificate will be made after the 1 3 5th day of school in the semester prior to graduation. Schools, in consultation with the appropriate district administration, will retain the right to revoke the Honors Certificate in the event of any egregious offense(s).

HIGH SCHOOL CREDITS

For high school students (grades 9-12), parents or guardians may send notes to confirm up to 5 days of illness in a semester course and 3 days in a half semester course. Without sufficient documentation, all other absences will be unexcused. Semester course credit will not be awarded unless a student has been in attendance for a minimum of 85 days at 90 minutes of instructional time per day. Students enrolled in half-semester courses must be in attendance for a minimum of 42 days at 90 minutes of instructional time per day. Credit shall be denied to all students with more than 5 total unexcused absences in any semester course and three unexcused absences in any half-semester course.

NATIONAL HONOR SOCIETY

The NHS is open to juniors and seniors who meet and maintain certain standards as set forth by the National Council: scholarship (GPA), leadership, service and character. Students must achieve and maintain a 3.7 GPA, demonstrate leadership within the school and/or community, provide service to the school or community and exhibit exemplary character. The Faculty Council will make final decisions about selection for membership.

HONOR ROLL / SUPERINTENDENT'S HONOR ROLL

Honor Roll - Students who maintain at least a B average in each course at the end of each reporting period and at the end of each term are placed on the school's Honor Roll.

Scholar's Honor Roll - Students who maintain at least an A average in each course at the end of each reporting period and at the end of each term are placed on the Scholar's Honor Roll.

NURSE ROOM

The Nurse Room is provided for those students who become ill or are injured at school. Students must have written permission from a teacher before being admitted. Students who are too sick to return to class may go home if a parent's permission is obtained. In order to be admitted to any class missed, a student who leaves through the nurse's office must obtain a written note from the attendance clerk or school nurse. **Any medicine brought on campus must be taken to the Nurse Room and given to the nurse for dispensing as needed.** Students with special health problems are to report to the school nurse the beginning of the school term or when such problems arise. Special problems include vision, hearing, diabetes, epilepsy, recent surgery, rheumatic fever, medication, or anything that might limit students at school.

HOMEBOUND STUDENTS

Georgetown County School District provides homebound instruction for those students, who because of illness or accidents (even with the aid of transportation), cannot be instructed in a school. In other words, the student who becomes sick and/or injured in an accident and cannot attend regular daily classes is eligible for homebound instruction. The attendance clerk is responsible for giving assignments to homebound instruction.

ID BADGES

Students are required to have their ID badges on and visible at all times. ID badges are used for identification and safety purposes and are required to purchase lunch or check out library books. Students will be disciplined accordingly for failure to have their ID badges. **Any alterations made to an ID will make them void.** Temporary IDs will cost \$1 each OR lunch detention and after five temporary IDs an additional ID will be provided. Additional IDs may be purchased for \$5.00 each in the library. Students are expected to wear their IDs at all times. Teachers will not release students into the hallway without an ID. Seniors who wear IDs will be allowed to leave five minutes early for lunch and will also be dismissed five minutes early at the end of the school day. Any teacher has the right to not release a senior student who is not in compliance with the GCSD and AHS ID Badge policy.

The Andrews High School Policy and consequences are as follows:

1st-4th offense - Lunch Detention or pay \$1

5th offense - Overnight Suspension– Parent/student is expected to pay for new ID, or show proof of having an ID.

6th-9th offense - 1 Day ISS

10th and over - 2-3 days ISS

INSURANCE

Insurance forms will be distributed to students at the beginning of the school year. Parents should read and decide if they wish to purchase the plan offered. Parents will mail any and all payments directly to the company. The school is no longer involved in this process. The athletic director handles athletic insurance.

MEDIA CENTER

- The Media Center promotes the overall academic program at our school. Students are to have their picture I.D. with the bar code to be able to check out books.
- Hours of operation: 7:30-4:00
- Books are checked out for a period of two weeks.
- Students are responsible for all materials they check out from the Media Center.
- Lost books and materials must be paid for by the student who checks them out. A fine of five (5) cents per book per day is assessed for overdue books.
- Books may be returned and fines paid at a later date in order to make the book available to other students. Books may be renewed by bringing them to the media center.
- Written overdue notices are distributed to students each term.

TEXTBOOKS

- Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks.
- All basic texts are loaned to students for their use during the school year. The students pay for other supplies. Textbooks are to be kept clean and handled carefully. Student's name, grade and school are written on the book label in case the book is misplaced. Lending or borrowing state textbooks is prohibited.
- If a textbook is lost, a student should check immediately with the subject teacher. Any textbooks turned in to the office will be returned to the subject teacher or to the bookroom. Students must pay for lost or damaged textbooks. At the end of each term, Andrews High School places the names of students who owe fees on a list and shares with teachers so that students may report to the office to clear fees and fees immediately.

TARDY POLICY

Punctuality is a great leadership skill and is critical to the success of all students. Students are expected to be inside all classes before the tardy bell rings. Afterschool Detention will be held every Thursday for those students who arrive late to school or are late to a teacher's class. Students will have to make-up the full amount of time that they missed in the morning if they are issued a late arrival slip by the attendance secretary. A student will receive 10 minutes afterschool detention for every minute up to five that he/she is late to a teacher's class. Students who arrive later than 5 minutes to class will be considered cutting unless they have a pass from a teacher. Tardies will accumulate throughout the week.

ANDREWS HIGH SCHOOL STUDENT PARKING CONTRACT

2019-2020

Driving to school and parking on school property is a privilege, which may be denied. Students who are issued parking permits accept the responsibility of adhering to school policies and safe driving practices.

To obtain a Parking Permit the following items must be present when applying:

- Signed Parking Contract
- Valid South Carolina Driver's License
- Proof of current Liability Insurance for each Vehicle Registering
- Payment of \$12 (checks made payable to AHS)

Completed Applications should be returned to the main office for processing and issuance of permit.

Rules

1. Andrews High school reserves the right to revoke parking permits at any time if a student fails to comply with any school policies (parking, discipline, attendance, academic, etc).

2. Parking permits are the property of Andrews High School and cannot be duplicated or altered in any way.

3. Lost or stolen permits are the responsibility of the student. Replacement permits will be issued for an additional \$20.

4. Permits are non-transferable between people.

5. Parking permits are not considered valid unless they are in the bottom, driver's side front windshield with the printed information completely visible, no other passes or sunshields may block.

6. Parking in any location other than a designated student parking stall is prohibited. This includes staff spaces, "No Parking" zones, handicapped spaces, visitor spots, fire lanes, Rosemary Middle School, etc. Parking in unauthorized areas may result in vehicle towing or other discipline per district policy.

7. A parking permit is good for the specific numbered spot it is issued for only. Please do not park in someone else's parking spot. This may result in discipline or ticketing.

8. Speeding or reckless driving is prohibited and may result in loss of parking permit. This includes using an alternative method of exiting the parking lot. Do not exit where the buses are located.

9. Andrews High School is not responsible for the vehicle or its contents and advises students to leave cars locked at all times.

10. The parking lot is a restricted area. Once parked, students should proceed immediately to the school, there is to be no loitering or visitation in the parking lot.

11. Tardiness resulting from student driving will not be excusable.

12. Authorized personnel who have reason to believe a search is necessary for the health, safety and protection of the students and the orderly conduct of the school may search any vehicle brought onto

school property. I understand this rule and give Andrews High School permission to search my vehicle when it is parked on school property.

1 3 . All South Carolina Vehicle codes apply in the school parking lots. Failure to adhere to the above conditions places your vehicle subject to a revocation of your parking permit and other discipline consequences assigned by Andrews High School Administration. This violations include moving violations and noise ordinances set in place by law enforcement. Ticketing may occur if in violation.

1 4 . *All student parking areas are off limits during school hours.* A student must have ADMINISTRATIVE APPROVAL to visit the parking areas during the school day. Teachers are NOT allowed to issue passes to parking areas. This rule applies equally to bicycles, motor scooters, motorcycles, and any other type of privately owned vehicle.

Process of Regulation of Rules

1st Offense: Written or verbal warning

2nd Offense: Loss of 1 week of driving privileges

3rd Offense: Loss of 1 month of driving privileges

4th Offense: Complete loss of driving privileges

***Administration has the right to exercise judgment depending on the severity of the infraction.**

