

ABBEVILLE HIGH SCHOOL

Steve Garrett, Principal

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MISSION STATEMENT

The mission of Abbeville High School is to develop confident, competent, and caring individuals by providing educational experiences that encourage life-long learning and respect in a changing world.

ALMA MATER

We hail Thee, Abbeville High School
And sing Thy high praise;
With loyal devotion,
Remembering Thy days
When proudly we sought Thee
Thy children to be.
Here's Thy health, Abbeville High School
Forever to Thee!
As children of learning
We entered Thy walls,
And found dearest classmates
In Thy classic halls.
We honor and love Thee
As sons faithfully.
Here's Thy health, Abbeville High School
Forever to Thee!

Dear Students and Parents:

Welcome to Abbeville High School for the 2013-2014 school year! We are happy to serve our community and students as they pursue education and the opportunities an education can provide. Steeped in tradition, Abbeville High School has established itself as an excellent institution in the areas of academics, athletics, and preparation of young people for the future. We expect nothing less than to build upon this tradition and assist in moving our students and community to even higher levels of performance. Please read your handbook and be aware of guidelines all are expected to follow. Come prepared to succeed!

Sincerely, Steve Garrett

AHS students are expected to...

1. **Come to school ready to learn** and equipped with the materials to participate in class. Students will find that AHS teachers are highly qualified in their subject areas and prepared to lead them to success. The focus here is student learning!

2. **Arrive to each class before the tardy bell rings.** Class officially begins when the tardy bell rings; any student not present at that time will receive consequences according to the tardy policy.
3. **Attend class every day. Attendance is taken each class period each day. Students will be denied credit for a course if excessive days are missed from the class. See the attendance policy for details.**
4. **Follow directions from ALL staff** members the first time they are given.
5. **Report directly to their designated classes** each day. If there is a need to visit another area of the school such as library, cafeteria, office, etc, the student must report to class first and receive permission and a pass from the designated teacher.
6. **Be respectful of all staff, students, and visitors** to the school. Profanity, disrespect, harassment, and fighting will not be tolerated. Consequences for these include suspension and/or law enforcement. Consult the discipline matrix for details.
7. **Sign-out with the Attendance Clerk** if they need to leave school early for any reason. At no time should a student leave campus without checking with the Attendance Clerk first. School personnel must speak with parents before students will be released.
8. **Remain in supervised areas at all times.** Students are not allowed in the parking lots during school hours unless they have secured written permission from the front office. Students not involved with supervised extracurricular activities should leave the campus immediately after school.
9. **Contribute to a safe and orderly school environment.** Weapons, fireworks, alcohol and drugs are prohibited on campus and carry severe consequences including expulsion.
10. **Be successful!** We believe that ALL Abbeville High School students can “dream big” and achieve their dreams if they will work hard and follow the leadership of our highly qualified teachers and staff.

OTHER IMPORTANT INFORMATION AND POLICIES:

ACADEMIC AWARDS PROGRAMS

To be recognized for academic awards, a student must have an overall 90 average for the first three nine weeks and have no less than an 86 in any class. To receive a departmental award, a student must be eligible for the academic banquet.

ASSEMBLY PROGRAMS

Assembly programs and pep rallies are held throughout the year for special purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from all of our students as the audience. *First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program.* The administration and faculty expect our students to meet that obligation.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. (Ex. The National Beta Club induction requires silence; pep rallies encourage audience participation.) At pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.

3. Honor and respect the dignity of the program. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way you treat other people.

Disciplinary action will be taken against those students who are disruptive or uncooperative. In some cases, assemblies, pep rallies or other events may be discontinued if the behavior continues to be inappropriate.

Participation in any extracurricular activity, including but not limited to: clubs, band, student organizations, choir, cheerleading, athletics, field trips, and other activities associated with Abbeville High School are privileges. A privilege is removable if a student is a disruption to the school or program. This includes behaviors during and after school which are associated with the program or other program participants. The following is a guideline for coaches and athletes, some behaviors can result in immediate loss of privilege as determined by the coach or administration.

ATHLETIC HANDBOOK

It is our philosophy to insist on exemplary behavior by our athletes at all times whether they are on the field of competition, the classroom, or in public. Remember that our players will reflect our teachings as coaches.

Policies Regarding Student Athletes:

Coaches are responsible for making players aware of the following policies, for reminding them of the policies from time to time, and for seeing that they are followed.

1. We expect athletes in grades 9-12 to be accountable to their commitment to their teammates. Any student athlete that quits a team or activity or is released from a team or activity may not try out for another sport or activity until the present team's final game is complete. This will include any and all conditioning workouts. Coaches will report any athlete that quits or is removed from a team in which they are participating to the athletic director.
2. OSS is a serious offense and will be treated as such. Each athlete is responsible for his or her own behavior at all times not just when his or her sport is in season. Therefore coaches are responsible for checking discipline records of their athletes.
 - i. OSS First Offense-The athlete will be suspended for one contest.
 - ii. OSS Second Offense- The athlete will be dismissed from that team.
3. Any athlete who is formally charged with a felony will not be allowed to participate in any competition until they are formally cleared of the charges. Our athletes are responsible for their actions at all times. Our athletes must use good judgment.
4. Members of a team are to travel to and from athletic events with the team. The only exception will be for a player to be picked up personally by a parent and with the coaches' permission.
5. Athletes must abide by the dress regulations established by each head coach for both home and away contests.
6. Athletes found guilty of consumption or possession of alcohol or other drugs, not prescribed by a physician, will be dismissed for the team and from the athletic program for the remainder of the school year.
7. Student athletes must be present for at least one-half day to be eligible to practice or play in a contest. Exceptions can be made for medical reasons, school business, or a death in the family.
8. Athletes are single individuals who represent many. Behavior that embarrasses the school, team, or athletic program will not be tolerated. Athletes that act in a manner

that is deemed inappropriate by their coach, the athletic director or the school administration may be suspended from a contest or dismissed from the squad immediately. In addition an athlete may be denied the privilege of participating in any sport for the season that follows the incident. Decisions regarding dismissal and future participation will be within the jurisdiction of the athletic director.

9. Athletes ejected from a contest by an official will be suspended for the next contest. This will be a separate action from any action taken by the S.C. High School League.
10. Athletes will wear their uniforms in a manner in which it has been intended. There will be no sagging britches. Athletes will wear uniforms correctly.

ATHLETIC ELIGIBILITY

Abbeville High School athletics are governed by the *Athletic Department Rules and Regulations* that are sanctioned by the SC High School League. Students who wish to participate in NCAA Division I or Division II sports must submit valid SAT and/ or ACT scores and ***must have an overall passing average of 70 or better***. Please contact your guidance counselor if you have any questions/concerns regarding submission of test scores.

ATHLETIC INSURANCE

The athletic department provides secondary insurance coverage to be sure all athletes are covered in the event of an injury. Each parent or guardian will be asked to sign a form stating that athletes have some type of primary insurance coverage.

ATTENDANCE PROCEDURES

According to the Defined Program for South Carolina schools, a student must attend class a minimum of 170 days in a year course and 85 days in a semester course before receiving credit. **Students enrolled in semester courses will be limited to five (5) unexcused absences per semester** unless the days in excess of five (5) are excused by a doctor's written excuse, or a school principal for the student's participation in student activities. Students are responsible for verifying their absences and notifying the Attendance Clerk of questions or concerns. Doctors' notes excuse a student from truancy, but do not excuse a student from making up excessive absences. Students will be able to make up excessive absences on scheduled Saturdays, Tuesdays, and Thursdays.

Upon request, a counselor or secretarial staff can arrange for homework to be sent home. It usually takes a couple of days to arrange and can be done if the absence is for three days or more. Proper time for processing should be allowed. Students who anticipate being absent for a week or more consecutively should contact the guidance office about homebound instruction.

Any student who does not attend school, and who does not have medical or school permission will be considered truant. Students who are truant will have their parents contacted and will be referred to the district attendance administrator. The attendance administrator will refer students who continue to be unlawfully absent from school to the family court.

A **tardy** is defined as any student not in their classroom when the bell rings.
An **absence** is defined as any student who misses **thirty (30) minutes** or more of a specific class period.

CAFETERIA MEALS

Students are expected to keep the cafeteria clean and orderly by taking trays to designated containers and leaving tables and floor areas in proper condition for those who follow. Students may obtain free and reduced lunch forms from the cafeteria manger in the cafeteria. This form must be completed and approved in order for a student to receive free or reduced lunch. Breakfast is available in the cafeteria from 7:20A.M. until 7:52A.M. Students may deposit money into their accounts throughout the year in the lunchroom office.

CLOSED CAMPUS

Under no circumstances are students allowed to leave campus during their lunch or breaks to run errands, transport students, get take-outs, eat lunch out, etc. *Under no circumstance is a student allowed to leave school before his/her regular dismissal time without first reporting to the attendance office. (See Dismissal Procedure under the Attendance section)*

COMPUTER USAGE

Students using computers at Abbeville High School are to follow the appropriate regulations for utilizing school-owned computer equipment. Any student who misuses computer equipment will be subject to disciplinary measures. Rules pertaining to equipment usage will be distributed prior to the use of computers in labs or in classrooms.

Access to the Internet on school district computers is to be for educational purposes only, *including all email correspondence*. The building administrators reserve the right to terminate the access of any student who misuses the Internet. The system administrators will determine what is inappropriate, and their decision will be final. Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students who have parental permission must sign a form acknowledging that they understand the administrative rule, that they will comply with the guidelines, and that they understand the consequences for violating these guidelines.

COPY MACHINE

A Xerox copy machine is available for student use in the Library Media Center. Copies are .05 cents per page.

CORRESPONDENCE OR INTERNET-BASED COURSES

Correspondence or internet-based courses will not be given additional weighting of credit.

COURSE SELECTION

Career Planning Guides and Course Request Forms are distributed each spring for students and parents/guardians to complete. As early as the ninth grade, students should determine their course selections based upon requirements and future plans. Entrance requirements in both colleges and technical schools vary greatly and should be considered before selections are made.

If the student originally requested a course, no change will be made in the schedule. Neither will changes be made based on teacher selection. No class change is official until the proper student course change notice has been completed and distributed by the guidance office.

During the first few days of school, efforts will be made to accomplish legitimate changes required by the following circumstances:

- Computer or scheduling error (**being placed in a course you selected as a second or third choice is not an error**);
- Repeating a course previously failed under the same teacher;
- Scheduled to take a course for which credit has been previously granted; and

- Scheduled to take a course for which the prerequisites have not been met; i.e., Spanish II when the student failed Spanish I.

DIPLOMA REQUIREMENTS

To qualify for a state high school diploma, a student must earn 24 units of credit distributed as follows:

English – 4	Economics – ½	Electives:
Math - 4	Government – ½	Occupational or
Physical Science - 1	Other Social Studies – 1	Foreign Language - 1
Other Science – 2	Physical Education – 1	Free - 7
US History – 1	Computer Science – 1	

Meet Standard on HSAP (High School Assessment Program)

HSAP is the exit examination. All students take this test in their 2nd year of High School.

DISMISSAL PROCEDURE

Students are expected to leave campus promptly after their last class of the day. School dismisses at 2:42, and students should be picked up by 3:00. Any car rider who is not picked up by 3:00 can be assigned to a designated supervised area inside the school. The only exceptions would be students who are on campus for athletics or other extra-curricular activities.

Any student who needs to be dismissed early should bring a dismissal note to the attendance clerk upon arrival at school. The dismissal note should include the following information:

- | | |
|----------------------------------|---------------------------------|
| A. Current date | B. Student's name |
| C. Specific reason for dismissal | D. Signature of parent/guardian |

If a student becomes ill or is injured at school, parental contact must be made before early dismissal is approved by the office staff. *Under no circumstance is a student allowed to leave school before his/her regular dismissal time without first reporting to the attendance office.*

If a student, who has been dismissed from school, returns he must sign in at the attendance office or he will be considered as a trespasser and will be subject to disciplinary action.

DRESS CODE

In an effort to have a school environment that is safe, orderly, and conducive to learning, the following dress code will be in effect:

1. No hats or any type of headgear can be worn inside a building of AHS during the school day.
2. All pants will be worn above the hips;
3. Clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation or inappropriate language is prohibited;
4. Halter tops, tank tops, tops with spaghetti straps, see-through or midriff clothing, pajama pants, bedroom shoes, sunglasses and spiked accessories are prohibited;
5. All garments should be appropriate for school, as in not "revealing" or causing distraction.

FIELD TRIPS

Students taking any type of trip sponsored by the school are required to have a permission form signed by the parent/legal guardian prior to the trip. The necessary permission forms will be supplied by the activity sponsor. It is the responsibility of the sponsoring teacher to collect permission forms from each student before leaving the school for the purpose of making a trip.

No school-sponsored group may be sent to represent the school without an adult school sponsor. Students' previous behaviors and/or attendance may prevent participation in a field trip. Faculty sponsors will qualify students for eligibility.

FIRE DRILL AND EVACUATION PLANS

Safety drills are serious matters. Look for posted fire and tornado drill information in each classroom.

- When the signal for a *fire drill* is given, proceed quickly and quietly in the direction shown by the fire drill information that is posted or as instructed by school personnel. Go single file in the hallways and proceed to the outside location as directed by your teacher. Remain with your class to insure that proper roll call can be taken. All students must stay outside until the signal is given for return to class.
- When a *tornado drill* is initiated, assume a "duck-and-cover" position against an interior wall away from glass or machinery. Remain in position until instructions are given by your teacher/administrator to end the drill.
- *Earthquake drills* require that you "duck-and-cover" and then evacuate the building.

Note: All students are expected to follow without question all staff instructions during safety drills. Anyone found tampering with the fire alarm system is subject to expulsion from school.

GRADE PLACEMENT

Grade Placement – To be considered in the:

- 9th Grade - Student must be promoted from 8th grade
- 10th Grade - Student must have earned 5 credits (including 1 English and 1 Math)
- 11th Grade - Student must have 11 credits (including 2 English and 2 Math)
- 12th Grade - Student must have 17 credits (including 2 English and 3 Math and 12

units)

A student must be with his/her class to double up English or Math the senior year.

GRADE EQUIVALENCY SCALE

"A"	93-100
"B"	85-92
"C"	77-84
"D"	70-76
"F"	69 and below
"I"	Incomplete

GRADUATION

Students may participate in and receive a diploma at graduation provided that they have met all of the requirements as set forth by the State Department of Education. Students may participate in and receive a certificate at graduation provided that they have successfully completed twenty-two units of work and were classified as twelfth grade students at the beginning of the year.

Students may participate in graduation and receive a certificate of attendance upon completion of twelve years or more and have not earned a minimum of sixteen units of credit. Students may participate in graduation and receive a Special Education certificate upon earning sixteen SC units and four years attendance (board policy IHF, 6/82).

GUIDANCE COUNSELORS

Whether a student's problems are personal or academic, the guidance counselor's primary function is to provide assistance. Parents are encouraged to call or come for a visit any time that we can be of assistance. Students will be assigned a counselor for the duration of their high school years.

Counselor For Designated Grades:

Leslie Schaffer - 9th & 11th Grade

Susan Costner - 10th & 12th Grade

HALL/RESTROOM PASS

Any student out of class or an assigned area must have an appropriately signed hall pass from the teacher with the time and destination recorded. Students must remain quiet in the hallway to not disrupt classes.

HEALTH SERVICES

If a student becomes ill or injured at school, he/she should report to the Front office. All medication prescription and non-prescription must be kept in the Health room. Students are not permitted to carry any medication with them.

HOMEBOUND INSTRUCTION

Students unable to attend school due to extended illness may arrange to have a teacher assigned to them. Forms are available in the Guidance Office. The service is provided by the school district to those who qualify. A written statement from a medical doctor must be submitted before homebound instruction can begin.

HONORS COURSES

Honors courses are intended for students exhibiting superior abilities and work ethic in the course content area. The honors curriculum will place emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level.

Honor courses may be offered in English, Math, Science and Social Studies. Additionally honors courses may be designated in other content areas for courses where students are earning their 3rd and 4th Carnegie unit in the content areas provided the standards are met.

IMMUNIZATION REQUIREMENTS

Legislation requires all students to present a valid South Carolina Certificate of Immunization upon enrolling in school. The certificate should indicate all required immunizations for school attendance and will be kept on file in the guidance office.

LIBRARY MEDIA CENTER

The Library Media Center offers a place for students to do research, checkout materials, read, and study. It is open before and after school and during the entire school day. The following policies are to be followed when visiting the Library Media Center.

- Sign-in upon arrival to the LMC.
- Assume responsibility for all materials that are checked-out.
- Present a valid pass when entering the Library Media Center during class time.
- Behave in a quiet and respectful manner, leaving the Library Media Center neat and orderly. Disruptive behavior may result in the loss of Library Media Center privileges.
- As a courtesy to borrowers, the Library Media Center sends notices for overdue books once a month to your 1st period teacher. Regardless of whether or not an overdue notice is received, it is the responsibility of the borrower to return books on time or pay a fine. An overdue fine is \$.10 per school day per book and becomes \$5.00 on the 15th school day overdue.
- No food or drink in the Library Media Center.

LOCKERS

Lockers are assigned at student registration at the beginning of the year. The assigned locker is the only one that the student is permitted to use. **Students should purchase and use a lock to secure their belongings in the locker.** The administration of Abbeville High School has the authority to search any student's locker when the administration considers the search necessary to maintain the integrity of the school environment and to protect other students.

LOST AND FOUND

It is good practice not to bring anything of value to school. Each student should lock their possessions in their assigned locker. Items of real value may be left in the front office for safe keeping when there is a reason for those to be brought to school. If a student should lose a valuable, he/she should first check with a teacher in a previous class and then in *Lost and Found* in the main office. **Note: Abbeville High School is not responsible for any lost or stolen items in any area of the school or campus.**

MAKE-UP POLICY

Class work and tests missed due to an absence must be completed when the student returns to school. The student should request the missed work from the teacher and arrange to stay afterschool to receive assistance or complete tests.

- If a student misses one day, then the missed work must be completed within 2 school days of the student's return.
- If the student misses two or more consecutive days, the make-up work must be completed within 5 school days.

Zeros (0) will be assigned for any work not completed within these deadlines.

OFF-LIMIT AREAS

1. The parking lots (student and teacher) are off limits during the normal school day. Written permission must be granted from an administrator to enter the parking areas including lunch breaks.
2. Faculty lounges and workrooms are not to be utilized by students. Students are not to use the teacher copiers.
3. All athletic fields and areas around the athletic building, the band room, behind the school, and the other remote areas are off-limits at all times unless the student are under the direct supervision of a teacher or staff member.
4. During lunch, students may utilize the restrooms nearby the gym and on the senior wing only. As a rule, students are to remain in the canteen area or in the cafeteria

until the bell sounds at end of the lunch period. Lockers are off-limits during the lunch break.

PARKING REGULATIONS

Parking permits are required of all students who park on campus. The permit must be displayed from the rear view mirror where it is visible at all times. Permits may be purchased from the Student Council advisor during the school day. Vehicles without decals are subject to being fined.

All cars must be parked properly and in designated areas. (*Freshmen/Sophomores park in the Pit; Juniors/Seniors park in the spaces between the cafeteria drive and the Athletic Building.*) **Parking spaces are on a first come first served basis.**

Students should not park in faculty parking spaces or in visitor's parking spaces. Failure to adhere to parking regulations will result in the student paying parking fines and/or loss of driving privileges. Failure to pay fines within ten days or repeated parking violations will result in a loss of driving privileges. A parking permit for the student's vehicle will require a non-refundable fee of \$20.00. The student must supply a valid SC Driver's License and proper fee to obtain a parking permit.

Abbeville High School will not be responsible for theft of contents, theft of vehicle, damage to any vehicle or contents while the vehicle is on campus.

Note to students driving or riding off campus in a vehicle: Students, who drive/ride off campus in a vehicle, including those students who drive to and from the Career Center, must complete an application to do so.

P.E. EXCUSES

If a student is unable to participate in P.E. classes due to sickness or injury, he/she must bring a note for each day that he/she cannot participate. If a student has a medical problem that prohibits the student from participating in P.E. activities for an extended period of time, he/she must bring a note from the doctor. The note should also be given to the guidance counselor for permanent records after presenting it to the appropriate P.E. teacher.

POLICE INTERROGATION AND INVESTIGATION

Schools have legal custody of students during the school day and during the hours of approved extracurricular activities. It is the implicit responsibility of the school administration to protect each student under their jurisdiction; therefore, the following policies will be followed:

- When law enforcement officers find it necessary to question students during the school day, the school principal or his designee shall be present. Questioning shall be done in a principal's or the resource officer's office; every reasonable effort will be made to contact the parent/legal guardian and inform them of the interrogation.
- If custody/arrest is involved and an official warrant has been issued, a principal shall assist the law enforcement officer in assuring that all procedural safeguards, as prescribed by law, are observed.

SCHOOL PUBLICATIONS

Abbeville High School provides many wonderful publications each year that serve to promote positive communication and school pride. **The Panther** is our school yearbook; the **Abbeville High School Home Page** (Internet Website) is available online at

<http://www.acsd.k12.sc.us>; and the **Abbeville High School Improvement Summary Report** is produced annually each year.

TELEPHONE IN THE OFFICE

There is not a public phone available at AHS. The phone in the front reception area is available for emergencies. Calls will be limited to emergencies and the caller will be charged \$.25 for local calls and \$.50 for long distance calls. A student who becomes ill at school must report to the attendance office and will not be charged for a call home.

TEXTBOOKS

Textbooks are the property of the SC Dept of Education and are issued free of charge to all students. Students are responsible for books issued to them. Before taking exams, students will be required to return all textbooks issued or be prepared to pay the amount to cover damages or losses.

The school will not be responsible for lost, stolen, or damaged textbooks under any circumstances. If a student loses a textbook, he/she must pay to replace the lost book. Students who owe fines for lost textbooks will not be issued textbooks until the fines are paid.

VISITORS

No visitors are permitted at Abbeville High School without a visitor's pass that is granted by the principal. Visitors are not permitted during designated school exams.

Parents are encouraged to visit the school at any time, but should report to the Main Office for a visitor's pass. Please do not bring small children on campus during school hours.