

**Sumter High School  
Home of the Fighting Gamecocks**

**A National Blue Ribbon School of Excellence**

**2019-2020**



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Sumter, SC 29154  
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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

**Students should not share agendas. If you lose your agenda, you will be required to pay to replace it. The student should write his/her name in ink on this page, on the top of each passport page, and on the edge of the book for it to be valid. Evidence of agenda sharing may result in the agenda being confiscated. The student will be required to replace the agenda.**

Sumter School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission to, treatment in, or employment in its programs and activities. For inquiries regarding the policy, contact the Chief Operations Officer or the Director of Specialized Programs, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150 or call 803-469-6900.

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**This agenda contains the pages you should use for hall passes.  
Students should carry their agendas with them at all times.**



Welcome to Sumter High School for the 2018 – 2019 school year. The Sumter High staff hopes that your school year will be both productive and enjoyable. We are here to help you, to support you, and to guide you, but your ultimate success rests with you and the commitment you have to building your own future.

This Student Handbook is designed to help you succeed. It is provided to all students to help you be good citizens at Sumter High and to promote a successful school year for each of you. You should show the handbook to your parents/guardians so that they can familiarize themselves with school rules if they would like to do so. You should also review the contents yourself so that you will be familiar with the rules and regulations of the school. Doing this should enable you to make more effective use of the opportunities available to you. Since changes are made every year, even returning students should study the handbook again this year.

**IMPORTANT MESSAGE FOR PARENTS:**

We want to ensure that you are aware of school policies. Please take a few moments to review this handbook with your child as well as visit the school web page for more information.

**VISION STATEMENT**

We envision a society that is educated, just, and sustainable.

**MISSION STATEMENT**

The mission of Sumter High School, the hallmark in academics, arts, and athletics, is to provide exemplary learning experiences in order to ensure that each student has the skills to compete in our global society.

## **BELIEFS**

### **We believe that:**

- Learning is a lifelong process.
- The quality of education primarily determines the quality of life in a community.
- The family is the most important influence on the individual.
- Every person has intrinsic worth and unlimited potential.
- Character development is necessary for optimal achievement.
- Each individual is responsible for his or her own actions.
- Active involvement of parents, students, staff, and community is critical to the education process.
- Teamwork is necessary to achieve the goals of an organization.
- Effective communication bridges the gap between human beings.
- Children and youth are our greatest assets.
- There is a Supreme Being.

## **ACCREDITATION**

Sumter High School is accredited with the Southern Association of Colleges and Schools.

## **PARENT INVOLVEMENT**

Sumter welcomes volunteer workers. Volunteers are parents and/or community members who are willing to donate time and energy to assist teachers and staff with various tasks that will result in effective operation of the school day. All potential volunteers must complete a volunteer packet 30 days in advance before serving. For more information, please contact the secretary at 481-4480, ext. 6265.

## **PARENT ACCESS TO STUDENT DATA**

Power Schools, our data management system, allows parents with internet access to keep track of grades and attendance data. Please pick up information about how to get access to this information from the school or download from our website <http://shs.sumterschools.net/>. For assistance, contact the guidance office at 803-481-4480.

**BELL SCHEDULE  
2019-2020 SCHOOL YEAR**

8:30	Bell to Report to 1 <sup>st</sup> Block
8:40	Tardy to 1 <sup>st</sup> Block
8:55	Departure of AM Career Center Students
10:15	End 1 <sup>st</sup> Block
10:21	Tardy to 2 <sup>nd</sup> Block (Pledge, Moment of Silence, Daily Announcements)
11:51	End 2 <sup>nd</sup> Block PM Career Center to Lunch
11:57	Tardy to 3 <sup>rd</sup> Block/1 <sup>st</sup> Lunch Begins
12:25	1 <sup>st</sup> Lunch Ends
12:31	1 <sup>st</sup> Lunch Tardy to 3 <sup>rd</sup> Block 2 <sup>nd</sup> Lunch Begins
12:59	2 <sup>nd</sup> Lunch Ends
1:05	2 <sup>nd</sup> Lunch Tardy to 3 <sup>rd</sup> Block 3 <sup>rd</sup> Lunch Begins
1:33	3 <sup>rd</sup> Lunch Ends
1:39	4 <sup>th</sup> Lunch Begins
2:07	4 <sup>th</sup> Lunch Ends End 3 <sup>rd</sup> Block
2:13	Tardy to 4 <sup>th</sup> Block
3:45	End 4 <sup>th</sup> Block Announcements/Dismissal

**SPECIAL NOTES:** The location of the student's 3<sup>rd</sup> block class will determine his/her lunch period.

If permanent changes to the bell schedule are made, these will be announced and you should note the changes here.

## SCHOOL CALENDAR 2019-2020

### AUGUST

16 Freshman / New Student Orientation  
20 First Day for Students

### SEPTEMBER

2 Labor Day Holiday  
20 Interim Reports Issued

### OCTOBER

21 No Student Attendance/In-service/Workday  
23 45<sup>th</sup> Day / End of 1<sup>st</sup> Quarter  
24 First Day of 2<sup>nd</sup> Quarter  
31 Report Cards Issued

### NOVEMBER

11 Veterans Day Holiday  
25-29 Thanksgiving Holidays

### DECEMBER

4 Interim Reports Issued  
23-Jan 3 Winter Holidays

### JANUARY

6 Students Return  
15-16 High School Exams  
16 90<sup>th</sup> Day/End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
17 In Service/Workday  
20 Dr. Martin Luther King Jr. Holiday  
21 First Day of 3<sup>rd</sup> Quarter/2<sup>nd</sup> Semester  
29 Report Cards Issued

### FEBRUARY

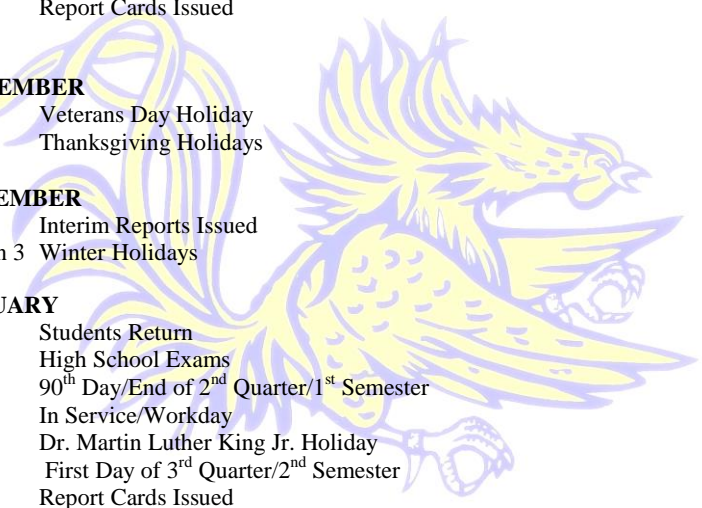
20 Interim Reports Issued  
28 No Student Attendance/In-service/Workday

### MARCH

24 135<sup>th</sup> Day / End of 3<sup>rd</sup> Quarter  
25 First Day of 4<sup>th</sup> Quarter

### APRIL

7 Report Cards Issued  
10, 13- 17 Spring Holidays



## **MAY**

- 6 Interim Reports Issued
- 25 Memorial Day Holiday

## **JUNE**

- 3,4 High School Exams
- 4 180<sup>th</sup> Day / End of 4<sup>th</sup> Quarter / 2<sup>nd</sup> Semester  
Last Day for Student Attendance
- 4 Report Cards Issued
- 5 In-Service/Workday
- 6 High School Graduation

**\*Mandatory graduation practices will be held prior to graduation.**

**Seniors who do not practice will not be permitted to march in the graduation ceremony. A detailed letter regarding graduation procedures is provided each spring well in advance of graduation. All student fines/dues must be paid prior to graduation practice.**

### **E-MAIL / WEBSITE**

Parents who wish to receive up-to-date information about Sumter High activities via e-mail should contact the main office to be put on a list-serve. E-mail is also an excellent way to maintain contact with teachers. The Sumter High website is <http://shs.sumterschools.net/>

### **GUIDANCE**

The mission of the Sumter High Guidance Department is to assist students in their social/personal, career and educational development. Counselors advise students on issues such as course selection, career development, college and other post-secondary education, scholarship/financial aid opportunities along with personal concerns.

**VALEDICTORIAN / SALUTATORIAN /  
HONOR GRADUATE / JUNIOR MARSHAL CRITERIA**  
Detailed descriptions of these programs are available in Guidance.

**GRADE REPORTING**

Interim Reports for Grades 9-12 will be distributed on the following dates:  
September 20, 2018; December 5, 2018; February 22, 2019; and May 8, 2019.

Report Cards will be distributed on the following dates: October 31, 2018;  
January 29, 2019; April 4, 2019; and June 6, 2019.

**\*NOTE:** Report cards may be held for students with outstanding debts.  
Parents who come to the school for a conference about grades and student  
debts will be given a copy of the mid-semester report card upon request.

**Grading System** – The evaluation of student achievement is as follows:

A	90–100	Excellent	D	60–69	Below Average
B	80–89	Good	F	0–59	Failure
C	70–79	Average	FA	No credit due to attendance	

It is against school policy to award a grade of Incomplete. The student will  
receive a grade of zero averaged in for incomplete work; however, this grade  
will be changed if the student is authorized to complete make-up work and  
turns the work in by the appropriate deadline.

**TESTING PROGRAMS**

**PSAT:** The Preliminary Scholastic Aptitude Test helps students to prepare for  
the SAT. The PSAT is the instrument that is used to determine National Merit  
Scholarship and Achievement Scholarship winners from eleventh grade student  
scores. This test is usually scheduled in October.

**COLLEGE ENTRANCE TESTS:** The ACT and SAT are used by colleges  
and universities to help decide upon student admissions. Test sites are  
designated by the ACT and SAT, with locations being listed in the application  
materials. Students should consult their counselors about the application  
process and to get help in deciding which admissions test would be most  
appropriate for them. Students are strongly encouraged to take advantage of  
test preparation workshops and special materials that are available to them.

**ASVAB:** The Armed Services Vocational Aptitude Battery (ASVAB) will be  
given at least once during the school year to all interested eleventh and twelfth  
grade students. While the ASVAB is necessary for all students interested in



entering the military, it can also be useful to any student interested in obtaining insight into his/her aptitudes and interests.

**EOCEP:** The End of Course Examination Program is required by law in all identified courses. Exams are administered in English I, Algebra I, Biology, and US History and count for 20% of the student's final grade.

## **SCHOOL POLICIES / PROCEDURES**

### **EXAMINATION SCHEDULES:**

All exam dates are scheduled by the district or state. Adjustments will be made only for the following reasons:

1. Medical – with a doctor's note
2. Legal – with a court order or its equivalent
3. Bereavement – with an obituary revealing relationship or a letter from the funeral director
4. Military orders – within two weeks of the exam(s).

**Parents should contact the school ASAP to avoid a grade of "0" being applied.** Excuses will be checked and approved by the principal or his designee. The exam(s) will be rescheduled if the excuse is approved. These excuses should be approved in advance, if possible. Any student who misses an exam without prior approval must have a parent conference with the principal to determine if the exam can be administered.

### **STUDENT ABSENCES:**

Students are required to attend school on a regular basis to receive credit. Parent notes to excuse absences cannot exceed five (5) days for semester courses and two (2) days for quarter courses. Any absence in excess of this number will require a doctor's note, a court summons or its equivalent, or documentation of death in the family.

Excuses for absences should be turned in the same day the student returns from the absence. Absences not cleared within three (3) days upon returning to school will be counted as unexcused absences beginning the fourth day.

Students should turn in their excuses to attendance personnel each morning beginning at 8:30 a.m. in the Attendance Office.

### **NOTE: PARENT EXCUSES MUST CONTAIN THE FOLLOWING INFORMATION:**

1. **Date of absence(s)**
2. **Phone number where parent/guardian may be reached for verification**
3. **Reason for absence**
4. **Parent/guardian signature.**

### **NOTE: EXCUSABLE ABSENCES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING INSTANCES:**

1. **Illness**
2. **Death in the family**
3. **Certain appointments which could not possibly be**

- arranged except during school hours
4. **Serious illness or hospitalization of an immediate family member**
  5. **Court appearance**
  6. **Trips, school-to-work experiences, etc., deemed by the principal or his designee to be of equal educational value as a day of school attendance (may not exceed ten days); prior approval must be granted.**

#### **STUDENT SIGN-IN AND SIGN-OUT:**

Students will not be allowed to sign in or sign out on a regular basis, even with parental permission. Too frequent use of sign in or sign out will constitute truancy.

**SIGN-IN:** Students should always sign in if they arrive after the tardy bell. **Between 8:40 and 9:00 a.m. students must be signed in by a parent or have a verifiable parent/legal/medical note in order not to be counted tardy.** Failure to do so will result in the student being disciplined for being tardy or cutting the class time that they miss, whichever applies. Failure to sign in a legible manner may also result in the student being considered absent.

**Students will not be allowed to sign in after 12:00 without a legal note, a doctor's note, or a parent/guardian with them to excuse the late arrival. Students who arrive without any of the above will be sent home or sent to ISS if they do not have return transportation unless attendance can verify the authenticity of the late arrival AND the principal or his designee agrees to allow the student to attend classes.**

**SIGN-OUT:** Unless there is an extreme emergency, we will not interrupt instruction to call students out of class. Students will be called out of fourth block only when announcements are being made at the end of the day.

Sign-out rules include the following:

1. Students will be allowed to sign out only between classes. See the Bell Schedule.
2. Students who sign themselves out using written parental excuses should be sure to turn the excuses in to the attendance office. It will be the students' responsibility to turn in their excuses far enough in advance for attendance to verify. Excuses should include the telephone number where a parent/guardian can be reached to verify the requests. Failure to do so could result in the requests not being honored.
3. Any parent who must sign out his/her son/daughter should make note of the bell schedule and arrive at a time that will enable us to call the student at the end of a class period. Please adhere to these times to avoid problems. It is our policy NOT to disrupt classrooms for early dismissal during classroom instruction except in the case of an extreme emergency. By regulation and commitment, we need to protect instructional time.
4. Parents/Guardians must show a picture I.D. and be listed in the database in order to sign students out of school.

5. Only an individual whose name is on the student's records (including emergency contacts) will be allowed to sign a student in or out.
6. Students should always sign out legally before early departure. Failure to do so will result in appropriate disciplinary action.
7. Student drivers who need to sign out early should be cleared through attendance and have proper pass in hand prior to departure.

#### **ADDITIONAL DISMISSAL PROCEDURES / REGULATIONS:**

1. **Only students who ride buses are allowed in the bus loading area.**
2. Early dismissal students must wait at front of the building, not in the hallways.
3. After school students awaiting pick-up should wait outside clear of the doorway except in case of inclement weather or after dark.
4. Students are not authorized to be in the building unattended after 3:50.

#### **STUDENTS EARLY DISMISSAL:**

Students may be allowed to obtain early dismissal if they meet requirements.

Early dismissal students are not allowed back on campus without written permission from the principal.

Sumter High School is a closed campus. Once arriving for your first class, you must remain on campus until your last class, unless prior approval from the principal has been granted.

**Special Note:** Students MUST have punctual transportation off campus.

Failure to leave campus promptly can result in the following:

- (1) Temporary assignment to ISS to await transportation, (2) loss of early dismissal privileges, or (3) disciplinary action (depending on circumstances).
- (2) ALL STUDENTS with Early Dismissal/Late Arrival must appropriate sticker on School issued ID.

#### **HEALTH ROOM PROCEDURES / MEDICATION:**

The health room is available on A Hall for students who are ill or who need minor medical attention. A pass from a teacher is necessary to come to the health room during class. We usually have at least one nurse on campus. The student may call a parent and return to class if possible. If the parent arrives, the student will be called to the health room. The school does not have the facilities to allow students to remain in the "health room" for long periods of time.

If a student must take any form of medication (prescription or over the counter) while at school, a "Request to Dispense Medicine" form must be signed by a physician and parent. The form should be completed by the physician before the medication is brought to school. If a medication is brought to school without a permission form, it will be held, but not administered, in the health room until a form is completed and returned or the parent/guardian will be required to pick it up. All medication must be picked up by the last day of school. The school can not be responsible for medication left beyond that date.

**NOTE:** There is a nebulizer available for use for severe asthmatics if required by a physician. However, parents must supply tubing and medication for treatments.

**EMERGENCY CARDS:**

It is critical for parents and students to maintain current emergency cards regarding health issues and parent/guardian contact information. This information should be updated in the attendance office on a regular basis. The health and well-being of the students are at stake. The information should include emergency telephone numbers, address, guardian, individual authorized to check students out, etc. Only parents/guardians can update emergency card information. This should be done in person for security purposes.

**TELEPHONES:**

Students will not be called from classes to talk on the telephone. Messages will not be taken except in case of extreme emergencies. School telephones are for business and/or emergency use, and students do not have free access to them. Students will not be allowed to use office/classroom telephones except in case of health emergency.

**STUDENT DELIVERIES:**

The school staff will not accept deliveries for students except from family members. Students will not be called out of class. Family members can either leave the item with the front office staff or wait until a change of period, at which time the student can be called to the office (these deliveries should be restricted to emergency items). The ban on deliveries DOES include special events such as Valentine's Day. **NOTE: Balloons are banned from campus.** Baked goods or other outside food items that are intended for distribution are discouraged due to potential food allergies. Sumter High School cannot be responsible for any allergic reactions caused from the consumption of these items.

**USE OF STUDENT AGENDAS:**

The agenda is to be used as a hall pass in some cases, but only if the pass is signed properly by a staff member. If the student's name is not written IN INK on the hall pass pages in the appropriate place, the pass will be considered void. Teachers should not issue passes to students who do not have their agendas with them. Students should not be in the hallways during class time without an appropriate hall pass. If the agenda is lost or confiscated, there is a \$5.00 fee for a new one.

**BUS INFORMATION:**

Queries about transportation issues should be directed to the Bus Office which is located on the campus of Hillcrest Middle School (phone: 803-481-6205). Bus transportation is provided for all students; therefore, no student will be excused from school because he/she could not find a ride or because the student had car trouble. Students are expected to ride **ONLY** the bus to which they have been assigned. Any changes, whether temporary or permanent, must

be made through the bus office (phone: 803-481-6205) not through the school. These requests must be made as far in advance as possible. Delays in notification may result in the request being denied. Requests will also be denied if the bus is generally full. Never assume that the request will be approved unless you have spoken to the bus office. We are **NOT** authorized to allow students to ride buses to which they are not assigned. **Requests made at the school will be denied.**

No student is supposed to enter the bus area after school unless he/she is going to ride a bus home that day. Disciplinary action will be taken if students enter the bus area when they are not supposed to be there.

#### **ISS (IN-SCHOOL SUSPENSION):**

Sumter High School has an In-School Suspension Program. It is a form of disciplinary action for which the primary purpose is to keep students in school. The program is based primarily on social isolation. In ISS, each student's behavior will be monitored. Rules and consequences are listed and explained to each student. ISS helps students realize that they are responsible for their actions, and that consequences consistently follow inappropriate behavior.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The board believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

Students have civil rights, including the right to equal educational opportunity and freedom from discrimination. They have the responsibility not to discriminate against others.

Students have the right to attend free public schools. They have the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.

Students have the right to due process of the law with respect to suspensions, expulsions, and unreasonable searches and seizures. They also have the privilege of appealing administrative decisions that they believe have deprived them of their rights.

Students have the right to free inquiry and expression. They have the responsibility to observe reasonable rules regarding these rights.

Students must be made aware of their legal rights and also of the legal authority of the board to make, or delegate authority to its staff to make, rules and regulations regarding the orderly operation of the schools.

Students have the right to advocate change of any law, policy or regulation. Students may exercise their right to freedom of expression through speech, approved time for assembly, petition and other lawful means. The exercise of this right may not interfere with the rights of others. Students may not use this freedom of expression to present material that is obscene or slanderous, or to

defame character. They may not use this freedom to advocate violation of federal, state and local laws, or school policies, rules and regulations.

The district will accord all students privileges and rights without regard to race, religion, sex, creed, disability, national origin, or immigrant status or English-speaking status.

Students may present complaints to teachers or administration officials. The administration will provide adequate opportunities for students to exercise this right through channels established for considering such complaints and grievances.

## STUDENT INFORMATION

### STUDENT DUES AND FEES EXPLANATION:

**Senior dues** pay for expenses of graduation practices, senior snack provided during practice, senior awards at Class Day, and any other activities that the senior class as a group might decide to do.

**Junior dues** pay for expenses of Prom, Ring Ceremony, recognizing junior class members/officers, and any other activities in which the junior board/junior class might participate. Leftover funds move up with the class to help defray senior costs.

**Sophomore and freshman dues** pay dues in order to help defray costs in later grades, since funds are carried from grade to grade. Classes and/or class boards may also choose to undertake projects specific to themselves, which may be funded by class dues.

**\*NOTE:** In the event of a death of a classmate or a classmate's parent, flowers may be sent to the family from that class using class funds.

### GENERAL FEES:

#### **Be Advised:**

- 1) A record of all unpaid fees will be maintained in the student's permanent file. These fees must be paid before the student will be allowed to participate in the graduation ceremony; in addition, neither an official transcript nor a final report card will be released until all fees are cleared.
- 2) Personal checks are accepted in most circumstances but must have a current phone number and be made payable to "Sumter High School" only!
- 3) No refunds will be issued without a receipt.
- 4) Checks that are received for payment of fees and for fundraisers will not be accepted if dated more than 10 days old.
- 5) Postdated checks will not be accepted under any circumstances.
- 6) Payments for outstanding fees after April 30, 2018, must be made in the form of cash or money orders only. No checks will be accepted.
- 7) A \$10.00 fee will be assessed by the school for returned checks.
- 8) Due to district policy about money being kept overnight at school, all monies paid to the school must be received in the bookkeeper's office by 2:00 p.m. each day.
- 9) New agenda: \$5.00

**Class Dues (Mandatory) During/After Registration**

Freshmen	\$ 5.00
Sophomore	\$ 5.00
Junior	\$ 5.00
Senior	\$ 5.00

**Other Fees**

Locker Rental	\$5.00
Parking Decal	\$25.00

Parking Decal Lost or Replacement \$25.00

\* “Alive at 25” training is required before purchasing a parking decal.

\*Yearbook – Any deposit made on a yearbook is non-refundable.

**INSTRUCTIONAL FEES:**

Sumter High School does not charge instructional fees. Career Center students must pay fees for courses or other fees charged by the Career Center directly to the Career Center.

**SCHOOL INSURANCE:**

School insurance is available throughout the school year. Paperwork is available at the district office. Students will not be allowed to participate in most field trips and/or sports without assurance of insurance coverage.

**MEAL CHARGE POLICY:**

All students will receive free school breakfast and lunch for the school year.

**VENDING MACHINES:**

The school cannot accept responsibility for money lost in the vending machines. Students/staff may use at their own risk (machines are not the property of the school). **Vending machines are off limits during class time. In addition, vending machines in the teacher’s lounge are off limits to students.**

**STUDENT IDENTIFICATION BADGES:**

Students are required to have ID’s on their person when on campus at all times.

**The first ID Badge is free.**

**NOTE:** Replacement ID badges must be purchased. The cost/price breakdown is as follows:

New photo, lanyard	\$6.00
New photo, only	\$5.00
Lanyard, only	\$1.00

Students may not be allowed to participate in field trips without picture ID cards.

Failure to present the badge will result in a disciplinary action. A temporary ID costs \$1.00. Students may charge up to five temporary ID cards. A student

will be sent to ISS when he/she has excessive ID cards charged and cannot obtain a new one. Possession of an ID card other than the student's own will result in a disciplinary referral and permanent confiscation of the extra card. Defaced ID badges will be confiscated and the student will be required to purchase a replacement.

#### **STUDENT DROP-OFF / PICK-UP:**

All student/parent traffic should proceed to the front of the school to drop off or pick up students.

Should you have any questions, please contact the main office at the school (481-4480). Students waiting for pick-up during school should wait in the front of the school. After school students should wait outside except in case of inclement weather. Students should not be in the building unattended. Students will not be allowed access to the building until 8 am.

#### **STUDENT PARKING:**

##### **STUDENT PARKING:**

**NO STUDENT IS TO BE DROPPED OFF OR PICKED UP IN THE STUDENT PARKING LOT.** Driving to school is a privilege granted to students who choose not to take advantage of school bus transportation. In order for a student to maintain driving privileges, the parent/guardian and student must ensure that the following rules are strictly followed:

1. All student drivers are required to take the National Safety Council's Alive at 25 Class prior to driving to school. This is a one-time class and one-time fee to be paid to the NSC, not the school. There are various locations, one of which is Sumter High School, where classes are available. For further information or to register call 800-733-6185 or visit the website at <http://www.scaliveat25.org/>.
2. Students must report to school prior to 8:35 and leave the vehicle immediately. **No loitering is allowed in the student parking area before or after school. Students should be off campus or with their activity sponsor by 4:00 p.m.**



3. **STUDENTS SHOULD PARK IN THEIR ASSIGNED PARKING SPACE IN THE STUDENT PARKING AREA ONLY.** Do not double park at any time. You must have administrative permission to return to the student parking lot after entering the building except after the final bell of the day.
4. You must have an up-to-date school parking permit for any vehicle parked in the student parking lot or the vehicle may be towed at the owner's expense. Cost per decal is subject to change.
5. By entering school grounds, the person in charge of any vehicle consents to the search of the vehicle (with or without cause) by school officials or police officers. The search may include the passenger compartment, engine compartment, trunk, and all containers (locked or unlocked) in or on the vehicle.
6. A detailed schedule of regulations and penalties is available upon request from the bookkeeper and/or traffic monitor.
7. Illegally transporting other students off campus is a Category III disciplinary offense, the penalty for which may include suspension of driving privileges in addition to other penalties. Any student driver who leaves campus illegally as a rider will face the same penalty as the driver who leaves illegally.
8. Driving on unauthorized non-road surfaces may result in fines and/or loss of driving privileges.
9. Violation of any parking regulations may result in fine or loss of driving privileges (perhaps permanently) based on the *seriousness of the offense*.

#### **TEXTBOOKS:**

Textbooks are provided by the State Department of Education at no cost to the students; however, students are required to pay for state-owned textbooks which are damaged or not returned. Students may opt to receive an electronic textbook instead of a hard copy with appropriate parent permission form on file. We will not be responsible for textbooks left in lockers.

**SOUTH CAROLINA LAW PROHIBITS SCHOOL OFFICIALS FROM ISSUING TEXTBOOKS TO STUDENTS WHO OWE FOR TEXTBOOKS AND FROM ISSUING MORE THAN ONE SET OF BOOKS TO A STUDENT.**

#### **LOCKERS:**

School lockers are not mandatory for all Sumter High students. They may be rented for the school year for \$5.00. No personal locks will be allowed. Lockers **must** be cleaned out before the end of the 4<sup>th</sup> quarter (just prior to exams). Any items left in lockers after the announced deadline may be discarded. The school is not responsible for items left in the lockers after the deadline. The combination to the lock is given only to the student who has been issued the locker; therefore, it is the responsibility of the student to ensure that valuables placed in the lockers are secure. Students must keep lockers locked at all times. Lockers left unlocked or unsecured are the responsibility of the student, not the administration. Students should not give their combinations

to other students. **Students are not allowed to share lockers.** If contraband is found in a locker, the student to whom the locker was assigned will be held responsible.

Students must remember that lockers are the property of the school and are subject to search for contraband items (i.e., weapons, drugs, alcoholic beverages, etc.). In the event contraband is found, appropriate action will be taken.

## **CLUBS / ORGANIZATIONS / STUDENT ACTIVITIES**

Sumter High School offers a variety of extracurricular activities that appeal to the students' academic and personal interests that includes but is not limited to the following: athletics, music, fine arts, student government, etc.

## **PHYSICAL EDUCATION**

All PE students will be issued a locker. Lockers are not to be shared with others.

PE students are required to dress out for class. The attire includes: royal blue shorts, gold/yellow t-shirts, tennis shoes and socks. T-shirts and shorts can be purchased from the PE department at a cost of \$20.00 per set or \$10.00 for the T-shirt and \$10.00 for the shorts. PE staff will be taking payments and issuing uniforms.

## **INTERSCHOLASTIC ELIGIBILITY REQUIREMENTS**

### **Academic Requirements**

A. A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility. This is considered as monitoring a course.

B. 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,  $\frac{1}{2}$  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,  $\frac{1}{2}$  units during the first semester.

In most cases on a traditional or AB block schedule, the following example would apply: • If eligible first semester, must pass four subjects • If not eligible first semester, must pass five subjects In a 4 X 4 block schedule where units or  $\frac{1}{2}$  units are granted at the end of the first semester the following will apply: • If eligible first semester, must earn 2 units • If not eligible first semester, must earn 2  $\frac{1}{2}$  units.

3. Students must satisfy eligibility requirements in the semester preceding participation.

a. Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.

b. Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester.

Under the current League program, this will apply to participants in basketball and wrestling in the high school and middle school programs.

4. Students with Disabilities:

a. Students diagnosed with disabilities and being served in a non-diploma program shall be considered eligible for

participation in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan.

b. Students diagnosed with disabilities and being served in a program leading to a state high school diploma must meet all eligibility requirements previously stated for participation in interscholastic activities.

5. A course that is dropped after the 20th day of a semester with a failing average will be considered as a failed course when determining academic eligibility for the following semester.

6. Credit courses used for eligibility purposes must be courses that are applicable as credit toward a state high school diploma. A student may also use college credit courses provided the student has met or is meeting all requirements for graduation.

7. Academic deficiencies may not be made up through enrollment in adult education programs.

8. A maximum of two credit recovery units may be used toward eligibility, to include the two units presently allowed in summer school. A credit recovery course must be accepted by the State Department of Education for graduation. To be eligible for recovery credits, the student must have received a minimum grade of 50. Credit recovery/incompletes must be completed by the second Monday in August for first semester eligibility and by the second Monday in March for second semester eligibility.

C. A student must not have received a high school diploma or its equivalent.

D. Academic requirements for students enrolled in the seventh and eighth grades, including first semester 9th graders are:

1. Students passing the sixth, seventh, and eighth grades by academic promotion pursuant to district policy are considered

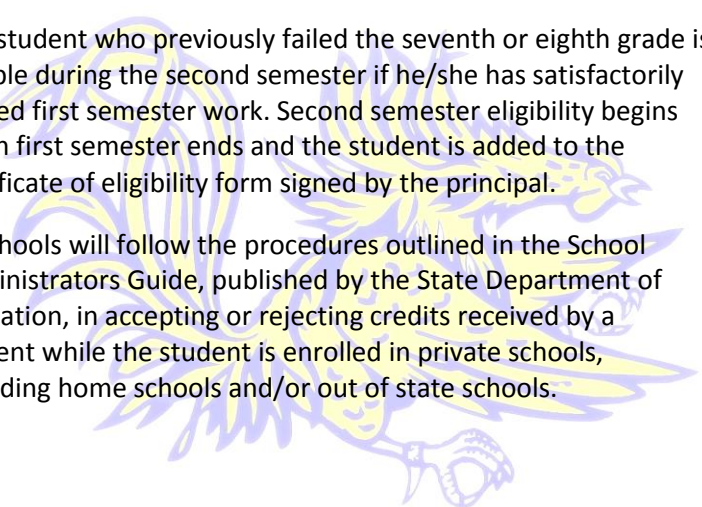
as having met the requirements for academic eligibility for first semester.

2. Students in grades seven and eight must be meeting the school district promotion policy at the end of the first semester in order to be eligible second semester. (Second semester ninth grade students must meet League academic regulations.)

3. A seventh or eighth grade repeater shall not be eligible during a school year if academic requirements for promotion were met during the previous year.

4. A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work. Second semester eligibility begins when first semester ends and the student is added to the certificate of eligibility form signed by the principal.

E. Schools will follow the procedures outlined in the School Administrators Guide, published by the State Department of Education, in accepting or rejecting credits received by a student while the student is enrolled in private schools, including home schools and/or out of state schools.



## **STUDENT DISCIPLINE**

(See Student Discipline Code attached in this email)

NOTE: Any changes made to this code throughout the year will be posted to our website and/or also given to our students.

1. Acceptable student behavior including the following criteria is to be expected from all students:
  - A. Respect to peers, faculty and staff exhibited through actions and speech.
  - B. Pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others.
  - C. Desire and effort toward educational achievement is to be a priority as exhibited by following teacher/staff direction, reporting to class promptly and consistently, and be prepared to work without interfering with instruction.
  - D. Obedience to all laws, discipline code, rules, and community norms.
2. All students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive code on student discipline was developed with the assistance of parents, students, and administrators.
3. This code will be in effect at bus stops, on school buses, at school and at all school sponsored activities, both on and off campus. **NOTE:** To help clarify some problems that might occur with students who are on their way to and from school or involved in school sponsored activities, the following will be observed: The school's jurisdiction may extend within sight and sound of the school building or beyond if the student's outside conduct reaches into the school and is detrimental to the good order and best interest of the school.
4. Copies of this code, or a summary thereof, will be transmitted at the beginning of the school to parents/guardians of each student attending schools in the District. School staffs, students and bus drivers will be trained in this discipline system each year. [**NOTE:** A copy is included in this handbook for parental and student study.]
5. Students in Grades 4-12 will undergo training on the discipline code. This code lists the schedule of offenses and the actions required.
6. Administrators shall not recommend any punishment other than that specified in this code or as included in the principal's Discipline Management Plan for his/her school. Incurable behavior may result in a hearing by the district's hearing officer. In defining incurable behavior, administrative discretion may be used and documentation of intervention efforts will be on record.

**NOTE:** See Student Discipline Code in This Handbook.

## **RESOLVING CONFLICTS:**

**Threats/Intimidation/Bullying:** Students who use threats and/or intimidation (even if they are attempting to correct what they have perceived as a wrong being done to them) will be suspended or expelled. Students who feel they have been “wronged or bullied” by someone should report this to a staff member or make an online report on SPRIGEO. Action will be taken in an attempt to resolve the matter.

**Sexual harassment:** Students whose verbal or physical communication toward others can be interpreted as being of a sexual nature may face expulsion and criminal charges. Inappropriate language and/or physical contact toward others will not be tolerated. A victim’s interpretation of the events will receive greater consideration than that of the alleged perpetrator. Students who feel they have been—or are being—sexually harassed should report this immediately to a staff member. Allegation of sexual harassment will be thoroughly investigated, with the findings reported back to the potential victim and parent(s)/guardian(s).

**Fighting:** Fighting is not an acceptable way to “resolve” a conflict. Students who fight will be suspended or expelled and may face potential criminal charges. Students may also be disciplined if they move toward a fight/disturbance (for whatever reason) or if they decide to become spectators.

**Consequences of Fighting/Disturbing Schools:** District policy is that all fights on school property or other incidents of disturbing schools may not only incur school penalties but also legal sanctions. In most cases, combatants will be charged by the authorized law enforcement officer. Students who fight may be transported to the Sumter/Lee County Detention Center or the Sumter Police Department, depending on the offender’s age. Students involved in a fight at school may be charged with Public Disorderly Conduct and/or Disturbing Schools. Both of these charges involve the possibility of considerable fines and/or other legal consequences.

## **SCHOOL RESOURCE OFFICER (SRO) PROGRAM:**

A School Resource Officer (SRO) Program places law enforcement officers in schools, reflecting the community’s desire to ensure that its schools are safe, secure, and orderly for students, teachers, and staff. SRO’s represent a proactive strategy designed to bring prevention and intervention into the schools.

**School Resource Officers (SRO’s):** SRO’s are valuable resources at Sumter High. They are trained to fulfill several roles. They are primarily law enforcement officers whose purpose is to “keep the peace” in the schools so that students can learn and teachers can teach. They provide guidance on law-related issues to students, acting as a link to support services both inside and outside the school environment. They also act as an additional educational resource by sharing their expertise in the classroom. Perhaps most importantly, SRO’s are positive role models for many students who may not be exposed to

such role models. Their presence at Sumter sends a strong message that violence is not acceptable.

#### **LAW ENFORCEMENT ISSUES:**

**Questioning of Students:** School officials will not interfere in the questioning of students by police officers when the police are conducting an official police investigation. **Parents of questioned students may or may not be notified based on the discretion of the police officer and/or school official(s).**

**Campus Arrests:** Students acting in a disrespectful or disorderly manner (including disturbing the school and other violations of the law) may be arrested or taken into custody as deemed necessary by the enforcing officer.

**Searches:** Pursuant to state law, persons entering school property are deemed to have consented to search of their person and property (ACT 373 of 1994). This includes teachers, students, parents, and all other persons who are on or entering school property. Cars which are parked in Sumter High School parking lots are subject to random searches by School Administration and Sumter Police Department. They will be checking for seat belt use and possession of driver's licenses, appropriate registration, proof of insurance, etc. They will also be attentive to the presence of contraband items. These searches are expected to take place at least once a month.

**Parent Contacts:** School staff will make reasonable attempts to contact parent/guardians when appropriate; therefore, it is critical for parents/ guardians to maintain up-to-date emergency contact information in the school records.

#### **CONTRABAND:**

Items such as cigarette lighters, tobacco products (also includes electronic cigarettes/vaporizers), bandanas, wallet chains, dog chains, playing cards, dice, etc., should not be brought to school. While some items can be returned to parents/guardians the next business day or longer, some items that have been confiscated may remain in possession of the school. Items kept for the year can be picked up the week after school closes; however, the school will assume no responsibility if these confiscated items are misplaced or stolen during the school year. Contraband items not picked up within one week after school closing will be sold, and the proceeds will benefit school programs. Cigarette lighters, tobacco products, bandanas, playing cards and dice are exceptions since they are never returned. Possession/use of tobacco products and electronic cigarettes/vaporizers will result in the student being ticketed and facing legal penalties outside the school.

Students may be asked to surrender any Electronic Communication Device when use is deemed inappropriate.

- **1st offense - warning, conference, or in-school suspension**
- **2nd offense - in-school suspension and school counselor referral**



• **3rd offense - one to three class days out-of-school suspension and parent/legal guardian conference**

• **4th offense - three to five class days out-of-school suspension**

**STUDENT DRESS CODE:**

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are not to be worn by students:

- hats, bandannas, head rags, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related colors, jewelry or insignia
- gym shorts, fishnet shirts or blouses, tank tops, halters, cut or torn clothing, tube tops, t-strap tops, tops which show abdomen, midriff or inner arm pit areas, see-through garments or underwear worn as outer clothing (proper under garments will be worn at all times)
- footies, pajamas, house shoes or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school; shoes, sneakers, boots, etc., must be laced up and tied)
- lycra or spandex clothing, leggings, jeggings tights, or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer or tobacco companies; or “political statements” advocating violation of law
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school.

Hats and gloves may be worn to school, but not inside the school building.

Shorts, short skirts, skorts, dresses, etc., must be no shorter than three inches above the knee.

Boxer shorts may not be worn as outside clothing. Biker shorts, spandex shorts and umbro shorts may not be worn.

Jeans or pants with holes may be worn only when the holes are not deemed indecent. Clothing which is torn (including the “fashionably” torn

garments) must not expose skin or underwear in areas ordinarily covered according to the dress code.

**No sagging pants, shorts, skirts, etc., are allowed. These items should be worn above the hip.**

Belts must be kept buckled. Suspenders or overall straps must be hooked and kept on shoulders.

All clothing must be sized appropriately. Clothing must be decent, clean and properly worn at all times

Any student found to be in violation of the dress code will be required to correct the situation immediately or report to the office to call someone to bring an appropriate change of clothes and/or receive disciplinary action. The student will not be allowed to remain among the general population if he/she is in violation of the dress code.

**TARDY POLICY:**

Students are expected to be in every class, on time, every day. A discipline referral will be written for every tardy after the third in each class.

**There will be a current discipline code of conduct manual posted on the school’s website.**

**Truancy will be handled by the Sumter School District Attendance Department**

Truant	A student age 12-17 years old, who has three consecutive days of unlawful absences or a total of five unlawful absences during the current school year.	Refer to Sumter School Districts’ Attendance Department
Habitual Truant	A student, ages 12 to 17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences.	Refer to Sumter School Districts’ Attendance Department
Chronic Truant	A student ages 12-17 years old, who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences.	Refer to Sumter School Districts’ Attendance Department

## **ADDENDUM**

### **ADMINISTRATIVE ACTIONS CATEGORIES 1-4**

1. Administrator must give rudimentary hearing, which may include
  - (a) Oral notice of charges to student
  - (b) Explanation of evidence against student and
  - (c) Student given opportunity to tell his/her version
2. Required notification to parents/guardians, if applicable
3. Required payment of damages, if applicable
4. Possible referral to guidance counselor or counseling program required for required for Category 2 offenses
5. Possible referral to outside agency
6. Possible referral to law enforcement agency
7. Student to make up class work missed while on suspension in accordance with District's make-up policy
8. Required conference with parent when student's behavior results in suspension
9. The hearing officer will conduct hearings in accordance with state law and compliance with board policies (JKE and AR-JKE-R).
10. Alcohol or drug related offenses: See procedures for:  
**NOTE:** Investigation (JICH and AR-JICH-R) Guidelines for Drug/Alcohol Related offenses.

### **TRANSPORTATION ADDENDUM:**

It is absolutely necessary for students to follow rules on buses in order to help ensure safety for all riders.

The bus office telephone number is 499-3422. The preceding student discipline code applies to student behavior at school and on school buses or at bus stops. In addition to discipline procedures outlined in the code, principals may add or substitute the following sanctions:

1. Three class days suspension from buses.
2. Five class days suspension from buses.
3. Seven class days suspension from buses.
4. Ten class days suspension from buses.
5. Recommendation for permanent bus suspension.

**NOTE:** Parent notification is required for a bus suspension.

### **Actions are based on the number of offenses**

(Grades 9-12)

- First offense - warning/parent/legal guardian conference
- Second offense - three class days bus suspension
- Third offense - five class days bus suspension
- Fourth offense - seven class days bus suspension followed by a Bus Office Conference
- Fifth offense - 10 class days bus suspension
- Sixth offense - recommendation for permanent bus suspension\*

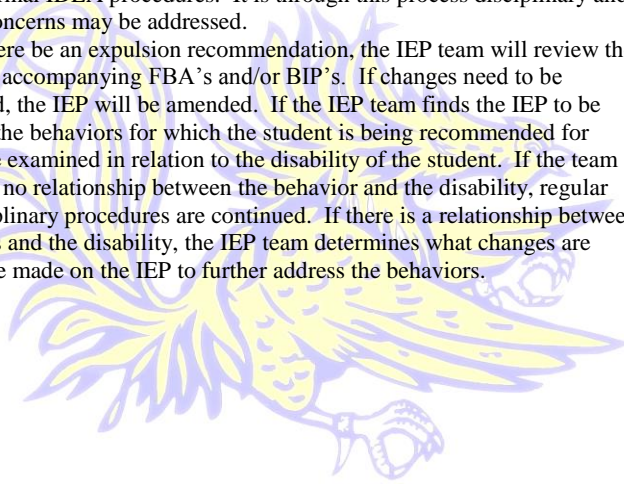
**DISCIPLINE FOR SPECIAL SERVICES STUDENTS:**

All students are expected to adhere to the discipline policy approved by the Board of Trustees. Students with disabilities are also under the same regulations, with the exceptions as described in the Individuals with Disabilities Education Act (IDEA'04). This is the federal law that governs the placement and service of students with disabilities in the schools.

It is recognized that local educational agencies must be able to discipline all children, including children with disabilities. IDEA'04 specifically addresses discipline in the regulations of this law.

As previously stated, whenever a school district believes that a child's educational program or placement needs to be reviewed and/or revised, the Individualized Education Program (IEP) and placement may be amended following normal IDEA procedures. It is through this process disciplinary and behavioral concerns may be addressed.

Should there be an expulsion recommendation, the IEP team will review the IEP, and any accompanying FBA's and/or BIP's. If changes need to be accomplished, the IEP will be amended. If the IEP team finds the IEP to be appropriate, the behaviors for which the student is being recommended for expulsion are examined in relation to the disability of the student. If the team finds there is no relationship between the behavior and the disability, regular district disciplinary procedures are continued. If there is a relationship between the behaviors and the disability, the IEP team determines what changes are required to be made on the IEP to further address the behaviors.



## ***ALMA MATER***

***Hail to thee, dear Sumter High,  
Sing thy praises clear  
Lift forth thy children to the sky,  
Who hold thy mem'ries dear.  
Cry out to all who come thy way,  
Inspire them to achieve.  
And light their future ever bright  
Before thy halls they leave.  
So, hail, to thee dear Sumter High,  
Alma Mater true,  
With hearts joined now in unity,  
We pledge ourselves to you.***

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