



2021 - 2022

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Guidance	Teams 1/2	Douglas Brister
	Teams 3/4	Tracy Woodson
Career Development Facilitator		Eleanor Bain
Athletic Director		Michael Maus

This handbook contains the Byrnes Freshman Academy's rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this booklet is an unacceptable reason for students not following the rules. If there are any questions, please discuss them with your principal, counselor, or parent. The administration of the Byrnes Freshman Academy reserves the right to amend any portion of this handbook.

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Every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for knowing and following updates and changes.

Letter from the Principal

Dear Students and Parents,

Welcome to James F. Byrnes Freshman Academy. You are officially a high school student, and we are delighted to have you join the “Rebel” family! Our mission is to provide all students with fundamental steps to successfully transition into high school by maximizing student potential. With a strong foundation in the first year of high school, students can reap the rewards of graduating in four years from one of the best performing schools in the state.

We are committed to helping you achieve your academic goals. Our strong yet supportive teachers, administrators, and staff will provide you the opportunity to reach new heights. Please use this unique Academy experience to flourish socially and academically. Our smaller setting will enable you to better interact with your peers, teachers, and support staff. It also allows us a better opportunity to monitor your progress as a student. Each student will be housed within one of four teams. Each team will work and coordinate lessons and activities within each team.

Please use this student handbook as a tool to monitor your progress. All state requirements from attendance to graduation requirements are identified in this handbook. Rules and procedures for daily routines and student regulations are listed.

High school prepares young adults for real life opportunities. With increased opportunities comes increased pressure to excel and be successful. BFA has high academic standards and expectations for our students. All of you can and will be successful with hard work and determination. Please know that we will work with parents, students, and our community to provide the best learning environment for all students. We can all achieve great success when we all work together. We wish you nothing but the best as you embark on a great high school experience.

Sincerely,

Neel Edwards
Principal

SCHOOL INFORMATION AND PROCEDURES

District Five Mission Statement

The mission of School District Five Schools is to provide every student quality educational experiences in a safe, nurturing and engaging environment.

James F. Byrnes Freshman Academy Mission Statement

The mission of the James F. Byrnes Freshman Academy is to provide the fundamental steps for successful transition into high school and encourage life-long learning by maximizing student potential through a variety of educational and social opportunities to meet the needs of all students presented in a culturally positive, emotionally safe, and physically secure environment.

James F. Byrnes Freshman Academy Belief Statements

We believe that:

- We must educate all students because education is necessary for personal success and healthy development;
- Learning must be rigorous, relevant, and life-long;
- We can empower all students to take an active role in a personalized learning experience while holding students accountable for their choices, actions, and learning;
- Career education leads to motivated, productive individuals; Positive attitudes are contagious;
- The freshman academy is an essential step to the successful completion of high school;
- Small learning communities create an environment that fosters school pride, loyalty, and ownership;
- Parents and the community must be involved in the educational process;
- The personal character and social development of students can and must be fostered at school;
- People learn in a variety of ways, recognizing that there are multiple intelligences; and
- Diversity with teamwork creates and strengthens a healthy community.

James F. Byrnes Freshman Academy Vision Statement

We envision a successful student career at the James F. Byrnes Freshman Academy will:

- Promote academic excellence and personal achievement through a challenging curriculum and character development;
- Create a positive culture and a safe and secure environment;
- Provide superior educational opportunities that will maximize student potential;
- Prepare students to successfully transition to tenth grade by maintaining a close connection with the spirit and activities at the senior high school;
- Prepare students to make informed decisions about career opportunities by exposing them to a variety of college and career pathways;
- Establish a sense of pride about self, others and community; and
- Prepare students to be lifelong learners who demonstrate good citizenship.

Alma Mater

*'Neath these Carolina skies
On Earth's fairest land,
Here our alma mater lies
Held in God's own hand.
May His blessings keep thee safe
May Thy children be
True to these ideals we've learned
James Byrnes High, from thee.*

Chorus

*To our alma mater bring songs of love and praise;
Grateful hearts will not forget happy high school days....
Rally 'round the grey and blue! Sound the rebel cry!
Loyal sons and daughters true of James F. Byrnes High.*

2021-2022 School Calendar

August 12	Meet the Teacher
August 16	First Day for Students
September 6	Labor Day Holiday
October 20-21	Mid-term exams 1 st nine weeks
October 21	End 1 st nine weeks
October 25	Report Cards Issued
November 2	Election Day Holiday
November 24 - 26	Thanksgiving Holidays
December 1 - 10	End-of-Course Exams
December 16 – 17	Final Exams Semester 1
December 20 – 31	Winter Holidays (Teachers and students)
January 1	Winter Holidays (Teachers and students)
January 3	Staff Development Day
January 4	Students Return
January 11	Report Cards Issued
January 11	Spring Open House
January 17	Martin Luther King, Jr. Holiday
February 14	Staff Development Day
March 21 - 22	Mid-term exams 3 rd nine weeks
March 22	End of 3 rd nine weeks
March 24	Report Cards Issued
April 4 – 8	Spring Holidays
May 5 - 20	End-of-Course Exams
May 23	Awards Day
May 25 -26	Final Exams Semester 2
May 27	Last Day for Students/End of 180 th Day
May 30	Memorial Day Holiday
May 31	Staff Development Day
June 3	Report Cards

Bell Schedule

Activity	Clock
1 st Period	8:10 – 9:48
Transition	9:48 – 9:53
2 nd Period and BFA News	9:53 – 11:36
Transition	11:36 – 11:41
3 rd Period and Lunches	11:41 – 1:43
1 st Lunch	11:41 – 12:06
2 nd Lunch	12:30 – 12:55
3 rd Lunch	1:18 – 1:43
Transition	1:43 – 1:48
4 th Period	1:48 – 3:25

Power Hour Bell Schedule

ACTIVITY	START	END	DURATION
First Period	8:10	9:40	90 minutes
Transition	9:40	9:45	5 minutes
Second Period	9:45	11:15	90 minutes
ILT/Lunch	11:15	12:15	60 minutes
Transition	12:15	12:20	5 minutes
Third Period	12:20	1:50	90 minutes
Transition	1:50	1:55	5 minutes
Fourth Period	1:55	3:25	90 minutes

School-Wide Testing

EOC – End-of-Course Exams

1st semester – December 1 - 10

2nd semester – May 5 - 20

Counts 20% of final grade

AP Human Geography – May 4

Semester Exams – last two days of each semester.

No one may take a semester exam early.

1st Semester: 3rd/4th Exams – Dec. 16

1st/2nd Exams – Dec. 17

2nd Semester: 3rd/4th Exams – May 25

1st/2nd Exams – May 26

Messages for Students

Students will be called during the last five minutes of the day to pick up messages in the office. Only emergency messages from parents will be communicated to students. **Please note that the Byrnes Freshman Academy administration CANNOT guarantee that students receive messages.**

Assignments for Students Who are Absent

Parents and students are encouraged to access teachers' web pages or email teachers directly to request assignments. Requests for assignments can also be made to the main office receptionist by 9 a.m.

Assignments will be ready for pick up the following day between 3:30 and 4:30 p.m. in the main lobby.

Textbooks

Students are given textbooks for use during the school year. These textbooks are on loan and are the students' responsibility while checked out to them. Students will be required to pay the full replacement cost for the textbook if lost or damaged. Any damage to the bar code will result in a \$10.00 replacement fee for the bar code **unless** the textbook has been damaged which will result in the student being assessed the full replacement cost for the textbook.

I.D. Cards

Students will purchase an I.D. card for \$5.00 upon initial enrollment each year. Students must wear their I.D. cards on a lanyard around their neck while on campus. Failure to have ID cards visible will be handled per the student handbook. **Replacement cards can be purchased before/after school or during Power Hour for \$3.00.** Lanyards will be available to purchase for \$3.00. Sleeves are available for \$2.00

Lockers

Students are not allowed to use an unassigned locker they have not paid for. Students are not allowed to share lockers. Students who share lockers will receive ISS for first offense and possible suspension on subsequent offenses.

Lockers (including locks) for the school year cost each student \$5.00 (**no refunds**). **No personal locks** may be used for school lockers, and school policy prohibits students sharing lockers or giving their combinations to others. Only school administrators can authorize students changing lockers.

Students are responsible for damage to their lockers. Students having problems should check with the office.

Locks and lockers are the property of Byrnes Freshman Academy and are subject to periodic inspection by the administration. Lockers may be opened by school administrators without students' consent.

Cafeteria Routines

1. Each student will be assigned an account. In order to keep track of these accounts, each student will be issued a bar coded personal identification card.
2. Students without ID cards will be required to wait until all others have been served. If the picture on an ID card does not match the face or if it is not the current year, the card will be confiscated.

3. The school can accept daily either cash or a prepaid amount (ranging from weekly, monthly, by semester, or yearly). Payments can be made in the morning before school or in the last 10 minutes of each lunch period. Online payments are also available. Parents can prepay for students' lunch by creating an online account at www.k12paymentcenter.com.
4. Students may use cash to pay for a meal at the end of each line.
5. The following Meal prices are in effect:
Breakfast: \$ TBD Lunch: \$ TBD
 For information on the free and reduced meal programs contact the school office, or call District Five Administrative Offices at 949-2350.
6. No food or drinks may be taken into classroom areas unless special permission is obtained from the administration. No plastic cafeteria trays will be allowed outside.
7. Students are expected to keep their eating areas clean of trash. Students who fail to do so will be handled under the discipline code.
8. Do not leave pocketbooks or book bags on tables to save tables.
9. Carry only one tray through the line
10. Do not deposit gum on plates, tables or chairs.
11. Students are not to have food delivered to school from a public eating establishment.
12. Students are not allowed to loiter in the hallways outside the cafeteria during lunch.
13. Only the parents or guardian of students are allowed to eat lunch with them. Permission must be obtained from an administrator prior to attending.

Clearing the Building

For cleaning and security reasons, among others, students must clear the building by 3:35 p.m. each day, unless they are under direct supervision of a teacher or administrator. Students should establish daily prearranged times for transportation so they will not need to use the office phone. **Only students who are under direct supervision of a teacher are allowed to remain past 3:35 p.m.** No students should re-enter any building after 3:35 p.m. without permission. Students who choose to disregard this request will be subject to disciplinary action. No students should be in the gym or gym areas unless under the direct supervision of a coach.

Parent/ Guardian Communications

Parents and guardians may receive the following types of communications from administrators, teachers, and other staff members: phone calls, notes, letters, post cards (only positive, non-confidential information), and email. School personnel need current phone information (home, cell, and work numbers) and address information (home and Internet) from parents and guardians in order to foster success for students. Parents are encouraged to access teachers' web pages, the Parent Portal and/or email teachers for information: <http://www.spart5.net/jbfa>.

Professional Qualifications

As a parent of a student at the Byrnes Freshman Academy, you have the right to know the professional qualifications of the teachers and instructional assistants who instruct your child. Professional qualifications include:

- Licensing criteria for the grade level/subject areas in which instruction is provided.
- The baccalaureate degree major.
- The qualifications of teacher assistants, if the child is provided instructional services by them.

A parent who wishes to inquire about the qualifications of his/her child's teacher or instructional assistant should make a written request to the school principal. The inquiry may address only the qualifications listed above.

Inclement Weather Policy

In the event of inclement weather, students/parents/guardians should check the local television and radio stations for information regarding school closings and delays. The media should have applicable information by 6 a.m.

Media Policy

Occasionally, our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast transmission, and/or electronic display by the news media or school and district officials. All releases will be performed in accordance with school district policy and privacy laws. As such, only directory type information will be provided. This information includes name, school, grade level, teacher, participation in officially recognized activities, etc. If you have any questions or concerns, please contact your school principal.

GUIDANCE

Guidance Staff

Teams 1 & 2	Douglas Brister
Teams 3 & 4	Tracy Woodson
Career Development Facilitator	Eleanor Bain
Guidance Secretary	Lynn Sellers

Guidance Office and Career Center

1. Students need to obtain a pass from a teacher or administrator before going to guidance. If a counselor is unavailable, students may sign a counselor appointment request slip and their counselor will send for them as soon as possible.
2. Parents, guardians, teachers, or administrators may request that a counselor see a student.
3. The Career Center, located across from Guidance, is open from 7:40 A.M. – 3:55 P.M. Please check in with the Guidance Office if you are not accompanied by a classroom teacher.

Homebound Instruction

Parents of students who require homebound instruction need to contact your student's Guidance Counselor for a homebound form and to discuss homebound procedures. Depending on the duration and the restrictions listed by the doctor on the approved homebound form, it is possible that students **may not be able to earn credit in courses** such as physical education, ROTC, business education, RD Anderson, fine arts, technology and lab science courses.

South Carolina Diploma Requirements

Effective March 24, 2006 – SC State Board of Education: Each student must earn a total of 24 prescribed units of credit or fulfill all of the requirements for a local diploma (RATE) to participate in the commencement exercises. The requirements are distributed as follows:

Subject	Unit Requirements
English/Language Arts	4 units
Mathematics	4 units
* Science	3 units
US History & Constitution	1 unit
Economics	½ unit

US Government	½ unit
Other Social Studies	1 unit
Physical Education or JROTC	1 unit
Computer Science	1 unit
Career and Technology or Foreign Language	1 unit
Core Units	17 units
Electives	7 units
Total units	24 units

Please refer to the current Course Catalog for Higher Education requirements.

*** Student must take and pass Biology 1 or Biology 1 Honors as one of the three required science units.**

Minimum Course Load

Freshmen, sophomores, and juniors are required to take 8 courses each year. Seniors are required to take 7 courses per year. SCC dual credit courseware counted as one course per class period for minimum course level requirements.

Student Rank in Class

Students will be ranked with the class in which they enter high school. Students graduating early will be ranked as members of the senior class. **Students will not receive their first official class ranking until the conclusion of their ninth grade year.**

*The uniform grading scale and system for GPR and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school.

*The formula will yield each student's GPR, which can then be ranked from highest to lowest in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking.

$$\text{GPR} = \frac{\text{sum (quality points X units)}}{\text{sum of units attempted}}$$

*A weighted system is used for determining class rank. A student's rank in class is determined by cumulative GPA based on the following grade conversion scale:

Average	Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

0-50	F	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

Student Honors

All end-of-year honors dependent upon class rank are calculated based on GPA in accordance with the South Carolina Unified Grading Scale.

Valedictorian and salutatorian: Calculation for naming the valedictorian and salutatorian will not be determined until the final semester of the senior year.

Honor Graduates: Those students who are in the top 10% of the graduating class (number based on 45-day enrollment) at the end of first semester of the senior year.

Junior Marshals: The calculation for naming junior marshals will be determined at the end of first semester of the junior year.

In order to be ranked for honors, students must have been in attendance at Byrnes for two semesters with the exception of valedictorian and salutatorian which require three semesters of attendance.

Spartanburg County Scholars Academy*

*Scholar's Academy Graduates will be included in the overall class rank at Byrnes High School, but will not be eligible to be recognized as Byrnes High School Valedictorian, Salutatorian, Marshals, or Ushers. They may be recognized as Scholar's Academy Honor Graduates and receive all other appropriate rights and privileges due to their class rank. The college credit hours earned in the Scholar's Academy may or may not transfer to other institutions of higher education. Applicants should research institutions of higher education to determine acceptance of these hours of credit.

In the event of a situation not covered by this procedure, the administration will determine proper procedure.

Spartanburg County Early College*

*Spartanburg County Early College Graduates will be included in the overall class rank at Byrnes High School, but will not be eligible to be recognized as Byrnes High School Valedictorian, Salutatorian, Marshals, or Ushers. They may be recognized as Early College Honor Graduates and receive all other appropriate rights and privileges due to

their class rank. The college credit hours earned in the Early College may or may not transfer to other institutions of higher education. Applicants should research institutions of higher education to determine acceptance of these hours of credit.

In the event of a situation not covered by this procedure, the administration will determine proper procedure.

Privacy of Student Records

Personally identifiable student records are not open to public inspection. Any member of the general public desiring to inspect student records must obtain the written consent of parents, legal guardians, students of legal age, and post-secondary students whose identifiable information appears in such records. Any questions concerning student records should be addressed to the school principal.

The revised **Family Rights and Privacy Act became a federal law in December 1974**. This law is designed to protect the accuracy and privacy of student educational records. With reference to this law, please note the following:

1. Parents and eligible students (18 and older) have the right to inspect and review the students' educational records. Parents or eligible student have a right to request that a school correct records which they believe to be inaccurate or misleading. All requests should be made in writing to the school principal or other identified school official. The school official will make arrangements and notify the parent of the time and place that the records may be inspected. Upon request, records will be released to other schools to which the student is transferring.
2. Parents and students may request that records be released to other schools where students are transferring.
3. Officials of Byrnes Freshman Academy may release without consent the following kinds of directory information contained in students' educational records: name, sex, race, address, telephone listing, date and place of birth, dates of attendance, number of days absent, participation in officially recognized activities and sports, weight and height (if member of an athletic team), degrees and awards received, and the most recent previous educational agency or institution attended. Parents or students who do NOT want this information released must submit a written request to the Principal.
4. Definition of school official shall be any person employed by Byrnes Freshman Academy as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement personnel), a person serving on the school board, a person with whom the school has contracted to perform a specific task.

Change of Address

Please inform the Guidance Office if you change your address. Phone numbers or emergency contact phone numbers may be updated through InfoSnap.

Withdrawal Procedures

Students withdrawing from Byrnes Freshman Academy need to follow the procedures listed below to facilitate a smoother transfer to another school. **You must withdraw before enrolling in another school.**

- Report to the guidance office before 8:00 a.m. on the last day of attendance.
- Bring a parent with you. A parental signature is required (all circumstances) on the withdrawal form.
- Carry the withdrawal form to each class so that your subject teachers can include withdrawal grades.
- Return all books/materials to subject area teachers and clear all library and cafeteria fees.

Return to the guidance office **before 2:30 p.m.** to complete the withdrawal process.

Drop-out and Return

Students who withdraw, drop-out, or are dropped during first semester and re-enroll second semester will be scheduled into available classes.

Promotional Policies

Students will not move up to the next homeroom level if they do not meet the requirements. Requirements for promotion are based on the following:

Grade 10:	5 units including 1 of English, and 1 math
Grade 11:	11 units including 2 of English, 2 math courses, 1 science, and 1 social studies
Grade 12 and 4th year students:	16 units and be enrolled in all courses required to graduate

ATTENDANCE

NOTE: Attendance is taken in each class. To receive credit in each class, you must be present in each class the required minimum number of days.

PERFECT ATTENDANCE

Perfect attendance at BFA is calculated by class. If a student misses enough time out of any class period then the student is counted absent in the class, even medically excused, then that one class would nullify a perfect attendance record.

State Board Regulations for Attendance

Attendance policies and procedures at the Byrnes Freshman Academy are designed to incorporate South Carolina State Board of Education regulations. The unlawful absences pertaining to truancy are cumulative for the entire school year (180 days).

State Board Regulation: 43-274.

Student Attendance

A. Lawful and Unlawful Absences: School districts must adopt policies to define and list lawful and unlawful absences.

1. Lawful absences include but are not limited to
 - a. absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others
 - b. absences due to an illness or death in the student's immediate family

- c. absences due to a recognized religious holiday of the student's faith, and
 - d. absences due to activities that are approved in advance by the principal
2. Unlawful absences include but are not limited to
 - a. absences of a student without the knowledge of his/her parents, or
 - b. absences of a student without acceptable cause with the knowledge of his/her parents
 3. Suspension is not to be counted as an unlawful absence for truancy purposes.

B. Truancy: The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

1. Truant: A child ages 6-17 meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A "habitual truant" is a child, ages 12-17, 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. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan and documentation of noncompliance must be attached to the truancy petition asking for court intervention.
3. Chronic Truant: A "chronic truant" is a child 12-17 years 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. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as the written recommendation for the school to the court on action the court should take.

Interventions for Problematic Attendance

To encourage and assist students in attending school regularly, the school administrator or his/her designee will implement the following intervention procedures.

1. A computerized system will call parents whose students are absent from school. Please be diligent in updating phone information in order to receive the calls.
2. The attendance clerk will send a letter to parents:
 - a. On the 2nd absence (excluding Type I absences)
 - b. On the 5th absence (excluding Type I absences)
3. Teachers will contact parents on students' 3rd absence from courses.
4. An administrator will call the parents of students who have been absent five days (excluding Type I absences). An administrator or her designee may require a School Intervention Team meeting with the parent/guardian and student (when appropriate).
5. An administrator will monitor attendance of students who are denied credit during a previous year. On the third absence in courses of the current year. An administrator will hold conferences with students.
6. Continued absenteeism will be referred to the juvenile justice system.
7. An administrator will compile information on students who are dropped from enrollment. These recommendations will be sent to the attendance supervisor; he/she will make contact with the students and the Middle Tyger Community Center. Results of this contact will be communicated to their counselor.

Requirements for Attendance

Students are expected to attend school regularly. Requirements for attendance are 42/45 days in a 9-week course, 85/90 days in an 18-week (one semester) course. Students in diploma, RATE, or certificate programs must all meet these same requirements. Students must be in class one hour to receive credit for the class.

Maximum Allowed Absences

The SC legislature mandates that credit for courses be denied if students' absences exceed the following limits (3 or 5):

- More than 3 (Type II & Type III) absences in nine-week courses
- More than 5 (Type II & Type III) absences in 18-week or one semester courses

Returning From an Absence

On the day students return to school, they must present the main office with documentation for Type I absences and signed parent notes

(written on District Five absence forms located on the school web page) for Type II absences. The Byrnes Freshman Academy administration reserves the right to determine the authenticity of all notes, letters, and other documentation submitted for absences.

Students have three school days to submit documentation and notes. The classification of absences is UNLAWFUL (unexcused) without these items.

First period teachers are responsible for collecting notes from students.

Written requests for special consideration can be submitted to the principal in cases of extenuating circumstances. Attendance appeals will not be considered until the end of the grading period and must be completed within two weeks after report cards are issued.

TYPE I ABSENCES

- Do **NOT** count toward the maximum allowable absences for courses (3 or 5)
- Excused/lawful
- Permission to make up work

Type I Absences:

Bereavement/Funerals*	Documented with obituaries or funeral service programs
*Immediate Family Members	
Chronic illness	Documented with parent note within 3 days stating absences were due to chronic illness
College/Military Visits	Documented with official letters
Court Dates	Documented with court papers
Extraordinary circumstances	Written request by parents or guardians must be approved by the Principal (in advance, if possible)
Field Trips	Documented by teachers
Homebound	Documented by homebound teachers and guidance counselors
ISS	Documented by principals
Medical/Dental Appointments	Documented on official stationery from certified health professionals (The student must be the patient)
Out of Classes for Testing	Documented by teachers
Religious Activities	Documented by official letter (required approval by the Principal prior to event)

TYPE II ABSENCES

- DO count toward the maximum allowable absences for courses (3 or 5)
- Excused/lawful
- Permission to make up work
- Three school days to submit parent notes

Type II Absences:

Parent Notes: The official absentee form is located on the web site, in the back of the Student Handbook, and from the Attendance Office.

Parent notes must include:

1. Current date
2. Full names of student
3. Grade level of student
4. Dates of absences
5. Reasons for absences
6. Phone numbers where parents/guardians can be reached to verify notes
7. Signatures of parents/guardians

TYPE III ABSENCES

- DO count toward the maximum allowable absences for courses (3 or 5)
- No permission to make up work
- Unexcused/unlawful

Type III Absences:

Any absences that do not fit either of the above two categories. Examples are absences without parent notes or other required documentation, cases of students skipping/cutting classes, students leaving campus without permission, etc. These unlawful absences will be referred to the school administration for appropriate disciplinary action.

Early Dismissal from School or Class

If a student should need to leave school early for any reason, he/she should bring a note containing the following information:

1. Current date
 2. Student's full name
 3. Student's grade level
 4. Time to be dismissed
 5. Specific reason(s) for dismissal
 6. Phone numbers where parents/guardians can be reached to verify notes
 7. Signatures of parents/guardians
- ♦ All requests must be presented to the first period teachers as soon after the 8:10 a.m. bell as possible.
 - ♦ **Students who leave campus early must go to the attendance office and sign out. Students who fail to sign out will be given Principals' Detention.**
 - ♦ Times for early dismissals should coincide with the beginning or ending of a class period **to reduce instructional disruptions.**
 - ♦ **Students with an early dismissal note will need to sign out in the Attendance Office.** No student will be allowed to leave or return during a class period without a medical appointment or without a parent coming to the office to sign the student in or out. Parents are requested to sign students in/out only at the end of a class period.
 - ♦ Administrative approval will be required for early dismissals/late arrivals that do not meet the above criteria.
 - ♦ **Parents Who Want to Sign Students Out During Lunch and Return to School the Same Day:** Parents/guardians must go to the Front Office and sign out students. Parents/guardians must also sign students back in when they return to school. Parents/guardians must present an ID to dismiss a student from school.
 - ♦ **Students with medical appointments may sign themselves out and return with a medical note.** They must check in at the Attendance Office.
 - ♦ All exceptions must be cleared with the administration.
 - ♦ Students who are 18 or older will not be allowed to leave campus without parental permission.

Credit Denial Due to Insufficient Attendance

The grade level administrator will review each attendance situation at the end of the course. When extenuating circumstances arise, the grade level administrator will determine if credit will be granted. (The establishment of rules and regulations defining lawful and unlawful absences is based on the SC State Board Regulations for Attendance.)

Saturday Recapture

Saturday Recapture is a program designed to assist students who have used more than the maximum allowable absences in SC public schools.

This program can only assist those students who have exceeded the limits by narrow margins. Students may recapture 2 class periods for each block. There is a \$10 charge for each class period recovered by students in this program. Principals and counselors can provide additional information. Tentatively, recapture days for the 2021-2022 school year are scheduled for: **Dec. 4, 2021, Dec. 11, 2021, April 16, 2022, May 7, 2022, and May 21, 2022.** These Saturday recapture days for the 2021-2022 school year will be publicized prior to the schedule dates.

Make-Up Work

Students are responsible for making up work in class due to missed class time. Students must request make up work from teachers but not during class time (students may view the teachers' web pages, email teachers, or see the teachers before/after school). **Only in lawful (excused) or out-of-school suspension cases will students be allowed to make up missed work.** All other absences will result in zeros for missed work. **Students must make up all class assignments within 5 days return from lawful absence.**

South Carolina Virtual School Program

Spartanburg County Virtual School Program

At Byrnes High School, students may enroll in virtual courses through the South Carolina Virtual School or Spartanburg County Virtual School. If a student and his/her parent(s) desire information regarding virtual schooling, available online courses, and enrollment procedures, they should meet with a guidance counselor to discuss the application process and course selection.

*Full-time virtual school students as well as students who have earned more than 8 credits will be included in the overall class rank at Byrnes High School, but will not be eligible to be recognized as Byrnes High School Valedictorian, Salutatorian, Marshals, or Ushers.

Tutorial Assistance

Each academic department offers extra help to students before and after school. Please contact the teacher directly to receive more information about the time and place for scheduled tutorial sessions. The Byrnes Freshman Academy does not maintain a list of tutors.

HEALTH SERVICES

Health Plans

South Carolina law (Section 59-63-80 and 59-63-90) requires school districts to inform parents and/or legal guardians of the rights of students with special health needs. Students who qualify for services related to Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA), and/or homebound regulations may be entitled to an Individual Health Care Plan. For additional information about Individual Health Care Plans, you may contact your school nurse or the District Health Services Coordinator. The following websites will supply additional information as well:

Section 504 of the Rehabilitation Act of 1973
<http://www.ed.gov/print/about/offices/list/ocr/504faq/html>

Individuals with disabilities Education Act and/or Homebound Services
www.myschools.com

Administration of Oral Medications

Prior to administering any oral medication prescribed by a physician, the following procedures must be followed:

1. A signed and dated statement from the prescribing physician or prescription bottle giving specific information concerning the medication administration must be on file. Adjustment in previously prescribed medications will be accepted over the telephone.
2. A written statement from the parent or guardian must be on file outlining the medication, time of administration, and dates to be administered.
3. The prescribed medication, the physician's statement (prescription bottle), and the parental statement must be delivered to the school nurse or district health official.

Diseases

In accordance with the SC Exclusion Law for Communicable Diseases, SC Code Sections 20-7-2980, 44-1-140, and 44-29-10, District Five Schools provides a list of the conditions requiring exclusion from school. This list is located in each school office for the community.

Medication Regulations

1. Medication adjustments of dosage, such as Ritalin, may be taken over the telephone from the physician by the district health coordinator or school nurse.
2. Any oral non-prescriptive medication, such as Tylenol, aspirin, toothache medication, or cough syrup, will not be administered by any school personnel or volunteer on school property without a prescription.
3. No ointments, or lotions, such as Calamine or Caladryl lotion, etc., will be applied by any school personnel or volunteer on school property.
4. Topical antiseptics and cleansers, such as alcohol, peroxide, etc. may be administered by school nurse on school property.
5. The district health coordinator and school nurse will be available to discuss any medication question with school personnel, parents, or physicians.
6. The district health coordinator or school nurse will coordinate any needed standing orders with physician and athletic staff.

Procedures for Returning Medications to Students

No medication is to be returned home, except under the following procedures.

1. The parent/legal guardian may pick the medication up from the school nurse, district health coordinator, principal or his/her designee.
2. No medication is to be returned home with students.
3. The parent/legal guardian will reclaim any unused medications within one week of the termination of treatment or by the last day of school.
4. The school will destroy any unused medications after this time.

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed. The school district retains the discretion to reject requests for assisting students with medication.

Sickness or First Aid

If a student becomes ill at school, a school official will notify the parent/guardian and ask that the student be picked up by a responsible adult. This will be a parent absence unless a medical note is received. Students may remain out of class one period, after which they will be required to return to classes or go home. Students who become ill at school may use the health room as a holding area for one class period.

MEDIA CENTER

Media Center Procedures

- 1. The media center is open from 7:30 a.m. until 3:55 p.m.**
- 2. A student coming to the media center must arrive with a pass and sign in upon arrival. There should be one name on each pass, and the pass should be signed by a teacher and not by a substitute teacher.**
- 3. Students must present a school ID card to check out media center materials. For security reasons, THERE ARE NO EXCEPTIONS TO THIS RULE.**
- 4. Books should be returned to the Book Return box by the due date or renewed to avoid fines.**
- 5. A book is checked out of the media center for a period of 2 weeks and may be renewed for the same length of time unless it has been requested by another student. Ten cents per school day is charged for all books not turned in by the due date. Report cards will be withheld from students who have overdue books or fines. Students will not be allowed to register for the new school year until fines are paid and books returned. Overdue and fine notices will be sent to individuals at regular intervals. Failure to receive an overdue notice does not relieve students of the responsibility of paying the fine.**
- 6. The Media Center provides an environment for reading and research. The same rules of discipline apply in the media center as for classes.**

7. **Students should take care of library materials. Students are expected to pay for lost or damaged books.**
8. **Students who have a signed acceptable use permission form may use the Internet for school assignments.**
9. **While we must have rules to maintain an environment for academic work, I welcome each student to use and enjoy the media center as often as possible.**

District Issued Mobile Device

- * Students are responsible for the general care of their school issued device and should not loan their device or charger to others.
- * Devices must remain free of any writing, drawings, stickers, or labels that are not the property of District Five. Students must not remove any district applied labels from the device.
- * Students should never leave their device in any non-secure location, such as an unlocked locker, car, or any unsupervised areas where theft can occur. Do not leave the device in a hot or cold vehicle as this can cause damage as well.
- * Students are responsible for keeping their devices battery charged and bringing them to class each school day.
- * Failure to appropriately use the device and/or violation of district policies will result in suspension of computer privileges and disciplinary action.
- * Malfunctioning or damaged devices must be reported to the teacher. A lost device must be reported within 24 hours. If the device is not recovered, parents will be responsible for the replacement cost of the device.
- * Students must return the device and power cord when transferring or withdrawing.

The complete District Issued Mobile Device agreement can be found on the district website under the technology department.

Internet Acceptable Use Policy

1. Students must get permission from a media specialist or supervising teacher before using the Internet.
2. Students must use the Internet for legitimate educational purposes only.
3. Students must not access any material in violation of school regulations.
4. Students must not attempt to print out or download files without pre-approval by a media specialist or technology coordinator.
5. Students coming to use the Internet from a class must have a teacher's pass with the stated Internet assignment.
6. Students who violate the **Acceptable Use Policy** will lose privileges for the remainder of year and will be subject to appropriate disciplinary action.

The Acceptable Use Policy (AUP):

1. Prohibits the destruction of computer equipment, removal of mouse balls, mice, etc.
2. Prohibits the downloading of any files unless approved by the technology coordinator (this includes files with .exe extensions, Instant Messengers, etc.)
3. Prohibits the viewing and/or printing of materials with reference to sexually explicit or profane behavior
4. Prohibits using special logins, such as for Technology class, in another class situation

Consequences:

1. Termination of student's use of computers , which might affect grades if the class requires computer usage
2. Additional disciplinary measures (Principal's Detention, ISS, etc.)
3. Possible legal prosecution for severe offenses

Gmail and Schoology

All students will have a Gmail account through which they will also be able to access Schoology, a learning management system that many teachers use to communicate classroom content and assignments.

Instructions on how to access each are below.

How to Log into Gmail and Schoology

1. Log on the computer with the following information:
Username: bfastudent
Password: student

2. Open Google Chrome
3. Log into Gmail with the following information:
Username: 1st initial and last name + last 3 digits of student ID + d5live.net
Password: sd5 + last 5 digits of ID
****DO NOT SAVE PASSWORD ON THE COMPUTER**
4. Click on the Google menu icon in the top, right corner (beside your name) and select the Google search icon. Type in d5live.net in the search box and Schoology should come up for you to select.

How to Log Out

1. Exit Schoology
2. Open Google
3. Click on "Profile" in the top right.
4. Select "Sign Out" (bottom right)

PowerSchool Parent Portal

Parent Portal is a web-based program that is assessable to both parents and students via a secure login through a web browser at <https://ps.spart5.net>. For families with more than one child in the District, a separate parent username and password will be provided for access to each child's information. The parent/guardian ID and password may be obtained by the parent/guardian at student registration, open house, or in the Guidance Department.

Parents/guardians will need to obtain the login information in person with picture ID in order to maintain security.

Parent Portal allows parents to see the following:

- Students' schedule.
- Student's attendance.
- Any grades entered into the teacher's grade book.
- Any comments entered for those grades by the teachers.
- Final grades.

PowerSchool Student Portal

Students are encouraged to check their progress and grades using the student portal. It is a great way to keep on top of assignments and tests.

PARKING AND BUS REGULATIONS

Parking Regulations

Byrnes Freshman Academy students **ARE NOT ALLOWED** to drive to school or park on campus.

Bus Regulations

- ◆ **All bus riders must report to the bus ramp immediately after the dismissal bell.**
- ◆ Only students riding the bus may be on the bus ramp.
- ◆ **Students are not allowed to ride any bus other than their assigned bus. Bus riders may not have another student ride the bus home with them.**
- ◆ Any act endangering the safety of private citizens/property will result in immediate dismissal.
- ◆ Referrals from bus drivers will be handled according to the published bus discipline rules for the Byrnes Freshman Academy.

Bus Discipline Code

LEVEL I: Disruptive Conduct

- | | |
|---|---|
| 1. Misbehavior at the bus stop/ramp or on the bus (depending on the severity) e.g. horseplay, standing on the bus, etc. | <u>1st Offense:</u> A written warning will be given by school administration. |
| 2. Loading/unloading bus at an unauthorized stop without permission. | <u>2nd Offense:</u> A bus suspension of 3-5 days (depending on severity) will be imposed and parental contact made. |
| 3. Possessing bottled or canned drinks or food on the bus. | <u>3rd Offense:</u> A bus suspension of 10 days may be imposed and parental contact made. |
| 4. Littering on the bus. | <u>4th Offense:</u> Bus privileges may be denied for the remainder of the school year and parental contact made. |
| 5. Standing, walking, or running in the bus driveway while the bus is in motion.
(Students must remain on the curb until the bus makes a complete stop) | |
| 6. Pushing and running to board the bus. | |
| 7. Leaving the Bus Ramp without permission or coming to Bus Ramp late. | |

LEVEL II: Disorderly Conduct

1. Misconduct or rude behavior at the bus stop or on the bus (depending on the severity).
2. Throwing objects out of the bus or on the bus.
3. Refusing to sit in an assigned seat
4. Excessive use of profanity or any abusive language.
5. Having body parts out of the bus door or windows.
6. Entering or exiting the bus through the emergency door.
7. Refusal to obey bus driver
8. Minor Vandalism (may result in restitution).

1st Offense: A bus suspension of 5 days will be imposed and parental contact made.

2nd Offense: A bus suspension of 10 days may be imposed and parental contact will be made.

3rd Offense: Bus privileges may be denied for the remainder of the year and parental contact will be made.

LEVEL III: Major or Criminal Offense

<ol style="list-style-type: none"> 1. Fighting. 2. Possession or use of tobacco, alcohol, or drug products or their paraphernalia. 3. Persistent uncontrollable behavior. 4. Major vandalism 5. Extortion 6. Bomb threat 7. Sexual offense 8. Theft 9. Arson 10. Defacing property 11. Any other infraction not enumerated above will be subject to the school discipline code. 12. Boarding or riding a bus while under bus suspension. 	<p>Any Offense: Bus privileges may be denied for 30 days or for the remainder of the school year. The behavior may result in out of school suspension, expulsion, restoration of property, referral to supporting agencies, notification of law enforcement, and enforcement of the of the district drug and alcohol policy.</p> <p>School discipline code will apply in addition to bus suspension</p>
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STUDENT CONDUCT

Drugs, Alcohol, and Tobacco

District Five Alcohol and Drug Policy

No student shall:

1. Knowingly or intentionally possess on school premises, school buses, or at official school functions narcotic drugs, marijuana, depressants, stimulants, hallucinogenic drugs, “look-alike”, or other controlled substances unless obtained from or pursuant to, a

valid prescription or ordered by a practitioner with the appropriate signed documentation.

2. Knowingly or intentionally possess on school premises, school buses, or at school functions beer, wine, or liquor.
3. Possess on school premises, school buses, or at official school functions prescribed medicine without reporting the fact of possession to the principal or first period teacher upon arrival at school. The amount of any prescribed medicine may be limited by the principal.

Any person who violates the provisions of Sections 1 and 2 of the foregoing paragraphs shall be suspended and the principal may recommend expulsion for the remainder of the school year or referred to a local treatment center approved by the district. Any person who violates Section 3 of the foregoing paragraphs may be suspended or expelled or be subject to such other lesser penalty as shall be determined to be appropriate.

School rules prohibit the distribution of any material, including narcotic drugs, marijuana, depressants, stimulants, or hallucinogenic drugs, uncontrolled and prescribed drugs, medicines, beer, wine or liquors at school. Violation of this rule may result in suspension, expulsion, or such other lesser penalty as may be appropriate.

Students who come to school or any school function in an intoxicated condition, or under the influence of alcohol or drugs, or conduct themselves in a disorderly or boisterous manner may be arrested for a misdemeanor under Section 16-17-530 of the SC Code, as well as be suspended and/or expelled from school.

If a student violates this alcohol and drug policy, the principal is asked to contact the parents or legal guardian and the local police and to suspend the student from school pending investigation. Any alcohol or drugs taken from a student will be turned over to the police.

Students who are addicted to or dependent upon a controlled substance may seek advice from the guidance office or administration concerning such problems and obtain treatment without fear of arrest or being reported to law enforcement authorities.

Drug and Alcohol Use

To provide for the development and safety of our students, the district is committed to a comprehensive prevention program which includes: supporting fostering abstinence of students, requiring active participation of students and staff, involving parents, and encouraging

the cooperation of collaboration of community organizations and local law enforcement agencies.

Staff members will be given clear guidelines on how they should handle cases of suspected and known drug and alcohol use. School personnel will make every effort to encourage young people who have problems with drug and alcohol use to seek help. The schools will provide referrals for treatment and counseling of children as well as their families.

Drug and alcohol use by young people is an issue for the whole community; therefore, the schools will work in close communication and cooperation with other agencies.

Smoking and Tobacco Use

Students shall not be permitted to use or to possess tobacco products or tobacco paraphernalia, including e cigarettes, while on school grounds, in the school buildings, on school buses, or during any other time that the student is under the direct administrative jurisdiction of the school, whether on or off the school grounds. **This will include all areas on or adjacent to all of District 5 properties.** Any student caught smoking in this area will be subject to the published discipline code. This policy will be in effect at any time before, during, or after school on each day school is in session. Examples of smoking paraphernalia are lighters, matches, rolling paper, and/or anything that can be used in the act of smoking. School administrators will develop procedures consistent with the discipline code of the district in order to enforce this policy (see Discipline Code). If necessary, law enforcement will be notified.

Canine Searches

To promote a safe and orderly environment, District Five Schools has contracted with the Duncan Police Department to assist with periodic, unannounced searches of the schools, school grounds, and all personal property on school grounds. The Duncan Police Department has highly trained dogs to search for a variety of contraband. Please note the following:

- ◆ All property and people (including students, staff, visitors, etc.) are subject to searches.
- ◆ Vehicles and other personal property are subject to searches.
- ◆ Inspectors are searching for illegal drugs, controlled substances, weapons, and other items of contraband.
- ◆ Law Enforcement officials will be contacted when contraband is found.
- ◆ Parents will be contacted in the event of an offense.

- ♦ Searches often result in discipline offenses for tobacco products and other less threatening items of contraband.

Sexual Harassment and Bullying

Sexual Harassment

Sexual Harassment is a form of discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of Spartanburg County School District Five that sexual harassment of students is prohibited. Any student who feels he or she has been subjected to sexual or other harassment or the parent of a student who feels that his or her child has been subjected to harassment, is encouraged to contact the school or district administration immediately.

Bullying

Bullying is a form of harassment and is defined as “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal put-downs, extortion of money or possessions, and exclusions from peer groups within the school.” Such conduct is disruptive to the educational process and is not acceptable behavior and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District-sponsored activity or event, or while en route to or from school are subject to disciplinary action up to and including suspension or expulsion.

Hazing

The district prohibits hazing by students, staff and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer or district employee will permit, condone or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive,

shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint in accordance with policy JII. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Student Regulations

1. **Should ANY electronic devices cause any disruption to the instructional process or educational setting; the behavior will be addressed through the school discipline code.**
2. **Students are NOT permitted to use headphones, earphones, ear bugs, etc., from 8:00AM – 3:25 PM, without permission from a staff member.**
2. Students may not interrupt the flow of traffic in the halls by loitering.
3. Students are not to leave school grounds during the school day without the permission of the office and their parents/guardians.
4. Skateboards are strictly prohibited on campus at all times and will be confiscated; cameras are permitted with approval from administration.
5. Students will not be excused from classes without approval of the administration.
5. Changes in students’ daily schedule will not be made without approval of the administration.
6. Students who arrive on campus prior to the 8:00 a.m. bell must remain in the designated areas. Students will go directly to first period when the bell sounds.
7. Food and/or drinks must not be out in the building. They must be consumed in the cafeteria only. Rules pertaining to the vending

area must be observed at all times. **No open drinks in building.**
The privilege of having vending machines depends on these rules being followed.

8. Fundraisers that do not meet healthy snack guidelines must be approved before being sold.
9. All visitors must have received prior approval from the administration before attending classes, etc.
10. Sales of any non-approved items on school grounds are prohibited and violators are liable for suspension from school.
11. Possession of articles with slogans, words, pictures, patches, buttons, flags, emblems or symbols that degrade human dignity are prohibited and violators are liable for suspension from school.

Tardy Policy

Tardy to School

Excused Tardies—students arriving to school with **proper** documentation for medical, dental, court appointments, etc.

*Others (see Level 1 Absences)

Unexcused Tardies—students arriving late to school without proper documentation.

Students will be given 2 excused tardies (with parent notes submitted within 3 days of the tardies) per semester. These tardies are to be used wisely (flat tires, traffic jams, and other unforeseeable events).

Students will be counted absent if they report to school after 1/3 of the period is over. Parent and health notes concerning tardies must be presented on arrival.

First Period Tardy Procedures

8:00-8:10 a.m. All Students report to first period

8:10 a.m. Students arriving after 8:10 a.m. will report directly to and sign in at the Attendance Office.

Parent Notes for Tardies

All parental notes for tardies should have the following information:

1. Current date
2. Student's name
3. Student's grade
4. Date of tardy

5. Reason for tardy
6. Signature of parent/guardian
7. Home telephone number and/or number to be used for verification (work phone number or cell phone number)

Classroom Tardies

Students who are not **in classroom when the tardy bell rings** are classified as tardy. Tardies to class will start over at the beginning of each semester.

OFFENSE	CONSEQUENCE
Tardy to 1 st and 2 nd period	10 minute lunch detention per period at the beginning of lunch on the day of the tardy
Tardy to 3 rd and 4 th period	10 minute lunch detention per period at the beginning of lunch on the next day.
Failure to attend lunch detention	ISS

Detention

1. **PRINCIPALS'** detentions are held from 3:35 until 5:00 p.m. Failure to complete the detention assignment may result in ISS or OSS.
2. **TEACHERS'** detentions may be assigned before school and after school. Teachers have latitude in determining the length of their detentions.
 - * Students will be given **24 hours notice for before school and after school detentions** so they can make arrangements for transportation.

Rules for Detentions

Students must:

- ◆ Arrive on time or they will not be admitted.
- ◆ Have school work to do or appropriate reading material.
- ◆ Stay the entire length of the assigned detention, or they are counted absent for detention
- ◆ Remain alert and quiet. Students are not permitted to talk or sleep.
- ◆ Adhere to all school rules. Detention is an extension of the regular school day and school policies and procedures are

enforced, including but not limited to cell phones, electronic devices, and dress polices.

- ♦ All purses, book bags, hats, jackets, etc. must stay beneath the desk; not on the desk top or in your lap. Only items necessary for your school work are allowed on the desk top.

Electronic Communication Devices Policy

Electronic communication devices are defined as any telecommunications device (including cellular telephones, pagers, etc.). Students may possess an electronic communication device in school under the following conditions:

- Possession of an electronic communication device by a student is considered to be a privilege which may be forfeited by any student who fails to follow school rules, board policy, or the law.
- Students may use such devices before school, during class change, during lunches and after school.
- Students may use such devices during class time for instructional purposes with the expressed permission of the teacher.
- All students must comply with the Acceptable Use Policy.
- Should a student cause a disruption to the instructional process or educational setting, the behavior will be addressed through the school discipline code according to the type or severity of the disruption.
- Students may not use electronic communication devices outside the direct supervision of a staff member while in common areas (hallways, cafeteria, restrooms, front office, guidance office, media center, lobbies) during class times.
- These devices may not be used in any area where personal privacy of others must be respected such as dressing rooms or restrooms.
- The creation of videos or pictures is not permitted without prior approval of an administrator.
- The school is not responsible for any devices that are lost, stolen or damaged while being used on school property.

Dress Code

The orderly conduct of the educational process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. The teaching staff and dress code committee of Spartanburg School District Five believe that children who have positive self-concepts tend to be better students and, consequently, better citizens when their formal education has been completed. Positive self-concepts are enhanced when students wear appropriate clothing to school. **Any style of clothing tending toward immodesty by exposure or excessive emphasis of any body features will not be considered appropriate dress for school.** The length of clothing (skirts, shorts, etc.) must be appropriate for the school setting. (As a rule of thumb, clothing should extend beyond mid-thigh.) **Students may not wear clothing with holes above mid-thigh.** Students are encouraged to take pride in their appearance with proper grooming and dress.

Hats, headwear, or sunglasses are not allowed to be worn in any buildings at the Byrnes Freshman Academy.

The following items are specifically prohibited in District Five Schools:

1. Any skin-tight clothing (yoga pants, jeggings, leggings, etc.) without an accompanying over garment that extends to mid-thigh.
2. No holes above mid-thigh that expose skin or undergarments.
3. Sagging is strictly prohibited. Under garments may not be exposed by any student.
4. Bandanas
5. Sheer or see-through blouses or shirts, midriffs, tank tops, or muscle shirts without a garment that covers the body. As a rule of thumb, shoulder straps should be at least 3 finger widths.
6. Garments with slogans, patches, buttons, flags, emblems, or symbols that degrade human dignity (Slogans and patches must be an integral part of the clothing).
7. Garments that display illegal drugs, alcoholic beverages, or tobacco.
8. Any conditions that violate the state health and safety regulations (e.g. shoes and shirts must be worn at all times in public buildings; however, the soles of footwear must not be made of material that has a possibility of causing damage to school property, such as metal heel plates, taps, cleats, etc.).

9. Any symbol or sign (including the wearing of bandanas) or colors that can be interpreted as gang related is strictly prohibited.
10. No chains or spike jewelry is permitted. Such jewelry will be confiscated.
11. No sleepwear, blankets or covering, pillows, bedroom shoes, etc. will be allowed.

Any student wearing clothing that does not meet the criteria outlined above will be warned for the first offense in addition to being required to change clothes. Subsequent violations will result in appropriate disciplinary actions as determined by the administration. **(Any clothing, symbol, or action deemed by the administration to be disruptive to the educational process may be prohibited.)**

Parents or guardians will be notified when their children have been found in violation of the dress code. Those students violating the dress code will face one or more of the following actions:

- ◆ removal from class
- ◆ requirement to immediately change clothes
- ◆ referral for disciplinary sanction

Judgment of questionable dress will be made on a case-by-case basis. **The administration reserves the right to review or modify the dress code as needed.**

Public Displays of Affection

Public Displays of Affection **are not allowed** between students at the Byrnes Freshman Academy. Any PDA will be treated as a Level II discipline offense.

Student Conduct and Discipline

The Byrnes Freshman Academy has developed a code of conduct that conforms to the State Discipline Code. The regulations apply to school activities, conduct on school bus/transportation vehicles, and all school-sponsored activities.

1. Students are not allowed to violate the rights of other students.
2. Persons entering school property are deemed to have consented to a search of their person, property, lockers, cars, book bags, or any other property.
3. Administrators have the sole discretion to modify the discipline code and designate the severity of offenses.
4. Students forfeit their privileges to attend activities outside the normal school day if they create disciplinary problems at school or extracurricular events.

5. Students may be placed on probationary status at any time during the disciplinary cycle.
6. Students who are suspended at the Freshman Academy are considered suspended at the other school as well.
7. Students and parents may appeal disciplinary actions beginning with teachers and progressing through assistant principals, the principal, and superintendent (or his designee).

Disorderly Conduct Level I

Disorderly conduct is defined as those activities engaged in by students which tend to impede orderly classroom procedures, instructional activities, or the orderly operation of the school. Examples of infractions in this category follow, but the list is not all-inclusive.

1. Arriving tardy to class less than 5 minutes
2. Being rude toward fellow students
3. Breaking in lunch line
4. Committing acts of minor vandalism
5. Disrupting class by abusing restroom use
6. Eating or drinking in class
7. Endangering others by throwing objects
8. Failing to carry student ID
9. Failure to return trays and clean up meal area
10. Possessing articles of clothing or other items with inappropriate slogans, words, pictures, drawings, or other dress code violations, etc.
11. Running in halls
12. Talking excessively
13. Using office phone without prior authorization
14. Sleeping in class
15. Failure to bring required materials to class

Teachers and staff members will use a variety of methods and techniques to modify student behaviors. Corrective measures are listed but not limited to the following:

- Verbal correction
- Seating reassignment
- Parent contact
- Parent conference
- Teachers' detention

Recurring offenses will be elevated to Level II infractions.

Disorderly Conduct Level II

Level II disruptive conduct is defined as those activities engaged in by students which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Level II offenses will be referred to grade level principals. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration reserves the right to modify the following disciplinary measures:

BEHAVIOR	1ST OFF	2ND OFF	3RD OFF
Aiding Others	ISS-OSS	ISS-OSS	ISS-OSS
AUP Violation	PD-OSS & Probation	PD-OSS/Susp AUP- Semester	PD-OSS/Susp AUP - Year
Bullying	ISS-OSS - RE	OSS - RE	Move to a level 3
Bus Violation Level I	Warning	3-5 day BS	10 day BS
Bus Violation Level II	5 day BS	10 day BS	Loss of Privilege
Cheating	PD &/or 0	1 ISS &/or 0	1 OSS &/or 0
Computer Violation	\$/1 ISS – 3- OSS	\$/ 1 ISS - 3- OSS	\$/ 1 ISS – 3- OSS
Confrontation/ Altercation	Possible Probation 1 ISS - 3 OSS	1 - 3 OSS Probation	3 - 5 OSS
Contraband	ISS-OSS		
Counterfeit/ Forgery Level II	1 ISS	1 OSS	3 OSS
Cutting Class	1 ISS	1 ISS	1-3 OSS Probation
Cutting School	1 ISS	1-3 ISS	1-3 OSS Probation
Defibrillator	OSS - RE	OSS - RE	Move to a level 3
Dishonesty	PD	1 ISS	1 OSS
Disrespect	1 ISS	1 OSS	1 - 3 OSS
Disrupting Class	PD	1 ISS	1 - 3 OSS
Dress Code	See Student Handbook Warning Change clothes	1 PD Change clothes	1 ISS Change clothes
Excessive Noise	PD	ISS	1-3 OSS
Fire Alarm Fire Extinguisher	OSS - RE	OSS - RE	

Hall Pass Violation	PD	PD	1 ISS
Hat/Headwear	Confiscation Parent Pick-up Warning	Confiscation Parent Pick-up PD	Confiscation P Pick-up 1 ISS
Hit/Kick/Push	Possible Probation ISS-OSS	ISS-OSS	ISS-OSS
Horse Play	PD	1 ISS	2 ISS
Hug/Kiss Body Contact	PD	PD	1 ISS
ID Violation	PD	PD	1 ISS
Inappropriate Language	PD	1 ISS	1 OSS
Insubordination	PD - 1 ISS	1-3 ISS	1-3 OSS
Intimidation	1 ISS	1 OSS	1 - 3 OSS
ISS Disruption	1 OSS	2 OSS	3 OSS
Laser Pointer	Confiscation Parent Pick-up Warning	Confiscation Parent Pick-up PD	Confiscation P Pick-up 1 ISS
Leaving Class/Activity	1 ISS	1 ISS	1 OSS
Leaving School	1 ISS	2 ISS	ISS/OSS
Littering/Leaving Lunch Trash	PD	PD	1 ISS
Loitering	PD	PD	1 ISS
Missed Principal Detention	1 ISS	1 OSS	1-3 OSS
Missed Teacher Detention	PD	1 ISS	1 OSS
Not Sign In/Out	PD	PD	1 ISS
Obscene Gesture	PD	1 ISS	1 OSS
Off Limits	1 ISS	1-3 ISS	1-3 OSS
Other Offenses	PD-OSS RE		
Parking Lot Driving Violation	See Student Handbook		
Phone Violation	PD - OSS		
Pornography	Confiscation 1 ISS – 1 OSS	Confiscation 1 - 3 OSS	Confiscation 3 - 5 OSS
Probation Violation	RE		
Profanity	PD	1 ISS	1 OSS
Profanity toward Staff	OSS RE		
Refusal to Obey	1 ISS - 1 OSS	1 - 3 OSS	3 - 5 OSS
Refusal to relinquish an item to a teacher	1-3 OSS	5- OSS Probation	OSS RE
Refusal to relinquish	Referral to RE		

an item to an administrator			
Running in the Hall	PD	PD	1 ISS
Sharing Lockers	PD	1 ISS	1 OSS
Skipping RDA Bus	Study Hall	1 ISS	1 OSS
Tobacco/Smoking Paraphernalia	Confiscation 1 OSS	Confiscation 3 OSS	Confiscation 5 OSS
Stealing	1 ISS – OSS	RE	
Tampering with other's personal property	OSS RE		
Tardy	See Student Handbook	See Student Handbook	See Student Handbook
Theft/Possession of Stolen Items	1 ISS – OSS	RE	
Threats Against Others	OSS RE		
Threats Against Staff	OSS RE		
Throwing Object	PD	PD	1 ISS – 1 OSS
Tobacco/Smoking Paraphernalia	SC TEP class	5 OSS and probation	Violation of probation
Vandalism Level II	\$/ISS - OSS		

PD – Principal's Detention

OSS – Out of School Suspension

\$ - Restitution

ISS – In-School Suspension

BS – Bus Suspension

RE – Recommend Expulsion

The South Carolina Tobacco Education Program (SC TEP) is offered as an alternative to students who face suspension for violation of a school tobacco-use policy or who break the law. (It is unlawful for a minor under the age of 18 to purchase, possess, or attempt to possess tobacco products and/or to present false proof of age in order to purchase a tobacco product.) SC TEP was developed by the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS) and prevention professionals from throughout the state. SC TEP classes will be held on Saturdays.

Disorderly Conduct Level III

Level III behaviors cause serious safety issues and overt disruptions at the Byrnes Freshman Academy. Criminal conduct is defined as those activities engaged in by students which result in violence toward oneself, other people, or property, or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board. Students who are suspended may forfeit the privilege to attend/participate in extracurricular activities.

OFFENSE	CONSEQUENCE(S)
Arson	<p>Corrective measures are listed below but are not limited to the following:</p> <ul style="list-style-type: none"> ▪ Parent Contact ▪ OSS (multiple days) ▪ Recommendation for expulsion ▪ Intervention by law enforcement ▪ Action by local school board <p>For first time minor drug offenses, consequences <i>could</i> include a 10 day suspension and a referral to a local treatment center approved by the district in lieu of an expulsion recommendation. Further offenses will result in an expulsion recommendation.</p>
Assault	
Bribery	
Counterfeit/Forgery/Fraud	
Disturbing School	
Extortion of property, services, or favors	
Fighting, physical	
Fire Alarm	
Fireworks	
Gambling on school property	
Gang activity	
Inciting or participating in a bomb threat or riot	
Indecent Exposure	
Possession and/or use of items such as tazers, mace or pepper spray to cause harm and disruption to the school environment	
Possession of unauthorized substance for consumption or sale. Substance may be alcohol, drugs, or drug paraphernalia (alcohol on a student's breath will be considered evidence of consumption)	
Refusal to relinquish item to an Administrator	
Refusal to obey an administrator	
Sexual Offenses (includes being in the bathroom of the opposite sex or	

being in the bathroom with a member of the opposite sex, or being in a stall with another student).	
Stealing from or robbing others	
Theft/Possession of stolen item(s)	
Threatening or intimidating staff/others	
Use of communication devices to transmit threats and/or inappropriate messages, photos, and/or videos.	
Vandalism	
Weapons on school grounds	

In School Suspension (ISS)

Byrnes Freshman Academy operates a Behavior Management program which allows students the opportunity of staying in school rather than serving out of school suspension for discipline violations. Students who are assigned ISS will be required to report to the ISS classroom at the beginning of the day and will remain until school is dismissed. Students will eat their lunch at designated times during ISS activities and may bring their own lunch if they so desire.

It is the responsibility of all Byrnes Freshman Academy students to be familiar with the discipline policy and its consequences. If a student fails to participate in the ISS program when assigned, then OSS may be given.

Rules for ISS

1. Students are required to bring their books, notebooks, paper, and pencils with them.
2. Students are not allowed to chew gum, eat candy, etc.
3. Students are to maintain good posture at their desk-sit up straight. Do not slouch or lean. No sleeping is allowed.
4. A set ISS schedule will be followed during the day.
5. If students' assigned work is not completed or they have unacceptable behavior in ISS, OSS will be assigned to students.
6. Respect for oneself, teachers, and fellow students is required--it is not an option.

Out of School Suspension (OSS) and Expulsion

Students, who are expelled for the remainder of the school year, will be placed on probation the following year. This probation shall mean that

a student may be expelled for the remainder of that school year for any infraction that would normally call for suspension from classes.

*Expulsion or out of school suspension shall be construed to prohibit a student from entering the school or school grounds (except for a prearranged conference with an administrator), attending day or night school functions, or riding school buses.

EXTRA-CURRICULAR ACTIVITIES

Clubs and Organizations

Art Club: The Art Club is an organization that encourages students to learn about and produce artwork after school.

Athletes: FCA is an organization whose mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. The group meets each Friday morning at 7:35.

Fishing Club: Meetings will begin in the fall semester. The season will begin in February and end late in April. There will be a \$40 fee to join this club, and additional fees may be required. This club will provide opportunities for students to get outside and enjoy the sport of fishing. The club will also encourage members to participate in local and statewide fishing tournaments. The sport of fishing is expected to become a High School League sanctioned sport in the next few years.

Music Program

Rebel Regiment: The Rebel Regiment is the marching band that performs at all football games, several band contests, and parades during the school year. The band and color guard that participate are open to all high school students by way of audition or invitation. In addition to the marching band, there are three concert bands and a jazz band, which perform several concerts during the year. There is also a winter indoor guard and indoor drum line that is also by audition by the band staff. The Rebel Regiment has performed in the Tournament of Roses Parade in California, the Macy's Thanksgiving Day Parade in New York, and the Presidential Inaugural Parade in Washington D.C. and is a ten time State Marching Band Champion. Marching season lasts from the last week in July to the end of 1st semester.

Chorus: Students interested in developing their vocal and music reading skills may sign up for the Academy Men's Chorale and Academy Women's Chorale. No audition is necessary. Students will

perform in seasonal concerts. Our goal is to develop *musical literacy* and performance skills. Students have the opportunity to audition and participate in state honor choirs and festivals. Students with advanced musical skills should continue in the *Rebel Singers* and *Byrnes Singers* (Honors) in grades 10 - 12.

Orchestra: The Orchestra program at the Byrnes Freshman Academy consists of students with at least 3 years' experience playing the violin, viola, cello or bass. The Byrnes Academy Orchestra will perform many times throughout the year at events such as evening concerts, orchestra competitions/festivals, community events, and special school ceremonies. Orchestra students are selected by auditions and/or recommendation.

Art Program

Students have an option to pursue advanced art classes at Byrnes High School upon completion of Art I or Art II.

Publications

BFA Newscast & iHigh.com/bfa: The purpose of our school newscast and online iHigh website is to inform students, parents and our community about events and news that affect or are of interest to our school.

Souvenirs: Souvenirs is the Byrnes Freshman Academy and Byrnes High School Yearbook. Students will receive information at home about purchasing a yearbook. Students in the Journalism 1 class write stories and take pictures for the yearbook. Students can apply to be on the yearbook staff in January.

AFJROTC Programs

Special Teams: The Drill Team, Color Guard, Rifle and Saber Teams form the centerpiece for precision marching in the AFJROTC program.

These cadets perform locally at a variety of school and community activities and parades, and they may compete in drill meets throughout the region. The Color Guard has performed at major events including the Washington Nationals, Atlanta Braves and Tampa Bay Devil Rays major league baseball games. The Saber Team performs at pageants, conventions, the military ball, awards ceremony, and during Homecoming festivities. These teams are open to any cadet enrolled in

AFJROTC. Practices are normally immediately after school on Mondays, Tuesdays, and Thursdays.

Awareness Presentation Team: These cadets are selected for their enthusiasm and positive attitude to deliver presentations throughout the community and in our schools. They discuss important topics such as drug and alcohol awareness, patriotism, and the importance of education. They also conduct AFJROTC recruiting visits to district Middle Schools prior to annual student registration.

Model Club: Our aircraft and rocketry model club offers cadets the opportunity to build, display, and fly aerospace vehicles. Competitions are held, and cadets may earn national recognition by completing American Modeling Association requirements. This club is open to all cadets.

Orienteering: AFJROTC has an orienteering club that enables cadets to hone outdoor navigation skills and compete in regional events. There are several trips/competitions associated with this club which meets on Mondays after school. It is open to all AFJROTC cadets.

Athletic Discipline Regulations

The topics addressed in this section will include, but may not be limited to observations and or detection by Coaches, Administrators, Law Enforcement Officers and Faculty/Staff members of our School District.

1. Students who participate in high school athletic programs not required for graduation are eligible for random drug testing. (**See Policy**)
2. **Use and/or possession of tobacco** - 1st offense: coach/player conference; 2nd offense: 90 school days suspension from participating in athletics; 3rd offense: dismissal from all athletic teams.
3. **In-school suspension** – Participation in practice or games on the day of ISS will be at the discretion of the coach for the first offense. The coach may add additional discipline as necessary. If a student has a second offense OSS or ISS during the season, the student will be dismissed from the team.

4. **Out of school suspension** - Students may not participate in any school activity (practice or games) while on OSS. The coach may add additional discipline as necessary. If a student has a second offense OSS or ISS during the season, the student will be dismissed from the team.

5. **Off-Season ISS/OSS Policy** – Any player who receives ISS/OSS for a 3rd Offense during his/her off-season will be removed from the team during all off-season activities.

6. **School attendance** – On the day of a game, student athletes must attend 2 periods (block schedule) of the school day to be eligible to play. Exceptions are family funerals, doctor’s appointments, school business or approval by Athletic Director or Principal.

7. **Sign-outs** - Before signing out of school early, a student athlete is expected to inform the head coach of that sport. Failure to do so results in communication problems, practice schedule issues and an unexcused absence from practice.

8. **Game behavior** - (flagrant fouls, fighting, and/or unsportsmanlike conduct) Disciplinary action and or suspensions will be handled by the coach. Players can be suspended by the SC High School League.

9. **Quitting** - An athlete that quits one sport in our program will not be allowed to practice with another team until the team that he/she quit completes its season, including playoffs. The athlete must turn in all equipment issued and pay any fees owed before starting another sport. This rule includes a coach dismissing a player for team violations.

10. **Habitual violations of school or athletic policy** - May result in a student being barred from the athletic program.

11. Coaches should discourage and discipline:

- a) Flagrant fouls in all sports
- b) Technical fouls
- c) Talking back to game official and/or school officials
- d) Fighting
- e) Verbal abuse aimed at opposing teams

12. If a player has been placed on probation by his/her coach for any infraction, he or she could be dismissed from the team for any violation of team or school rules.

13. **Ethics Rule** - Any student implicated in the commission of a crime or any incident on or off campus which reflects negatively on the school may be suspended from the athletic program at the discretion of the principal.

14. Student athletes are also reminded that they represent the school and any behavior that brings dishonor to the program will not be tolerated (technology including Facebook, My Space, Twitter, etc.).

15. Hazing of any kind will not be tolerated.

Athletic Drug Testing Policy

Students who participate in high school athletic programs not required for graduation are eligible for random drug testing.

A student shall submit a consent to test form for each sport in which the student desires to participate. The student shall submit the form to the testing coordinator seven days before the student participates in that sport. The consent to test form must be signed by the student and his or her legal guardian. A student becomes eligible for testing upon submission of the consent to test form. A student who refuses to submit a consent to test form is ineligible to participate in that sport.

A student remains eligible for random drug and alcohol testing from the date the consent to test form is submitted throughout the season of that sport. A student may be randomly selected for drug and alcohol testing more than one time per season.

If a student eligible for random drug and alcohol testing withdraws from an athletic team, the student may submit an athletic team drop form to the testing coordinator. A submitted athletic team drop form signed by the student, parent or legal guardian, coach, and principal effectively removes the student from the random testing pool for that sport.

Testing will occur only on student contact days during the academic year.

Selection of eligible students for testing will be conducted on a random basis, to be carried out as follows:

- The testing coordinator will compile a roster of ID numbers of students eligible for testing.
- During each athletic season, the testing coordinator will randomly select ID numbers for the student-athletes participating in a sport from a pool containing the ID numbers of all the student-athletes participating in a sport.
- The district will make a reasonable effort to contact parents of student athletes who have been selected for random testing.
- The students selected for testing will be escorted to the location designated as the testing site.
- The testing site will be at the school in an area that has a secured bathroom that will maximize the student's privacy.

Should a student refuse testing the consequences will be the same as if the student tested positive.

Consequences

First Positive Result

A student who tests positive for drugs or alcohol for the first time must attend a conference with the student's parent or legal guardian, principal, head coach, and athletic director. At the conference, the student is given the option of (1) participating in substance abuse services with a certified clinical counselor, including random urinalysis, for twelve weeks, or (2) being suspended from athletics for 90 days. If a student tests positive during the twelve weeks of counseling the consequences will be the same as a second offense.

Second Positive Result

A student who tests positive for drugs or alcohol for the second time must attend a conference with the student's parent or legal guardian, principal, head coach, and athletic director. At the conference, the student is declared ineligible from participating in athletics for 90 days.

To regain eligibility, the student must participate in substance abuse services with a certified clinical counselor, including random urinalysis, for twelve weeks.

Third or More Positive Result

A student who tests positive for drugs or alcohol for the third time or more must attend a conference with the student's parent or legal guardian, principal, head coach, and athletic director. At the conference, the student is declared ineligible from participating in athletics for one calendar year. The student will not be eligible to

participate until the beginning of a sports season following the one-year suspension.

To regain eligibility, the student must participate in substance abuse services with a certified clinical counselor, including random urinalysis, for twelve weeks.

Appeal Procedure

A participating student and his or her parent or legal guardian may request a retest of the specimen at their own expense at a laboratory designated by the district. Appeals must be made in writing to the testing coordinator within 48 hours of receiving the test results.

The entire policy can be found in the District Five Board Policy Manual under JCDAE and JCDAE-R.

Athletic Teams

Baseball: Official practice begins at the end of January. Baseball season ends in May. The team members are encouraged to take part in various summer league baseball teams. Varsity and junior varsity teams are available for all boys in grades nine through twelve.

Basketball (Boys): There are 3 teams offered (Ninth, Junior Varsity, and Varsity). Practice begins officially in October. The basketball season ends in March.

Basketball (Girls): There are two teams offered (JV and Varsity). Official practice begins in October. The season will end in early March.

Cheerleaders: Cheerleaders must try out each spring and are chosen on the basis of ability without regard to race or sex. Varsity and junior varsity teams are available for all students in grades nine through twelve.

Competitive Cheer: Competitive cheerleading is an intense and rigorous physical activity based upon an organized routine lasting about 2 minutes and 30 seconds. The routine contains tumbling, jump sequences, stunting, dance and cheer. The team competes against other schools in our region and state. All teams are scored by a panel of judges using the South Carolina High School League score sheet.

Cross Country: Official practice begins in late July and runs through the beginning of November. This is a team sport, as well as an individual sport. It involves endurance running along with a variety of other training methods. Race distance is 3.1 miles.

Football: Official practice begins the first of August, and the season ends in November. There are teams for ninth graders (C-Team), tenth

graders (Junior Varsity) and eleventh and twelfth graders (Varsity). Participation in this sport is for only the physically and mentally tough students who have the courage and character to meet the many challenging opportunities.

Golf: Golf is a spring sport open to all students. Try-outs begin in January with the season ending in May. The golf team participates in tournaments and matches around the state.

Lacrosse (Boys and Girls): Two teams are offered (Varsity and JV). Official practice starts in January, and the season ends in April.

Soccer: Soccer is a spring sport. Both boys and girls teams carry a full schedule of games and offer all participants a learning experience. Tryouts begin the end of January and the season goes until May.

Softball: Practice begins in late January and the season ends in May. Varsity and junior varsity teams are available for all girls in grades nine through twelve.

Swimming: Swimming is open to both males and females. Practice begins in early August and ends in October. Practice will be held after school at the Middle Tyger YMCA. This is an individual sport and team members need to provide their own suits, caps, etc.

Tennis: Girls tennis is offered in the fall and boys tennis is offered in the spring. Girls' practice begins when school starts and the season ends in late October. Boys' tennis begins practice in January and the season ends in May. This is an individual sport and team members need to provide their own shoes and racquets.

Track and Field (Boys and Girls): Practice officially begins at the end of January and ends in May. As in wrestling, the small athlete, as well as the large athlete, has a definite place here. This is an individual sport offering a variety of events in which a student may participate. All students are encouraged to try out.

Volleyball (Girls): This team sport begins official practice in August. The season ends in late October. Playing opportunities are available on both junior varsity and varsity levels. All girls are encouraged to take part if they meet the requirements.

Wrestling: Official practice begins at the end of October and ends in March. Wrestling, like football, requires a great deal of tough conditioning physically. This is an individual sport and provides the opportunity for the small, as well as the large, athlete to take part since weight classes go from 103 pounds to 285 pounds. All students are encouraged to try out if they meet the general requirements.

Information for Student Athletes Who Plan to Attend a Division I or Division II College

Beginning in the ninth grade, a student athlete who wishes to play sports at the college level must plan his/her coursework to meet all requirements specified by the South Carolina High School League. This is to ensure that he/she has met the high school requirement for eligibility to play sports in college. Meeting the NCAA academic rule does not guarantee admission into a college. Students must apply for admission to a college and complete the Clearinghouse form soon after school begins in the fall of their senior year.

If students take a rigorous college-preparatory curriculum, they are more likely to be successful. Help your students select courses that:

- Meet high school graduation requirements;
- Adequately prepare them for rigorous college work; and
- Meet NCAA initial-eligibility requirements.

Not all classes you take to meet high school graduation requirements may be used as core courses. If you have questions about NCAA Eligibility, please log onto www.ncaaclearinghouse.net or call the NCAA Initial Eligibility Clearinghouse (877) 262-1492 or (317) 917-6222.

PUBLIC RELATIONS RELEASE

Occasionally our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast, transmission, and/or electronic display by the news media or school and district public relations officials. All releases will be performed in accordance with school district policy and privacy laws. As required, only directory type information will be provided. This includes name, school, grade level, teacher, participation in officially recognized activities, etc. If you have any questions or concerns, please contact the school principal.

COMPLAINTS AND GRIEVANCES

District Five Schools of Spartanburg County will continue to operate in a nondiscriminatory manner without regard to race, religion, national origin, age, color, immigrant status, English speaking status or disabling condition.

The district provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by

district personnel. These grievances may arise from allegations of violations of student legal rights or district policy.

In addition, the board recognizes there may be conditions in the school system which the district could improve and that students should have some means by which they can effectively express their concerns. The district will resolve student complaints and grievances through orderly processes and at the lowest possible level.

- A teacher will provide any student or his/her parent/guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair.
- If the incident remains unresolved, the student or his/her parent/guardian or the teacher may bring the matter to the principal's attention for consideration and action.
- The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
- If the matter is still unresolved after the procedure outlined above, the complaining party may bring it to the superintendent or appointed assistant for consideration.
- If the matter is still unresolved, the complaining party may bring it in writing to the board for review. The chairperson of the board, at his/her discretion, may waive the written appeal if the circumstances warrant.

In all instances the staff member who made the decision that is being appealed will have the right to be present.

Title IX Complaints

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Title IX coordinator, and, if still not satisfied, may appeal to the superintendent and then to the board. The superintendent will schedule appeals to the board.

Section 504 Complaints

Students who believe that they have been discriminated against on the basis of their handicapping condition have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Section 504 coordinator, and, if still not satisfied may appeal to the superintendent and then to the board. The superintendent will schedule appeals to the board.

DUE PROCESS

The board and its administrators will treat all students with fairness. Before school authorities administer disciplinary measures, they will make reasonable inquiry to determine the truth of what happened. The nature of the inquiry will vary with the seriousness of the offense and the consequences.

The board directs school authorities to adhere to due process requirements when making decisions directly affecting students' protected rights under federal and state law.

Such requirements may include the following.

- sufficient notice of charges and of hearing rights
- the opportunity to be heard
- hearing before an impartial body (i.e. not subject to the same person for both prosecution and decision)
- punishment as prescribed by the general assembly, state board of education and/or board policy with the right to judicial review

If a student feels that teachers, principals, superintendents or any agents of the board have injured his/her rights, he/she may appeal the action in accordance with the district grievance procedure

Discrimination

Discrimination of all persons is prohibited with regard to employment and any other program or activity on the basis of race, religion, sex, national origin, age, color, immigrant status, English speaking status or disabling condition in District Five Schools of Spartanburg County as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Civil Rights Act of 1964 as amended. Section 504 Coordinator, Dr. Cathy Boshamer; Title IX Coordinator, Dr. Scott Turner.