

# 2025-2026

## South Aiken High School

### Student Handbook



#### This agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_ STUDENT NO. \_\_\_\_\_

#### School Contact Information

**Main Office:** 641-2600; Fax 641-2413

**Guidance:** Fax 641-2607

**Area 1 Transportation:** 641-2507

**Website:** [www.acpsd.net/SAHS](http://www.acpsd.net/SAHS)

The mission of Aiken County Public Schools, the emerging premier school district, is to cultivate future-ready students to serve our evolving community and world through an innovative, literacy-focused school system distinguished by

- ✓ rigorous, personalized learning opportunities;
- ✓ highly effective, service-driven professionals; and
- ✓ mutually-beneficial partnerships.

Welcome! As we begin the 2025–2026 school year, I find myself reflecting on the remarkable journey we’ve taken together over the past few years. From bold changes to steady growth, South Aiken High School has emerged not only stronger, but more united, more innovative, and more committed than ever before.

This year marks our third on the modified year-round calendar and the 4x4 semester block schedule. What once felt like a leap into the unknown has now become a rhythm, a structure that supports deeper learning, greater flexibility, and more meaningful opportunities for every student. We've moved from transition to transformation.

At the heart of our work is South Aiken's vision: Foster success in safe, inclusive spaces where relationships build resilience and future readiness. This vision is not just a statement, it is a commitment to outcomes for every student, every staff member, and every family that walks through our doors.

Guided by our Power 5 Focus Areas—Physical and Emotional Safety, Meaningful Relationships, Connected Culture, Real World Resilience, and Future Readiness—we are shaping a school environment where students are not only supported but empowered and engaged. These focus areas are the foundation of our daily work and the lens through which we make decisions, build programs, and nurture growth. The Stable Advisory system continues to be a cornerstone of our student support model. What began as a way to foster connection and reduce discipline is developing into a vibrant community within our school, where students hopefully are known, supported, and challenged to grow.

South Aiken is one of the premier schools in the state of South Carolina and I believe it is the best school in Aiken County. The experience you will get in this 2025-26 school year will be one you will not find anywhere else. We will offer you W.I.N. (What I Need) Time daily where ALL of our students will have the opportunity to eat lunch, receive academic support, socialize, and decompress. Through W.I.N. you will have every opportunity to experience academic success with tutoring being offered daily and this is of vital importance because your classes on the block schedule are a semester long or 90 days. W.I.N. remains a powerful tool for academic success and personal well-being. It is a daily reminder that learning is not one-size-fits-all, and that every student at South Aiken has the time and space to thrive.

Our commitment to the Profile of the South Carolina Graduate and the "4 E's"—Entrepreneur, Employed, Enrolled, or Enlisted—is stronger than ever. We are not just preparing our students for graduation; we are preparing you for life. Whether through AP courses, dual enrollment, career pathways, and/or extracurricular activities, South Aiken students are building the skills, knowledge, and character to lead in a complex world.

As we look ahead, I challenge each of us—students, staff, families, and community members—to dream boldly and act intentionally. This year let us not just ask "What can I achieve?" but "How can I contribute?" Let us all pursue excellence and look to build on the legacy of South Aiken.

It is through intentional effort that we are preparing our graduates to Achieve, Learn, and Lead! So once again I welcome you to South Aiken High School and I encourage you to take advantage of every opportunity to grow and develop as a member of the South Aiken Family and hold us accountable to...All Means ALL.

Sincerely,  
Samuel A. Fuller, Principal South Aiken High School



**South Aiken Bell Schedules  
2025-2026**

Regular Bell Schedule		Homeroom Bell Schedule	
1 <sup>st</sup> Block/Announcements	8:20 – 9:55	1 <sup>st</sup> Block	8:20 – 9:45
2 <sup>nd</sup> Block	10:00 – 11:30	Homeroom	9:50 – 10:25
W.I.N. Time	11:35 – 12:20	2 <sup>nd</sup> Block	10:30 – 11:50
3 <sup>rd</sup> Block	12:25 – 1:55	W.I.N. Time	11:55 – 12:40
4 <sup>th</sup> Block	2:00 – 3:30	3 <sup>rd</sup> Block	12:45 – 2:05
		4 <sup>th</sup> Block	2:10 – 3:30

Separate Lunch Bell Schedule		ACCTC Schedule		Separate Lunch Homeroom Bell Schedule	
1 <sup>st</sup> Block	8:20 – 9:55	Morning DB	8:35 – 11:30	1 <sup>st</sup> Block	8:20 – 9:45
2 <sup>nd</sup> Block	10:00 – 11:35	Afternoon DB	12:20 – 3:10	Homeroom	9:50 – 10:25
3 <sup>rd</sup> Block Lunch 100 Hall, 200 Hall, Gym	11:40 – 12:05			2 <sup>nd</sup> Block	10:30 – 11:55
3 <sup>rd</sup> Block Class 100 Hall, 200 Hall, Gym	12:10 – 1:50			3 <sup>rd</sup> Block Lunch 100 Hall, 200 Hall, Gym	12:00 – 12:25
3 <sup>rd</sup> Block Class 300 Hall, 400 Hall, 500 Hall, & Portables	11:40 – 12:10			3 <sup>rd</sup> Block Class 100 Hall, 200 Hall, Gym	12:30 – 2:00
3 <sup>rd</sup> Block Lunch 300 Hall, 400 Hall, 500 Hall, & Portables	12:15 – 12:40			3 <sup>rd</sup> Block Class 300 Hall, 400 Hall, 500 Hall, & Portables	12:00 – 12:25
3 <sup>rd</sup> Block Class 300 Hall, 400 Hall, 500 Hall, & Portables	12:45 – 1:50			3 <sup>rd</sup> Block Lunch 300 Hall, 400 Hall, 500 Hall, & Portables	12:30 – 12:55
4 <sup>th</sup> Block	1:55 – 3:30			3 <sup>rd</sup> Block Class 300 Hall, 400 Hall, 500 Hall, & Portables	1:00 – 2:00
				4 <sup>th</sup> Block	2:05 3:30

## SAHS Head Coaching Staff

**Athletic Director – Robert Polewski**  
**Assistant Athletic Director – Christopher Hamilton**

### Fall Sports

**Cheerleading**  
Josh Hobbs  
Brittany Hart

**Boys/Girls  
Cross Country**  
Lawrence Carrigan

**Football**  
Christopher Hamilton

**Girls Golf**  
Mike Hutto

**Swimming**  
Susie Adams

**Girls Tennis**  
Dee Dee Redd

**Volleyball**  
Cassie McKie

### Winter Sports

**Boys Basketball**  
Sam McDowell

**Girls Basketball**  
Russell Felton

**Wrestling**  
Josh Hoover

### Spring Sports

**Baseball**  
TBD

**Boys Golf**  
Tommy Degennaro

**Boys Soccer**  
Brad Rhinehart

**Girls Soccer**  
David Mihoulides

**Softball**  
Dani Frank

**Boys Tennis**  
Dee Dee Redd

**BoysTrack**  
James Gore

**Girls Track**  
Lawrence Carrigan

Only Head Coaches are listed

*Students are responsible for knowing the information provided in this agenda. If an agenda is lost, students must pay \$5.00 to replace agenda in front office. All students are required to carry an agenda.*

**Administration and Main Office**

Our administrators welcome the opportunity to work with any student. To maintain continuity throughout the year, administrative responsibility for student concerns is assigned by grade level and alphabet as indicated below:

<b>9<sup>th</sup> – 12<sup>th</sup> Grade, A-D</b>	<b>Tami Shaffer</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade, E-J</b>	<b>Hendrix Snyder</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade, K-Re</b>	<b>Bailey Coble</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade, Rh-Z</b>	<b>Dr. Velma Williams</b>

The office is open daily from 7:45 a.m. until 3:45 p.m. Students will not be allowed to enter the building until 7:45 a.m. and must vacate the building by 3:45 p.m. unless they are under the direct supervision of an adult. Students are welcome in the office for brief meetings as administrative scheduling allows; students and parents who anticipate lengthy meetings should schedule an appointment through the secretary. Parents may schedule meetings with any of their student's teachers by contacting the teacher via voicemail or email. If necessary, your student's guidance counselor can assist in scheduling a meeting with multiple teachers, to do this call 641-2602. Except in cases of emergency, parents should refrain from phoning the principal, assistant principals, or teachers at home.

**School Counseling**

Our counselors welcome the opportunity to work with any student. Students needing assistance may report to the front office with a pass from a teacher. If a counselor is not available it is strongly recommended that students/parents/guardians make an appointment, or the student may fill out an information card for their assigned counselor and he/she will call them down once available. In emergency situations, students may report to the front office to request to speak with a counselor.

<b>A-D</b>	<b>Allison Crow</b>
<b>E-J</b>	<b>Heather Price</b>
<b>K-Re</b>	<b>Shakenia Carter</b>
<b>Rh-Z</b>	<b>Kayleen Sharp</b>
<b>Lead Counselor</b>	<b>Jobina Wiemer</b>
<b>Secretary</b>	<b>Molly Dzikowski</b>
<b>Registrar</b>	<b>Beverly Sanders</b>

## **Aiken County Student Code of Student Conduct**

Students receive a copy of the Code of Student Conduct in homeroom at the beginning of the school year. The Code explains the Aiken County disciplinary process, details student conduct requirements, and lists the expulsion level and lower level disciplinary offenses. **Students and parents should read the Code before signing and returning the Parent and Student Acknowledgement form in the back of the Code to school.** This should be accomplished during the first week of school.

### **Student Behavior**

Students are expected to behave appropriately while on campus. Violation of any of these will result in disciplinary action.

**Appropriate behavior includes:**

- Complying with reasonable requests
- Showing respect for faculty, staff, and peers
- NOT using profanity or obscene gestures
- Refraining from inappropriate Public Displays of Affection

### **Cell Phone / Electronic Device Policy:**

ACPSD Board Policy JICJ Personal Electronic Devices & Enforcement Procedures - **Effective January 7th, 2025**

Pursuant to ACPSD [Board Policy JICJ](#), students are prohibited from utilizing **personal electronic devices or accessories** during the instructional school day.

For this policy, **personal electronic device** means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to cell phones, smart watches, tablets, and gaming devices. This also includes the use of accessories. **Personal electronic device accessories** include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

Although middle and high school students may possess a personal electronic device, the device should not be activated or utilized for any function unless specifically authorized as part of an instructional directive by a teacher or other classroom supervisor. Unless school-specific exceptions apply, the above specified devices should be **turned off and placed out of sight and not in use** during instructional day. This rule applies during established school day hours and at off-campus activities during the school day. (Principals may further restrict use before and after school as necessary.)

For each violation the student will be informed that he or she is in violation of the Electronic Device Policy, and the student will be asked to turn the device off and put it away. A referral for Cell Phone Violation (Code 330) will be entered. The following consequences will be followed when processing the referrals written by the teacher and are intended to replace the provisions in the 2024 – 2025 Student Code of Conduct previously published:

- **1st Offense Personal Electronic Device or Accessory Violation – up to 1 Day ISS**
- Upon processing, the administrator will remind the student of the policy and future consequences such as ISS, OSS, etc.
- **2nd Offense Personal Electronic Device or Accessory Violation – 1 to 3 days ISS**
- **3rd Offense Personal Electronic Device or Accessory Violation – Up to 3 Days OSS & Probation/Behavior Contract**
- **Subsequent Offenses** will follow the consequences outlined in the probation/behavior contract and may be considered Refusal to Obey (Code 270)

#### **RESPECT FOR PRIVACY RIGHTS:**

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
3. Use of cellular phones or other personal electronic devices **is strictly prohibited in locker rooms and restrooms.**
4. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright and standardized testing policies.
5. Compliance with other district and school policies: use of cellular phones or other personal electronic devices must not violate any other district and/or school policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one district and/or school policy, consequences for each policy will apply.

**Office telephones are available throughout the school day for emergencies, and before and after school and during WIN Time for students who need to call parents. Parents may also contact students through the office. Students must obtain a hall pass to use the office telephone. Family members needing to contact students during class time should contact the office, which in turn will get in touch with the student.**

**Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.**

**Any unauthorized activation or use gives administration a reasonable basis to take the phone or any other technology for the balance of the day (at a minimum) and to view the last activity, including texts or browser visits to see if there has been a related discipline violation (such as cheating; taking pictures; inappropriate website visits, etc.).**

## **Student Laptops**

Returning SAHS students will keep their issued laptops over the summer. Laptop devices (including power cords and protective covers) will be distributed to rising 9<sup>th</sup> grade students at the beginning of the school year to students who have submitted the Digital Learning Parent-Student Agreement signed by both the Parent and Student. These forms will be part of the registration process completed online. Parents signatures will be submitted online, and student signatures will be obtained at school during the laptop orientation process in the first few weeks of school.

ACPSD students are distributed laptops to use for classroom instruction and will be allowed to take the devices home to complete learning activities. When students do take their assigned Laptop home, please note that the device is equipped with tracking capabilities to assist the district with loss prevention. Parents and students will be required to sign the Digital Learning Parent-Student Agreement. For the 2025-2026 school year, students will be assessed a Technology Fee of \$50.00 for use of the laptop.

Students who leave their Laptop at home are still responsible for completing their daily course work. The school district DOES NOT have loaner devices to issue to students for this purpose. Please make sure to charge your device and bring it daily. Bringing your charged device and power cord daily is part of being prepared for class and is similar to having your textbook and other necessary supplies. Repeated offenses may result in not being prepared for class and could be subject to disciplinary action

The Laptop is district property. All users will follow these guidelines, the Aiken County Public School District Acceptable Use Policy, and the ACPSD Code of Conduct. Students are responsible for the general care of their school-issued Laptop. Students must take any damaged Laptop or one that is not operating properly to the school for evaluation and/or repair. Students are NOT to attempt any repairs to the device.

In the event of an accident that results in the total loss of the Laptop, the technology fee would cover one device replacement in a school year, unless the loss is a result of direct violation of the Digital Learning Parent-Student

Agreement. Students are responsible for the entire cost of repairs to Laptops that they damage due to negligence or intentional misuse, carelessness abuse or damage, regardless of whether they were assessed a technology fee.

#### Estimated Repair Pricing for Deliberate Damage or Neglect:

•Liquid Damage/Spills -\$550 •Broken Screen-\$175 •Keyboard (Missing Keys/other)-\$50  
•Power adapter and cord-\$25 •Palm rest (damage)-\$25 •Hinges -\$25 •Systemboard-\$175  
•Protective Cover-\$25 •Re-imaging due to violation of Acceptable Use Policy (see Page 13)-\$15

Students leaving Aiken County Public Schools or transferring within the district during the school year must return the laptop and all accessories before leaving the school. Students will be subject to fees if there is damage to the laptop or accessories (see Digital Learning Parent-Student Agreement). If a student does not return his/her Laptop upon leaving the district, the student/parent/guardian may be subject to criminal complaint and/or civil liability. The student will also be required to pay the replacement cost for a new Laptop.

### **Dress Code**

Students are expected to dress appropriately for school, in compliance with this dress code, common sense and decency. Students in violation of the dress code will be sent to the front office. A student may contact a parent/guardian to bring them a change of clothing. Failure to correct the problem by these measures will result discipline according to the Code of Conduct. Administration will answer any questions about appropriateness; their decisions are final.

#### **If faculty indicates a student is in violation of the dress code:**

1. Student will report to the main office with an agenda pass from the teacher requesting a dress code check. Teacher must include date, time and brief description of concern.
2. Front office staff will review student dress and determine if dress is in violation of dress code. Students will be given the opportunity to contact a parent to bring up a change of clothing.
3. Student will report directly back to class with a dress code agenda page completed and signed by front office staff. The office will denote in the student agenda if the student has been cleared or if the teacher should submit a referral to administration for dress code violation.
4. If agenda indicates dress is in violation, teacher will submit a referral to include a description of the violation in the narrative.
5. Gross dress code violations may result in front office staff sending student immediately to ISS until a change of clothes can be brought to the school. The student will still receive a referral to administration for dress code violation.

Infractions will be recorded in student's discipline file and discipline will be issued according to the Aiken County Public School Code of Conduct. Chronic dress code violations will be coded as refusal to obey (270) and will be sent to administration.

### **Badge Policy**

Students are required to have a current South Aiken High School ID badge around their neck at all times while on school grounds during the school day. Badges are issued at the start of school and are included in student fees. The ID station will be open at 8:00 am for students who have forgotten their badge and need to purchase a new badge for a \$5.00 fee. If you are required to purchase a badge, a badge will be issued to you and the fee can be paid in full or will be assigned to your school account. Parents will be billed quarterly. **All school fees must be paid in full to participate in school activities, including dances.**

Students are required to wear their badges at all times. Students who refuse to comply will be subject to discipline from administration according to the Code of Conduct. Students who are not able to produce a badge will be sent to purchase a new badge according to the policy above.

Badges are not to be defaced, the student's name, bar code and picture must be clearly visible and not tampered with. Administrators will confiscate defaced badges and the student will be required to purchase a new badge. Any student who withdraws from South Aiken High School must turn their school badge back into guidance.

### **Tardy Policy**

*Students have 5 minutes to change classes. Late students should report directly to their designated class and the teacher will record the tardy.*

***Students who are more than 15 minutes late to class will also receive a referral for class cut. South Aiken High School will adhere to the Aiken County Code of Conduct for tardy discipline.***

Tardy students should not engage the teacher upon entering the classroom. At the end of class tardy students may speak with the teacher regarding the tardy. Teachers will enter all tardy attendance in PowerSchool. Administration will pull weekly tardy reports and enter tardy discipline referrals. Teachers should submit a class cut referral for students over 15 minutes late to class.

Students who arrive at school on a late bus should report to main office for an excused pass to class. Students who arrive to school after 8:30 should sign-in through main office and get a pass to class, the attendance clerk will determine

if the tardy is excused or unexcused. Teachers will record all tardies in PowerSchool.

If a student is in the hallway after the tardy bell rings, students must comply with faculty member designated to sweep hallway and escort students to class. Failure to comply will result in referral for refusal to obey.

### **Restricted Areas – Off Limits**

South Aiken High School is a closed campus. Students are not allowed to leave campus unless the appropriate sign-out protocol is followed (parental consent, in writing). In order to adequately supervise our students at all times, certain areas are restricted to students. Students are not allowed in these areas without permission:

- Building prior to 7:45 a.m. and after 3:45 p.m. unless they are under the direct supervision of an adult.
- Hallways prior to 8:10 a.m. (unless the student has a pass from a teacher). Students should not congregate in the hallway outside of guidance or attendance, or in front of gym doors – *this area is to be kept clear in compliance with the fire code.*
- **Hallways during the first and last 5 minutes of class and the last 15 minutes of the school day.**
- **Entrance into the building is through the main entrance doors at all times with the exception of class transitions. All other exterior doors will remain locked throughout the school day.**
- All parking areas (between a student's first official arrival at school until his/her official departure from school). Students must have an administrator's permission to go to any parking lot during the school day.
- All areas outside the building during the school day, with the exception of the Courtyard area. Students may use outdoor sidewalks during the change of class periods.
- Teachers' lounges and faculty restrooms.
- Faculty computers.
- **Multiple students in a single restroom stall.**
- Restrooms during class period without a pass from teacher.

*\*All students must leave campus at the daily dismissal bell unless under the direct supervision of a coach or teacher.*

### **Lunch Detention**

Students may be assigned lunch detention by administration. Lunch detention will be held Monday through Fridays in the ISS room. Students should report to lunch detention immediately at the start of their assigned WIN Time half. If the student is late he/she WILL NOT be allowed to enter and will be reassigned two lunch detentions. Failure to show will result in ISS. Students must remain seated and quiet until dismissed. Teachers may choose to issue lunch detention in their classrooms.

### **In-School/Out-School Suspension (ISS/OSS)**

Students assigned to ISS are to bring all laptops and textbooks as well as pencils, pens, notebooks, and any other materials needed to do their work. Students should collect their assignments prior to entering ISS. Students will not be allowed to socialize with other students, nor will they be allowed to participate in any school activities while assigned to ISS. Students will be assigned to work duty during their ISS. Misbehavior in ISS may result in out-of-school suspension. A student assigned OSS is not allowed to participate in any Aiken County Public School activities taking place during the suspension. Violation of this is considered trespassing and may result in further disciplinary action and/or action by Aiken County Public Safety. *\*Students are responsible for collecting any and all make up work and/or referencing **SCHOOLLOGY** when they have been assigned in-school or out-of-school suspension.*

### **Cheating/Plagiarism on Graded Assignments**

Cheating, on any type of assignment, will result in a zero, parent contact, and an administrative referral. Cheating includes, but is not limited to, the following infractions: (a) copying off of someone's paper, whether in or out of class, (b) sharing assessment questions or answers with other students, (c) sharing your work with other students, (d) using materials from other sources such as books, encyclopedias, or the Internet when the assignment is expected to be the original work of the student, (e) any kind of plagiarism ie. including the use of another source without properly citing it or copying and pasting from the internet, and (f) any use of Artificial Intelligence writing software. A record of the offense will be kept in the student's discipline file. Continued acts of cheating/plagiarism may result in disciplinary action. An assignment that has received a zero as a result of cheating or plagiarism cannot be made up.

### **Posh Pony**

The following free items are available to students and families in need through our Posh Pony boutique. Contact Dr. Paz at [afriels@acpsd.net](mailto:afriels@acpsd.net) to set up an appointment to come by: Clothing \* Shoes \* Accessories \* Food \* Toiletries \*

### **What I Need Time (WIN Time)**

**SAHS WIN is the hour for students to eat lunch and participate in structured or individual learning time.** WIN Time is a privilege that may be revoked at the discretion of a administration (*see WIN Time separate lunch bell schedule*). Students are encouraged to use this time to seek out additional assistance from a teacher, participate in study groups, utilize resources, and participate in club activities. Students in danger of failing a course will be issued an academic invitation wherein he/she will be encouraged to attend sessions with a teacher to receive academic support. Students who fail to attend sessions based on academic invitations may be placed under Administrator Contract requiring attendance at an academic session and will be issued consequences for

failure to comply with the contract. **\*Administration will utilize WIN Time at various times throughout the school year.**

We encourage all students to help keep our school clean during WIN Time by discarding all lunch trash. All school and district Code of Conduct rules should be adhered to during WIN Time. Parking lots, auditorium, athletic fields and other outside areas, with the exception of the courtyard, are off limits during WIN. Students who abuse WIN Time by loitering in unauthorized areas or violating policies are subject to discipline. **Students may not leave campus during WIN Time unless they follow the appropriate sign out procedures through the attendance office.**

\*\*

**Students may not accept lunch deliveries at school from parents, other students or businesses. Deliveries will be confiscated by administration and the student will receive a referral.**

### **Class Interruptions**

The Education Improvement Act requires that students be in class a specified number of minutes per day and days per year in order to receive credit for the course. It limits the amount of time students can be out of class for any reason, including pep rallies, assemblies, conferences, or other school-sponsored activities. In order to comply with this law, we cannot pull students out of class, but we will call them to the office between classes to speak to parents or to hand deliver important parental messages.

### **ATTENDANCE:**

For semester long classes, a student must attend 85 of the 90 class days in order to receive credit. For yearlong classes, a student must attend 170 of the 180 class days in order to receive credit.

***\*\*\*Remember: Only 3 absences per 45- day course, 5 absences per 90-day course, and 10 absences per 180-day course are allowed. \*\*\****

Students are required to continue attending class even if allowable absences have been exceeded.

Absences in high school credit earning courses are counted on a course-by-course basis.

### **NOTES FOR ABSENCES**

Students must present an excuse to proper officials within five (5) school days following the return from an absence or absences. These notes are crucial in determining whether credit can be awarded. Physicians' notes, excuses for legal

appointments, and death in the family are important factors in determining if credit can be awarded.

The district plan for improving student attendance will include, but not be limited to, the following:

- Establish reasons for excessive absences.
- Identify a method to resolve cause of unlawful absences, i.e., influence change in environment, group and/or individual counseling, parent conference and others.
- Notify the attendance supervisor immediately in writing for appropriate action under state attendance regulation in the event unlawful absences continue.
- Maintain evidence of intervention activities, e.g., copies of letters to parents, intervention plans, etc.
- **After three consecutive unlawful absences, school officials will attempt to notify the parents first by phone and then by letter.**  
After **five** total absences, school officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and the parent to improve future attendance. The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than **ten** days.
- After **three** consecutive unlawful absences or a total of **five** unlawful absences occur, school officials will do the following:
- Notify the parent of the absences using the appropriate form. If the principal is unable to establish contact with the parent for the purpose of developing an intervention plan, the student will be referred in writing to the attendance supervisor who will make every effort to arrange a conference with the parent.
- Hold a conference with the student and the parent at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent will sign this plan.
- A copy of this plan will be sent to the attendance supervisor.
- After the plan is in operation, if the student is unlawfully absent again, he/she will be immediately referred to the attendance supervisor with a copy of the attendance card.
- After **ten** unlawful absences, school officials will notify the parent of the absences. School officials will review the plan for improving attendance with the parent and student and re-clarify the consequences of continued absences. The district will refer students who continue to be absent from school unlawfully to the family court.

## **Lawful Absences**

1. Students who are ill whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance. A statement from a physician or other health care provider may be required.
2. Students in whose immediate family there is a serious illness or death may be temporarily excused from attendance. (A statement from a physician or other health care provider may be required.)
3. Students may be excused from attendance in school for recognized religious holidays of their faith.
4. Students may be excused from attendance for travel or attendance at events that the principal judges to relate to concepts and objectives of the school curriculum. Request for approval should be submitted to the principal at least five (5) days in advance. A project approved by the teacher and principal is required.
5. Students may be excused for genuine emergencies as approved by the principal.
6. Other lawful absences are detailed in Policy JE-R Student Attendance.
7. Chronic or extended illness requires a diagnosis of the illness from a physician or other health care provider. Such statements will become part of the student's health file and will be placed in the permanent record.
8. **The principal must approve all absences in excess of ten.**

### **Unlawful Absences**

An unlawful absence is defined as a student's willful absence from school without the knowledge of the parents or a student's absence from school without cause with the knowledge of the parents.

South Carolina State Law, Section 59-65-90 requires that: (1) school officials should immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) the district board of trustees or its designee shall promptly approve or disapprove any student absence in the excess of ten days.

To intervene means to identify the reasons for the students continued absence and to develop a plan in conjunction with the student and parent or guardian to improve his/her future attendance. The School Board designee for the implementation of this policy is the school principal. Nothing within this policy interferes with the Board's authority to at any time refer a child to a truancy prevention program, or the court pursuant to Section 59-65-50.

### **Denial of Credit**

Students who fail to meet the minimum attendance requirements outlined above may not receive credit for the class(es) in which requirements were not met.

**Credit is not denied automatically, only administration can deny a student's credit.** Students with attendance problems will receive written notification and be called to the principal's office for a conference. Students with attendance concerns should continue to attend class regularly until an appointment with the principal to verify credit status.

### **Schedule Changes**

Please make your pre-registration choices well. If you do not choose your electives, they will be chosen for you. Elective choices are not guaranteed. Any schedule changes should be completed within the first 5 day of school. You must schedule an appointment with your school counselor and have permission from your parent/guardian. Administrative approval will be required for any changes made after the 5<sup>th</sup> day of school. Not all schedule changes can be honored due to scheduling conflicts.

Schedules will only be changed for the following reasons:

- Missing courses required for graduation
- Open period in schedule
- Duplication of a class
- Lacking prerequisite
- Unsuccessful completion of an accredited course
- Successful completion of accredited course prior to the beginning of the current semester (i.e. summer school)
- Documented health reasons

### **Early Dismissal/Late Arrival**

**Seniors are eligible for this privilege.** Younger siblings do not share this privilege! To receive permission for early dismissal/late arrival for work/study programs, students must sign a contract with the principal and have parent permission. Students with late arrival may not arrive more than 5 minutes prior to the start of the next period, must wait in the Commons area prior to their first class and may not access the hallways prior to the bell. Students with early dismissal must leave campus upon dismissal and may not return to campus without permission. Administration may revoke this privilege and assign a work detail if early dismissal/late arrival privileges are abused.

### **Return from an Absence**

Lawful and Unlawful absences are defined specifically in the Aiken County Public School Coded of Conduct. When a student returns to school after an absence, he/she should take a note of explanation from the parent, guardian, physician, or other health provider to the attendance office. Notes must be submitted within **five (5)** school days. Failure to submit notes for absences within the allowed time shall result in the absence being marked unlawful

regardless of reason. All absences, whether lawful or unlawful, are charged against the maximum allowed.

### **Sign-In/Sign-Out Procedures**

Students who arrive at school after **8:30** should report directly to the Main Office, turn in an excuse, sign in, and get an excused or an unexcused tardy pass from the Attendance Clerk. Students who arrive tardy on a late bus should report to the main office and get a pass to class. A student who misses his/her assigned bus in order to ride a later bus will be unlawfully tardy to school if that bus arrives late. Eating school breakfast does not excuse a tardy.

Other than students arriving on late buses, any student arriving late to school will be considered unlawfully tardy without an excuse in writing from a doctor or from the court. While traffic jams, car trouble, flat tires, slow carpools, and oversleeping do happen, excessive instances will be coded as unexcused.

Students who need to leave school early or temporarily must be signed out in the main office in person by a parent or a person empowered by the parent on the student's registration card – if the person is not on the registration card, we cannot contact them. Students with an appointment who have parent's permission to drive from school to the appointment must bring a note to school signed by the parent, with a contact phone number, so an administrator can verify with the parent and sign off. All attendance requirements pertain to all students regardless of age, unless the student is emancipated and the school has documentation on file. Parent letters requesting routine dismissals will not be approved by administration.

### **Assembly Programs**

Programs are planned during the year for the education and enjoyment of the students. Students should demonstrate respectful behavior, listen politely, and make visiting parents and guests feel welcome. Students sit in the areas assigned to their homerooms. Fire code prohibits standing in the area near the doors.

### **Athletic Policy**

Players, parents, and fans are encouraged to display sportsmanship at our athletic events. The school officials reserve the right to take appropriate action to ensure sportsmanship and safety of the athletes and fans. The following list school and district policies:

- A student athlete recommended for expulsion is subject to district policy including the possibility of dismissal from athletic participation for the remainder of the year, even if they are readmitted to school.
- Any student who is dismissed from a team for breaking athletic policy rules,

team rules, or quits before the end of the season will not be allowed to participate on any other team during that particular sports season without the approval of both coaches, a athletic director, and principal.

- Coaches may make additional rules that govern practice games and participation. Students are obliged to comply with their coach's expectations.
- Each athlete must attend school for ½ day (2 full periods) to be eligible to participate in an athletic event on the same day. Exceptions can be made with principal approval.
- Any athlete suspended twice, in school or out, within a season will not be permitted to participate in that sport for the remainder of the season, excluding only one suspension for tardy or badge violations. Suspensions will be effective when the athlete is notified by administration of disciplinary action.
- Any athlete suspended, in-school or out, 4 times in a school year will not be permitted to participate in any sports for the remainder of the school year.
- Any athlete who has been suspended (in school or out) from school cannot practice or play in an athletic event during his/her suspension.
- Any athlete suspended, in school or out, 4 times in a school year will not be permitted to participate in any sports for the remainder of the school year.
- Each season begins on the official high school league starting date.
- All student athletes must ride to and from any athletic event on a school bus or vehicle approved by the coach.
- A senior ejected from their last game played will not be allowed to participate in any Senior School Activities except for Graduation and commencement ceremony at principal's discretion.
- Code JJIC-R listed below:

### **Policy JJIC Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct**

*Issued 4/02*

Purpose: To establish the basic structure for disqualification or exclusion of students from participation in athletic teams or extracurricular organizations due to misconduct.

-The Aiken County Board of Education finds that participation on athletic teams within the public schools and on other extracurricular or co-curricular activities (those not involving academic credit) is a student privilege and not an educational entitlement or right. Such opportunities provide a variety of developmental and leadership experiences for students and should be encouraged. Participation frequently brings recognition, both to the individual student as well as to the school or team.

-Student misconduct, whether or not occurring on school premises or at school-related events, can bring dishonor to a school or team merely by the association of the student so charged with the school or team itself. Such misconduct is considered unacceptable and may result in disciplinary action ranging from short-term disqualification to total exclusion from participation in the activity.

-The administration will establish appropriate procedures for notification to the student participant and for prompt administrative determination of the student's culpability for the misconduct so charged and the justification for any disqualification or exclusion. Such procedure will include a right of review at least to the level of area assistant superintendent.

*Adopted 9/22/98; Revised 4/23/02*

**AR JJIC-R Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct**  
*Issued 4/02*

-Conduct not occurring on school premises or at school related events, but which can bring dishonor to a team (or extra curricular organization) merely by the association of the team member (or participant) so charged with the team (organization) itself, is considered unacceptable and will not be tolerated. Such unacceptable conduct includes, but is not limited to, crimes against the person, theft, vandalism, gross disrespect or immorality, and other serious or notorious violations of law or misconduct. Accordingly, persons committing such conduct or charged with such criminal offenses will be subject to the following procedure.

-A student athlete (or extra curricular organization participant) committing conduct that would be an expellable offense under the code of student conduct (if committed at school or at school events) or a student athlete (or student organization participant) charged with any serious or notorious misconduct or violation of law will be subject to temporary suspension from the athletic team/endeavor (or organization) participation, pending a prompt administrative review and determination of culpability. Normally such review and determination will be made within three school days of the misconduct being brought to the administration's attention. An appropriate additional suspension or penalty relating to participation will be made by a committee consisting of the coach, athletic director and principal (with regard to athletic endeavors) or of the organization sponsor and the principal (with regard to other extra curricular organizations). Penalties and suspensions may range from a minimum of denial of participation in one game/event to dismissal from the team or organization. --

-The committee's determination will be appealable to the area assistant superintendent whose decision will be final.

-A student athlete or organization participant who is convicted of any serious or notorious violation of law will be dismissed from the athletic team or organization on which he/she is currently participating and will be ineligible for

any other athletic team, event or extra - curricular organization for the remainder of such school year during which the conviction occurs. Further, such students must apply for eligibility the following year. The request will be reviewed and acted upon by the committee as set forth above and will be appealable to the area assistant superintendent whose decision will be final.

-District administration will provide legal assistance to the various schools in implementing the policy and this administrative rule to provide for consistency in its application throughout the areas.

### **Automobiles and Parking Privileges**

The grounds, parking lots, and streets surrounding South Aiken are under police jurisdiction. **Seatbelts must be worn at all times.** The campus speed limit, including all parking lots, is 10 MPH. Student drivers must comply with traffic and parking laws to avoid being ticketed by ADPS, or being towed. Student parking lots are off-limits during school hours. All students' vehicles on campus or on public right of way immediately adjacent to school premises and ordinarily utilized for student parking when the school is in session, are subject to search at any time. Drug dogs may assist in searches. Disciplinary action (including the revocation of driving privileges, expulsion and arrest) will be taken if prohibited items are found inside any car driven to school by a student.

- The school will not be responsible for any damage to any vehicle parked on school property. The school will not be responsible for loss by theft of any personal property inside or outside the car.
- **Student parking on campus is a privilege, not a right.** All student vehicles must have a valid, properly displayed parking permit. Permits are issued through the Student Council at a cost of \$25.00. Unauthorized vehicles, those parked illegally, without parking permits, or with improperly displayed permits, are subject to ticketing and towing.
- Parked cars should be locked, and personal belongings should not be visible.
- Students may access their cars only with a pass from an administrator
- Any damage to vehicles will be reported to the administration and resource officer without delay; and an incident report must be completed.
- Students may not park in faculty lots, bus parking lots, or any other restricted areas on campus.
- Car license numbers will be reported correctly on the parking permit form, and any changes must be reported immediately by the student to **Mrs. Redd in Room 228.**
- **No warnings will be given.** Loss of parking permits, ADPS fines, SAHS fines, and/or disciplinary action will be administered for traffic violations, breach of school rules, and/or the Code of Conduct.

### **Building and Grounds**

All students play an important part in keeping the building and grounds in excellent condition. Each student is responsible for depositing his/her trash in an appropriate receptacle. Thoroughbred Pride! Keep your school clean!

## **Announcements**

Announcements will be made on the PA after the Pledge of Allegiance. Announcements will not be made during WIN Time except for at the beginning, the break in the middle and the end. At the end of 4<sup>th</sup> block, only transportation announcements and/or changes to afterschool activities will be announced.

## **Busses**

The State of South Carolina provides school bus transportation for students living outside a given radius from the school. Bus students are under the supervision of the driver and must obey his/her requests in order to keep the trip safe. Student problems on the bus should be reported to the driver before the student sees an administrator.

- Students are under the jurisdiction of the school as soon as they board the bus at the bus stop – all district behavior policies apply. Students may not get off the bus until it reaches SAHS. Upon arrival, they may not leave school after arriving by bus in the morning, nor are they permitted to leave campus before getting on the bus in the afternoon. While riding home, students must depart the bus at the correct stop.
- No SAHS student may go to Kennedy Middle School to board a bus.
- Students MAY NOT ride a bus other than their regular bus.
- Students MAY NOT have other students ride the bus home with them.

## **Cafeteria/Commons Area**

All food purchased or served is to be eaten according to WIN Time guidelines and students are to pick up after themselves.

## **Educational Records – Confidentiality (*complete Policy on ACPSD website <http://www.acpsd.net>) (Certain Exceptions)***

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student's educational records to be "directory information," meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that "directory information" could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements. Under District policy the following information is considered to be releasable: The student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and

daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. **(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.)** A parent or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above *not* be released without the parent's or guardian's prior consent should so notify the office of the Director of Communications in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2021. If there are any questions, please contact Merry Glenne Piccolino, Director of Communications at (803) 641-2639.

### **Registros Educativos – Confidencialidad (Algunas Excepciones)**

En cumplimiento de la ley federal, los padres de familia y los estudiantes tienen derecho a esperar que se mantendrá la confidencialidad de los registros del estudiante. Las agencias educativas podrían actuar para declarar que ciertos aspectos de los registros educativos de un estudiante son "información de directorio", lo que significa que la información contenida en tales registros no se considera generalmente perjudicial o una invasión a la privacidad, si fuese revelada. La Junta Educativa del Condado de Aiken ha determinado previamente que la "información de directorio" podría ser divulgada a terceros, a solicitud, a discreción del director de la escuela. La ley federal y la autoridad reguladora permiten la divulgación de dicha información sin previo consentimiento, sujeto a ciertas condiciones de pre-divulgación a los padres o estudiantes. El propósito de este aviso es el de cumplir con dichos requisitos de pre-divulgación

En cumplimiento de las políticas del Distrito, la siguiente información es considerada como que se puede divulgar: El nombre, la dirección, el número de teléfono, la fecha y el lugar de nacimiento del estudiante; sus materias de estudio, su participación en actividades o deportes oficialmente reconocidos, el peso y la altura de los miembros de los equipos atléticos, la fecha de su participación (de manera diaria y anual), los diplomas y premios recibidos, fotografías y la más reciente asistencia a una agencia educativa o institución, por parte del estudiante. **(Los ejemplos de los tipos de información que más frecuentemente se divulgan incluyen, pero no se limitan a, la Lista de Graduandos, Anuarios/Calendarios, Ganadores en la Feria de Ciencias, Estudiante del Mes, Lista de Honores, Sociedad Nacional de Honores, programas de eventos atléticos, etc.)** Aquel padre de familia o apoderado de un estudiante que está asistiendo a las Escuelas Públicas del Condado de Aiken que preferiría que parte o toda la información detallada más arriba *no* sea divulgada sin su consentimiento previo, debe de notificarlo por escrito a la oficina del Director de Comunicaciones (1000 Brookhaven Drive, Aiken, SC 29803) a más tardar el 31 de agosto de 2019. Si tuviera alguna pregunta, sírvase comunicarse con Merry Glenne Piccolino, Directora de Comunicaciones al teléfono (803) 641-2639.

### **Equal Opportunity – Statement of Nondiscrimination**

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the appropriate Executive Director, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (803 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

### **Title IX Notice**

#### **Aiken County Public School District Statement of Non-Discrimination and Sexual Harassment**

The District, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

The District will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Sal Minolfo  
Chief Officer of Human Resources and Administration  
Title IX Coordinator  
1000 Brookhaven Drive  
Aiken, South Carolina 29803  
Telephone: 803-641-2428

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

For more information on the Title IX Sexual Harassment grievance process, please refer to Aiken County Public School District Board Policies GBAAA and JIA.

**Notification of Rights under Family Educational and Privacy Act**  
ANNUAL STUDENT RECORDS NOTICE PURSUANT TO  
***The Family Educational Rights and Privacy Act***

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the district office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website ([www.acpsd.net](http://www.acpsd.net)). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

NOTIFICACIÓN ANUAL DE LOS REGISTROS DEL ESTUDIANTE DE  
CONFORMIDAD CON LA

***Ley de Derechos Educativos y Privacidad de la Familia***

Notificación de los Registros del Estudiante: En cumplimiento de la Ley de Derechos Educativos y Privacidad de la Familia, los padres de familia o los estudiantes que sean elegibles tienen el derecho a 1) inspeccionar y revisar los registros educativos del estudiante; 2) solicitar una enmienda de aquellos registros que estén incorrectos o sean confusos o engañosos, o aquellos registros que de cualquier manera transgredan los derechos a la privacidad del estudiante; 3) dar su permiso para la divulgación de la información de identificación personal (excepto en tanto la ley lo permita sin consentimiento); y 4) presentar ante el Ministerio de Educación de los Estados Unidos una queja por cualquier presunto incumplimiento de la Ley por parte de este Distrito Escolar. Una explicación más detallada de los derechos y procedimientos puede encontrarse en el Manual de Políticas que puede ser hallado en cualquier escuela, oficina de área o en las oficinas del Distrito (política JRA y Reglamento Administrativo JRA-R.) Las políticas también pueden ser halladas en línea, en el sitio de internet de las Escuelas Públicas del Condado de Aiken ([www.acpsd.net](http://www.acpsd.net)). Si se solicita, una copia de esa política será enviada al padre de familia. **Los padres o los estudiantes que sean elegibles y que**

tengan una agudeza visual limitada o nula, que tengan un idioma primario en el hogar que no sea el inglés, o que puedan ser discapacitados de alguna otra manera que impida efectivamente su capacidad de ver, comprender o tomar conocimiento de este aviso, recibirán acomodaciones a lo que el Distrito tome conocimiento de tales limitaciones. Se solicita que aquellos clientes que pudieran estar al tanto de otras personas con tales limitaciones, le notifiquen al Distrito de esas circunstancias.

### **Parents' Right to Know**

As a parent, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether the teacher is properly licensed to teach the subjects and/or grade levels the teacher is teaching,
- whether the teacher's certificate is a waiver or substandard certificate,
- the teacher's academic major, graduate degrees, if any, and
- the teacher's certification area.

If you would like to receive this information, please contact Human Resources at 641-2464.

### **Deliveries**

Articles and messages to be delivered to teachers and students must be left at the main office. Students may pick up items dropped off by parents in the main office during lunch or after school. The school will not accept or deliver flowers, balloons or gifts during the school day. No deliveries will be accepted at school on Valentine's Day or special occasions.

\*\*

**Additionally, students may not receive a lunch delivery from parents, businesses or other students at school. Deliveries will be confiscated by administration and will not be returned to student or parent. Student may receive a referral.**

### **Field Trips**

The principal will approve educational trips that relate directly to the instructional program and make effective use of instructional time. It is the responsibility of the participating student to get assignments for the classes to be missed prior to the field trip and to make up all work missed in accordance with the makeup policy. Students must have written parental permission for all field trips on the approved school form. Since field trips are an extension of the classroom experience, persons other than those for which the trip has been approved may not attend or accompany the group. **Students will be coded as**

**unexcused until field trip participation is verified. Attendance code will then be updated.**

### **Food and Drinks**

All food purchased, served, or brought to school is to be eaten in the Commons area, the Courtyard, or areas designated as appropriate during WIN Time. Food, drinks, utensils or trays are not to be taken to other parts of the building – including classrooms – at any time during the school day with the exception of WIN Time. Food and drink is prohibited in all computer labs, the library, and the auditorium.

**Water bottles are acceptable in the classrooms, with permission of the classroom teacher.**

### **Gifted and Talented Program for Aiken County Public Schools**

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program.

Academically gifted students qualify for the Gifted and Talented Education Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation / Placement Team. Private testing may be used only for referral purposes according to state regulations, but not for identification. Parents, teachers, and students may make student referrals to the program through the school's GT teachers or the school's guidance counselor at any time during the school year.

To be identified, students must meet two of the following dimensions:

**Dimension A:** Reasoning Abilities – Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96th national age percentile on the composite score receive automatic GT placement.

**Dimension B:** High Achievement in Reading and/or Mathematical Areas – Students must demonstrate high achievement (94th national percentile and above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year by the state). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

**Dimension C: Intellectual/Academic Performance** – Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment administered to students meeting one of the two dimensions detailed above.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Students in grades 3-5 are served through the special class model. Math coursework is accelerated in grades four and five. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Administration (641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or the Office of Federal Programs (641-2556).

### **Immunizations**

All students, in accordance with South Carolina Law, must present a valid South Carolina Certificate of Immunization, Certificate of Religious Exemption, or Certificate of Medical Exemption **prior to enrollment** (the minimum immunization requirements for their grade established by Department of Public Health, as mandated by South Carolina law, must be met). A Certificate of Special Exemption, valid for 30 days, may be issued once to allow transfer students adequate time to receive necessary immunizations or secure documentation for immunizations already received. Updated copies of immunization certificates should be sent to the office to be placed in the student's file.

### **Instructional Fees**

Instructional fees provide materials vital to the educational program. It is expected that fees be paid for every student. Should a severe hardship exist, it will be the parent's responsibility to construct and adhere to a fee payment plan

with the principal or his designee. Forms are available in the school bookkeeper's office. **Participation in extracurricular activities, including school dances, may be denied to any student who fails to pay instructional or technology fees.**

### **Internet / Computer Use Policy**

District issued laptops and computers at SAHS and in the Aiken County School District are connected to the Internet, allowing access to unlimited information. In order to use our equipment, every potential user must sign the official application/agreement promising to abide by all laws and terms. Illegal, inappropriate, or unauthorized use of school computers and ancillary equipment will result in disciplinary consequences and could result in legal prosecution.

### **Junior/Senior Prom**

To attend the Junior-Senior prom, a student at SAHS must be classified as a junior or senior. Each eligible junior or senior may invite a guest. Prom privileges may be revoked by administration based on discipline or attendance issues. When a SAHS student seeks approval from administration to be a guest at another school's prom, the student must be deemed to be in "good standing" according to the permission form. This means that a student does not have more than 2 separate suspensions (ISS and/or OSS), student is on track to pass core classes, and student is not under an attendance contract. Ticket prices subject to change based on student attendance, discipline, and academic standing.

**Any student who owes school fees of any form will not be allowed to attend the prom**

### **Library**

The South Aiken High School Library Media Center is at the heart of South Aiken High School and welcomes all patrons to utilize the space to complete assignments, conduct research, collaborate with peers, explore new ideas, and locate resources for entertainment or academic pursuits. The freedom for all patrons to explore intellectual concepts, independently or collaboratively think critically, and foster literacy skills through the desire of reading for entertainment are core beliefs of the South Aiken Library Media Center. The library media center is open from 7:45 am until 4:00 pm, including during WIN Time. The library is open every day, though it may on occasion be closed on occasion to accommodate testing or other activities hosted by organizations, classes, guidance, and/or administration. For students to use the library independently during class time, they must have a pass from their teacher. While in the library, students are expected to follow all of the school's code of conduct. In addition to the code of conduct, patrons are asked to not eat in the library (including during WIN Time). Patrons are allowed to checkout two books for three weeks at a time. If students need longer with a book, they may always renew the title. The only time a patron may be limited on renewals is if a book is

on hold for another person. The library does not issue late fees. The only time patrons are fined from the library is if they lose and/or damaged a title. In that case, patrons will be responsible for replacing the missing or damaged title. Overall, the library is a welcoming space that strives to make all students and faculty feel welcome.

### **Textbooks**

The student and parent/guardian are responsible for each textbook issued to the student. A student who fails to return all textbooks at the end of the year forfeits the right to free textbooks the next school year until each textbook previously issued but not returned is paid for by the student, parent or guardian. The school shall allow the student to use textbooks at school during each school day. Students will keep textbooks covered and in good condition at all times. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fee for damages to that book. Students will return textbooks to the teacher or textbook coordinator at the close of the school year or when the student withdraws from school.

All textbooks are bar-coded. The bar-codes are permanently attached to the books in two places. If the bar-code label is removed, the student will have to pay a damage fee of \$5.00, and the label will have to be replaced.

### **Lockers**

***Students may request a locker at the beginning of the school year (\$5.00 fee). Lockers are the property of the school and are issued to students for convenience. Lockers will not be issued until all school fees are paid in full. Students who abuse said privilege may have locker removed.***

- Lockers are subject to search, and each assigned student is accountable for the contents. Switching or sharing lockers is not authorized and does not relieve students of responsibility for the locker officially issued to him/her.
- Lockers must be locked at all times with a school-issued lock. Locks that are not issued by the school will be cut off, and the student user will be fined the cost of a replacement lock (\$5.00). Locks that are found by security personnel left hanging but not secured will be locked backwards on the locker, and a reminder note will slip inside the locker. If the same lock is found unsecured a second time, it will be replaced with a new lock and the student will be responsible for the replacement cost.
- Lockers may not be decorated, written on, or defaced in any manner. Students assigned to a locker are accountable for any damage to the locker and the lock.
- Problems with locks or lockers need to be reported using the “Locker Problems” link under the student tab on the school website.
- Exceptions for students with disabilities or unique needs are subject to the principal's approval.
- Lockers must be cleaned out at the designated time upon a student's departure.

## **Loitering**

Students are expected to leave school when their classes have ended. Students who are on school grounds after dismissal and who are not participating in a school-sponsored or school-supervised activity or waiting on transportation, may be banned from attending or participating in extracurricular activities – including athletics – or may be charged with loitering on school grounds after hours. It is the student's responsibility to arrange transportation

## **Make-Up Work Policy / Late Work Policy:**

Students are responsible for making up any work missed during their excused absences from school. *It is the student's responsibility to gather or arrange for assignments to be gathered during excused absences.*

Summative (Tests/Major Assessments) 70% of Quarter Grade and Formative (Homework/Minor Assessments) 30% of Quarter Grade

Student will receive a zero for missing work when they are not present in class. If a student's absence remains coded as unexcused, the grade will remain a zero.

All absences will be initially marked as unexcused. It is the student's responsibility to ensure absences are coded correctly in PowerSchool and to communicate with their teachers that the absence has been coded as excused.

If the absence is coded as excused as per Code of Conduct attendance policies, student will be given the opportunity to make up missed work. Student will have the number of days absent up to 5 days to complete missing work without penalty. If a student is absent in excess of 5 days, please consult with the student's administrator to determine an appropriate due date for makeup work. A zero will be put into the gradebook as a placeholder until such time as the work is made up.

*Please note that a student may receive an "FA" (Failure due to attendance) if he/she is not in compliance with the attendance policies. An FA may be issued even if the student has a passing grade. If a student has an FA in a class, he/she will not receive credit for that class and is not eligible for credit recovery.*

## **Redo/Retake Policy:**

ALL students will have one opportunity to redo/retake a summative assessment if they earn a 69 or below. Students may redo/retake the assessment to earn a maximum score of a 70.

ALL redo/retake opportunities must be preceded by the student receiving tutoring/support during WIN Time or at another scheduled time. Students are responsible for working with a teacher to schedule tutoring/support time and time to retake an assessment.

Excused absences: For students who miss the assessment due to an excused absence, a zero will be put as a placeholder in the gradebook until such time as the student completes the redo/retake.

### **Lost and Found**

Lost items that are turned in may be picked up in the main office.

### **Medications**

When possible, medications should be given at home before or after school. If your child requires medication at school or school sponsored events, it must be delivered to the school nurse or designee by a parent/guardian in the original container with all labels intact. ***All medications must be accompanied by a completed Permission for Medication form*** (available on district website under Nursing Services or from your school nurse). Over-the-counter medications (including herbal and homeopathic medications) may be administered with a parent/legal guardian's permission if the instructions for use on the manufacturer's original label are followed. Authorization from the prescribing healthcare provider is required for all prescription medications. Authorization from a healthcare provider is also required for over-the-counter medications when the request differs from the instructions on the original manufacturer's label, and when over the counter medications, including herbal and homeopathic remedies, are given at school for more than 14 consecutive days. Parents are required to count all controlled substances with the nurse or principal's designee upon delivery

Medication may be administered by the school nurse, principal, or principal's designee. All medications are stored in a secure locked cabinet in the nurse's office ***unless the student has permission on file to self-monitor and self-medicate. Permission forms for self-monitor/self-medicate are available on the district website under Nursing Services or from your school nurse.*** Students found to be in possession of medication without permission will be subject to consequences in accordance with the Code of Conduct.

The school district reserves the right to reject requests for the administration of any medication if deemed unsafe or inappropriate for the school setting.

Schools will comply with Section 44-53-360 of the South Carolina Code of Laws regarding prescriptions for controlled substances in Schedules H through V, policy JLCD, and Administrative Rule JLCD-R.

Schools do not stock medications except for Epi Pens, albuterol, and Narcan as allowed by the South Carolina S.A.V.E. Act for emergency lifesaving use.

### **Illnesses/Exclusion from School**

The school district follows the requirements in SCDPH's *School and Childcare Exclusion List* for determining when a child must stay home due to illness. A copy of the DHEC Parent Brochure is available on the district website under Nursing Services, or you may request a copy from your school nurse.

If your child has signs of communicable illness such as fever, vomiting, or diarrhea, please keep them home until symptoms have resolved for at least 24 hours. If your child has a fever greater than 100°F, he/she must stay home until they have been fever-free for 24 hours without the use of fever reducing medications.

Students with head lice are excluded from school for treatment. Before returning to school, they must be accompanied by a parent/guardian and screened by the school nurse or designee to verify the absence of live lice.

If you have any questions about when to keep your child home, please contact your school nurse.

### **Pledge of Allegiance / Moment of Silence**

All public schools are required to designate a time each school day for the Pledge of Allegiance and a Moment of Silence. Students who elect not to participate are expected to remain respectfully silent and still during these activities.

### **Notice of Opt-Out Option for Presidential or Gubernatorial Speeches**

While it is the Board's policy to facilitate the opportunity for students to observe live presidential or gubernatorial speeches or presentations by electronic media when the same are offered for school-age students during school hours, parents may request in writing to the principal that their children be excused and offered appropriate alternate supervised activities. For more information, please see Policies IHAC and IHAA.

## **Restrooms**

Students are to use only the restrooms in the Commons area before school. Students are permitted to use restrooms between classes. Teachers may restrict the use of restrooms during class time. Students with documented medical disabilities which necessitate frequent use of restrooms will be accorded such privileges, as long as medical documentation is provided to the school. Students who use restrooms after a tardy bell has rung will be counted tardy to class if they do not have a written pass from the teachers whose class they are entering.

**\*Only one student should be in a stall at a time. If multiple students are found to be in a locked stall at the same time that is considered an act against decency and disciplinary action will be taken.**

## **Rings**

To be eligible to order a ring, a student must be classified as a junior at the beginning of the school year.

## **Retaking a Course**

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D, P, NP, WP, FA, WF or an F in that course. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

A student who has taken a course for a unit of high school credit prior to his or her ninth grade year may retake that course regardless of the grade he or she has earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. A student in grades nine through twelve, must retake a course by the end of the next school year or before the next sequential course (whichever comes first). In such a case, only the highest grade will be used in figuring the student's GPA, but all course attempts will be reflected on the transcript. The student may not retake the course if the course being replaced has been used as a prerequisite for enrollment in a subsequent course; i.e., a student may not retake Algebra 1 after having earned credit for a higher level mathematics course (Geometry, Algebra 2).

## **Graduation Requirements:**

GRADUATION REQUIREMENTS	
Subject Area	Credits Required
English/Language Arts	4
Mathematics	4
Science	2
Biology	1
U.S. History	1
Economics	0.5
U.S. Government	0.5
Other Social Studies Elective	1
Physical Education 1* or JROTC	1
Computer Science	1
World Language OR Career & Technology Education Elective	1
Personal Finance**	0.5
Electives	6.5
Total	24
<i>*Students must earn a 0.5 credit of Health if Physical Education is taken in a virtual format.</i>	
<i>**Personal Finance is required for graduation beginning with students entering 9th grade in 2023-2024.</i>	

## **HONOR STUDENTS/ HONOR GRADUATES**

**Valedictorian and Salutatorian** - To be recognized as Valedictorian or Salutatorian, students must be enrolled before the beginning of the (junior year or second semester of the junior year) or have four consecutive semesters at the awarding high school. The Valedictorian and Salutatorian designation will be determined at the conclusion of the 8<sup>th</sup> semester. Students graduating early will be ranked as members of the senior class, but students must attend 8 semesters in a high school (grades 9 to 12) to qualify for the recognition of Valedictorian or Salutatorian.

### **Honor Graduates -**

Honor Graduate Designation	Class of 2021 and beyond
Summa Cum Laude	GPA 4.8 or higher
Magna Cum Laude	GPA 4.4-4.7

Cum Laude	GPA 3.9-4.3
-----------	-------------

**Senior Scholars-**

Aiken County recognizes students as Senior Scholars for maintaining a academic excellence throughout their high school career. Senior Scholars must have a minimum cumulative GPA of 3.75, rank in the top 10% of the class, and have earned a minimum of a “B” in every class during each quarter of high school.

**Grading System**

Student performance should be evaluated based on state grade level standards, academic plans, IEP’s, textbook and teacher-made tests, and other available methods. Student conduct shall be excluded from consideration in determining a student’s grade.

Grading Scales:

A – 90–100, B – 80-89, C – 70-79, D – 60–69, F – Below 60

**GRADE POINT AVERAGE**

Honors courses earn a one-half quality point more, and dual credit Advanced Placement courses earn a full quality point more than the base weight. (For example, a student who earns a 100 in a College Prep course receives 5.0 quality points whereas a student with a 100 in an Honors course receives 5.5 quality points and a student who receives a 100 in an Advanced Placement course receives 6.0 quality points.) The Dual Enrollment Program allows high school juniors and seniors to take college courses at USC-Aiken and Aiken Technical College for college credit. Students must meet specific pre-requisites in order to be eligible to take college courses while in high school. College courses taken through dual enrollment can also count as high school credit. Please see the Counseling Office for more information.

The formula for figuring Grade Point Ratios (GPR) is:

$$\text{GPR} = \frac{\text{Sum (quality points x units attempted)}}{\text{Sum of units attempted}}$$

Students must choose courses carefully. The Uniform Grading Policy requires consequences for students who withdraw from a course. Students who withdraw after five days in a 90-day course or ten days in a 180-day course shall be assigned a grade of WF (Withdrawn-Failing). This counts as a “F” in the student’s GPA.

Class rank will be determined at the end of the seventh semester. For the purpose of determining class rank, the GPA will be carried out to three places and will not be rounded up.

District Policy IHA, which deals with the grading policy and class ranking procedures, can be found on line at [www.acpsd.net](http://www.acpsd.net).

### **Student Organizations and Clubs**

The Education Improvement Act has limited the number of interruptions that may be made in the instructional program for non-curriculum related activities during the school year. Therefore, clubs and activities will be limited primarily to those which can be held before school, after school or during WIN Time. Student organizations and clubs are either sponsored or not sponsored by the school. Clubs and organizations of a religious or political nature are not sponsored by the school. The rules for eligibility, participation, supervision, and approval of sponsored and non-sponsored organizations and clubs can be found in Aiken County School District Administrative Rule JJA-R (Student Organizations), on the district website: [www.acpsd.net](http://www.acpsd.net).

### **Tests and Examinations**

All students are required to take semester exams (2<sup>nd</sup> and 4<sup>th</sup> quarters) in each course. Semester exams count as 20% of the semester grade during the semester for which it is administered. Exceptions to this requirement may be the following:

- Any special education student whose individualized education plan specifically excludes any of the examinations or tests.
- Any student who exempts a semester exam (TBD)

The following courses have state-wide end-of-course tests (EOCs): Algebra I, Biology, English II, US History. The EOC counts 20% of the student's grade for the entire course.

### **Final exams:**

-Students are required to take 2 semester exams within the school year, each exam counting 20% of the semester average. The final exam schedule is published by the school district and the school has limited flexibility in approving alternate testing dates. Requests for alternate testing dates/times must be presented to the principal in writing by the parent or guardian a minimum of a month in advance of exam dates. Requests may be denied based on student discipline patterns, attendance and/or grades. Students who fail to take an exam will be issued a zero in the gradebook.

Board policy IKAA states, "All students in grades 9 and above will be required to take exams except for students with disabilities whose IEP specifically excludes the examinations and seniors who may exempt the final examination if they have a year grade of an "A" in the course."

## **Visitors**

The safety and welfare of our students is our primary concern. State law provides that:

***\*\*Any person entering the premises of the school shall be deemed to have consented to a reasonable search, including by use of metal detector, of his person and effects.***

All visitors – including parents - to our campus must report to the school's main office, present a valid picture ID, and check-in through the district Hall Pass system. If approved, visitors must obtain a visitor badge and report only to the areas of the school authorized by the front office. Unauthorized persons on school grounds will be requested to leave and/or placed on "No Trespass". Students may not bring friends or small children to spend the day or any portion thereof. Appointments with teachers may be requested directly via voice mail at 641-2600 or by emailing the teacher (email is preferred). Requests for appointments for academic conferences with multiple teachers should be made by calling Guidance at 641-2602. To schedule an appointment with an administrator contact the school secretary at 641-2600.

\*\*\*

**Students may not open any exterior doors for any visitors or peers at any time during the school day. Violation of this policy will result in a discipline referral from administration.**

## **Vocational (ACCTC) Students**

Vocational students must obtain written permission from the director of the Career Center and the administration of SAHS to drive or ride in private automobiles between schools. The Career Center will furnish the necessary permission forms. Students who are waiting for the bus to depart SAHS or who are returning to SAHS from ACCTC must report and remain in the commons area and may not access the hallways, their lockers or any classroom prior to the bell. Failure to comply will result in disciplinary action.

## **Withdraw/Fail**

Schedule change requests can be made for one or more of the following conditions:

- You are a senior and need to add an additional course to fulfil graduation requirements
- You are an underclassman and need to add an additional course to ensure a total of 8 classes on your schedule
- You have already taken a course that you have passed and earned a credit OR you have failed a course and need to retake it

Students may drop a class within 5 days of the start of a semester course. After this point, a student dropping a class will receive a WF for the course with a

numerical grade to be determined by the South Carolina State Department of Education.

## **SAHS EMERGENCY PROCEDURES:**

### **Threats/False Fire Alarms**

In the event of a bomb threat, students will evacuate the building with their classes to designated locations in the stadium. Specific instructions will be covered by classroom teachers. Parents are asked not to come to the school during these procedures unless contacted by a school official. Students who perpetrate or promote a bomb threat, or pull a false fire alarm, will be recommended for expulsion and charged by law enforcement.

### **Emergency School Closings and Early Dismissal**

Students and parents should listen to local radio and television stations for school closings, late arrival and early dismissal information. In addition, the school district has implemented a telephone warning system to notify parents of school closing/late arrivals/emergency information, so please make sure the student has a current phone number(s) in Powerschool.

### **Fire, Bombs, Emergency- Evacuation Procedures**

In case of emergency evacuation of the building due to fire, smoke, bomb threats, or other emergencies,

- The fire alarm will be the primary notification to evacuate the building. Alternate notifications will be by PA announcement, bullhorn and messenger.
- Upon notification to evacuate, leave class with your teacher and go to the designated evacuation area, where your teacher will take roll. Do not return to the building.
- Students who may be in the halls or restrooms at the time of the alarm should evacuate by way of the nearest exit and/or traffic flow in that area. Once outside, students should report to the nearest administrator. Students at lunch should exit through the doors on both sides of the kitchen area and through the main doors of the school.
- Familiarize yourself with exits out of the building. Evacuation maps are posted in each classroom and a floor plan is included in this handbook.
- An **administrator** will signal the 'All Clear' to return to the building.
- All alarms are to be considered real unless otherwise announced.

### **Standard Response Protocol**

Aiken County Public Schools utilizes the "I Love U Guys" Standard Response Protocol (SRP). SRP reflects our ongoing commitment to ensuring the safety and well-being of our students, staff, and families.

The "I Love U Guys" SRP is a nationally-recognized program designed to enhance school safety by providing clear and concise protocols for responding to various emergency situations. Through this protocol, we aim to streamline our emergency response procedures and empower our school community with the knowledge and tools necessary to respond effectively in times of crisis.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **Violent Weather Procedures for Students**

### **Tornado Watch:**

- An administrator will announce the Tornado Watch (tornado possible) by PA. Be prepared to move to a safe location if directed to do so.
- Faculty and staff members will monitor TV, radio and Emergency Alert messages and will notify the faculty and staff of prevailing conditions as the situation develops.

### **Tornado Warning:**

- An administrator will announce the Tornado Warning (tornado identified in the area) by PA. Alternate announcement will be by a runner.
- Listen to your teacher for instructions during drills and actual warnings. You will be advised to assume a kneeling position, head down, with book and/or jacket covering your head (duck and cover) against an interior wall away from glass. Stay with your teacher so that you may be accounted for.
- Keep quiet so that necessary directions may be clearly heard and understood.
- When the situation is resolved, an administrator will announce “All Clear.”

### **Actions if School Is Struck by Tornado:**

- After ‘duck & cover’ procedures have been implemented and the storm has passed, evacuate the building upon direction of the principal or senior assistant principal present. Stay with your class and teacher.
- The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take the appropriate action.

### **Earthquake**

- Students are to get under desks, tables, in a doorway, or against an interior wall.
- Protect face and head from flying debris with arms, books, coats, etc. (duck and cover).
- Stay in this position until building tremors and/or flying debris ceases.
- Evacuate the building upon direction of the principal or senior assistant principal present. If electricity is inoperative, bullhorn or other communication modes will signal evacuation by the administration.



**AIKEN COUNTY**  
PUBLIC SCHOOLS

Parents and/or Employees  
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employees:

This letter is to formally notify all parents and employees that the Aiken County Public School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) U. S. EPA Asbestos Containing Building materials (ACBM) in schools, 30 CFR Part 763, October 30, 1987. A Management Plan, which identifies and assesses the asbestos found in our facilities, has been prepared for each building.

A copy of the Management Plan has been approved by the State Department of Health and Environmental Control and distributed to each school or administrative office. The public may view the Management Plan, for each facility, during normal operating hours by contacting the school office or administrative office. The Management Plan lists the planned response actions for the ACBM, which are currently in progress.

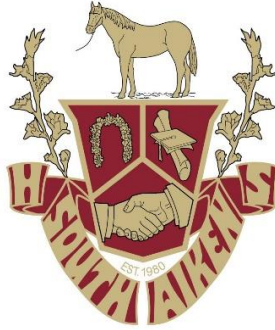
The entire school system was re-inspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations.

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at 803.642.0431.

Sincerely,

King Laurence  
Superintendent

1000 Brookhaven Drive  
Aiken, South Carolina 29803



## *South Aiken High School* **Alma Mater**

*On the plains of faith and truth  
Stands South Aiken High;  
Where we've overcome our failings  
To attain our goals set high.  
Time may haze cherished memories  
We have held so long,  
Still we praise thee ever as we sing,  
"Hail, South Aiken High."*

