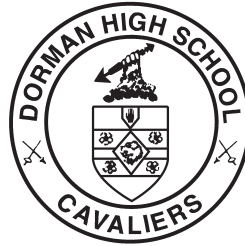


# DORMAN FRESHMAN CAMPUS

1225 Cavalier Way  
Roebuck, South Carolina 29376  
<http://dfc.spartanburg6.k12.sc.us>  
582-3479



2017-2018

MARK SMITH  
*Principal*

## THIS STUDENT HANDBOOK BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Student I.D. \_\_\_\_\_

Counselor: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_

Locker Combination: \_\_\_\_\_

Schedule:

### First Semester

1st \_\_\_\_\_

CAVS \_\_\_\_\_

2nd \_\_\_\_\_

lunch \_\_\_\_\_

3rd \_\_\_\_\_

4th \_\_\_\_\_

### Second Semester

1st \_\_\_\_\_

CAVS \_\_\_\_\_

2nd \_\_\_\_\_

lunch \_\_\_\_\_

3rd \_\_\_\_\_

4th \_\_\_\_\_

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The following information can be accessed from the Dorman Freshman Campus web site: <http://dfc.spartanburg6.k12.sc.us>.

- Athletics
- Bell Schedule
- Clubs and Activities
- Faculty/Staff e-mail addresses
- Daily Announcements
- Link to Principal for Suggestions for Improvement
- Staff Personnel Information
- School Calendar
- Student Achievements
- Student Handbook

**SPARTANBURG SCHOOL DISTRICT SIX MISSION STATEMENT**

School District Six, where children are always first, ensures the highest quality education for all children by providing a highly qualified staff, a challenging curriculum, first class facilities, and a nurturing environment.

**DORMAN FRESHMAN CAMPUS MISSION STATEMENT**

The mission of Dorman Freshman Campus is to fulfill a tradition of excellence while embracing diversity in order to create a community of faculty, parents, and students who empower individuals to grow toward their maximum potential academically, socially, and developmentally, thus becoming productive citizens in our global society.

**Handbook Purpose**

Spartanburg County School District Six provides this *Student/Parent Handbook* to each one of our students so that students and their parents can become familiar with our schools' rules and regulations.

The district administrative and/or the Board of Trustees may amend, modify or discontinue at any time the policies, rules and regulations to which it refers.

<b>SCHOOL MASCOT</b>	The Cavalier
<b>SCHOOL MOTTO</b>	Virtus in Arduis
<b>SCHOOL COLOR</b>	Columbia Blue and Navy
<b>SCHOOL NEWSPAPER</b>	The Cavalier
<b>SCHOOL YEARBOOK</b>	SABRE

**ALMA MATER**

*Hail, Alma Mater!  
Praises proudly sing  
Of all the memories  
Our school days bring.  
Founded on Dignity,  
Honor and Liberty,  
Gave knowledge to us all,  
Hail to Dorman High.*

**FIGHT SONG**

*Fight! Fight! Fight! Fight for Dorman  
Win! Win! Win! Never Fear  
Plunge right through and make a  
Touchdown Cavaliers!  
All for one, one for all;  
We'll block that kick, take that ball.  
  
Fight! Fight! Fight for Dorman  
Cavaliers!*

**DORMAN DIRECTORY**

**Administration**

Mark Smith	smithMS@spart6.org	.....	Principal
Jennifer Sims	simsjl@spart6.org	.....	Assistant Principal for Students A-G
Josh Caggiano	joshcaggiano@spart6.org	.....	Assistant Principal for Students H-O
Joel Taylor	taylorjd@spart6.org	.....	Assistant Principal for Students P-Z

**Guidance Department**

Matthew Nesbit	nesbitML@spart6.org	.....	Counselor for Students A-Li
Erin Crum	crumER@spart6.org	.....	Counselor for Students Lo-Z
Melanie Hall	hallm@spart6.org	.....	Career Development Facilitator

**Secretarial Staff**

Kelly Kiser	kkiser@spart6.org	.....	Principal's Secretary
Chrissy Lancaster	LancasterC@spart6.org	.....	Main Office
Jill Miller	millerjh@spart6.org	.....	Guidance

### REGULAR BELL SCHEDULE

1 <sup>st</sup> 8:10-9:40	3 <sup>rd</sup> Lunch
CAVS 9:46-10:13	3 <sup>rd</sup> 11:55-1:25
2 <sup>nd</sup> 10:19-11:49	Lunch 1:25-1:49
1 <sup>st</sup> Lunch	
Lunch 11:49-12:13	4 <sup>th</sup> 1:55-3:25
3 <sup>rd</sup> 12:18-1:49	
2 <sup>nd</sup> Lunch	
3 <sup>rd</sup> A 11:55-12:38	
Lunch 12:38-1:02	
3 <sup>rd</sup> B 1:06-1:49	

### **2017-2018 CALENDAR**

#### **FIRST SEMESTER**

##### **August 11-16, 21**

Teacher Staff Development Days

##### **August 17**

First Day of School for Students

##### **September 4**

Labor Day Holiday

##### **September 18**

Interim Reports Issued

##### **October 17**

End of 1<sup>st</sup> Grading Period

##### **October 19**

Report Cards Issued

##### **October 20**

Staff Development Day

##### **November 7**

Election Day Holiday

##### **November 17**

Interim Reports Issued

##### **November 22-24**

Thanksgiving Holidays

##### **December 21**

End of First Semester

##### **December 22-January 4**

Winter Holidays

#### **SECOND SEMESTER**

##### **January 5**

Staff Development Day

##### **January 8**

First Day of 2nd Semester for Students

Report Cards Issued

##### **January 15**

Dr. Martin Luther King, Jr. Holiday

##### **February 9**

Interims Issued

##### **February 19**

Staff Development Day  
(Snow Make-Up Day)

##### **March 16**

End of 3<sup>rd</sup> Grading Period

##### **March 20**

Report Cards Issued

##### **March 30**

Staff Development Day  
(Snow Make-Up Day)

##### **April 2-6**

Spring Holidays

##### **April 27**

Interims Issued

##### **May 28**

Memorial Day Holiday

##### **May 31**

Graduation

##### **June 1**

End of Second Semester/  
Last Day for Students

Report Cards Issued

##### **June 4**

Staff Development Day  
(Snow Make-Up Day)

### PTSO OPEN HOUSE

Tuesday, September 19, 2017 • Tuesday, January 23, 2018

**DORMAN HIGH SCHOOL  
ACADEMIC HONOR CODE OF CONDUCT**

Students at Dorman High School are expected to achieve excellence in education. Honesty and integrity are integral parts of the learning environment and are considered vital to the ethical behavior of each student and staff member. To promote these values and to protect each student's right to a fair and equal education, the Dorman Honor Code of Conduct has been established.

Students at Dorman pledge not to engage in and will discourage others from cheating, plagiarizing, lying, and participating in any inappropriate academic behavior that violates the school policies of Spartanburg School District Six.

**CURRICULUM INFORMATION**

**Timetable For Adjusting For Course Level/Load Difficulty**

NO SCHEDULE CHANGES except those to accommodate failures, teacher recommendations, enhance academic selection and/or administrative errors WILL BE MADE AFTER MAY 4, 2018. Schedule changes must occur no later than the first five days in a 90-day semester course.

**Class Drops**

Students who withdraw from a class will receive a "WF", meaning **withdrew failing**, on their transcript. This will calculate as a grade of F (as a 50) in the GPA.

**Grade Classification**

Students are classified into grade levels based upon the following criteria:

**Freshman/9th grade:** All students just promoted from grade 8 or those who are not promoted to grade 10.

**Sophomore/10<sup>th</sup> grade:** All students who have earned 4 units of credit, including 1 unit of English 9 and 1 unit of required mathematics, and are enrolled in courses leading to an additional unit of credit in both language arts and mathematics, and who have been enrolled at the secondary level for 1 year.

**Summer School**

All summer work consists of 120 clock hours for one unit of credit (60 hours for ½ credit). Limited course offerings are available in summer school. Students can only take academic courses (English, Math or Science) in summer school that have been failed during the 9th grade year. A Dorman student must obtain written authorization from the principal to receive credit for summer work taken at another school; this authorization must be acquired prior to the student's enrollment in the summer program.

**Retaking the Same Course**

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of a D or F was earned may be retaken.
- The course in which a D or F was earned may only be retaken by the end of the next academic year or before the next sequential course (whichever comes first).
- The student's record will reflect all courses taken and the grade earned in each, but only one course attempt and the highest grade earned will be used in the calculation of the student's GPA.
- Exception: Ninth graders who took a Carnegie unit prior to the 9th grade may retake any such course during their 9th grade year. In this case, the retaken course will be used in figuring the GPA. The middle school course will not appear on the transcript.

### GPA/CLASS RANK

Grade point averages and class rank will be determined using the state mandated Uniform Grading Scale. Class rank will be computed at the end of each school year.

### VALEDICTORIAN/SALUTATORIAN

The class rank is the basis for school activities needing rank such as junior marshals and top senior honors. Calculation for naming the valedictorian and salutatorian will not be determined until the end of the second semester of the senior year.

#### South Carolina State Department of Education Diplomas

- **S.C. High School Diploma** (as determined by the S.C. State Department of Education)

**Students must** earn 24 units in the manner prescribed in the accompanying chart. Students must have completed a college preparatory or technology preparatory program of study.

- **Academic Achievement Honors Award** (as determined by the S.C. State Department of Education)

#### **Students must:**

- 1) complete 24 units of credit (18 units must be college preparatory courses, 4 units in additional electives, and 2 units in one or more of the following: English, Science, Social Studies, or Mathematics),
  - 2) earn no less than a "B" average for each course in grades 9-12 through the seventh semester, and
  - 3) achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on Mathematics.
- OR
- 1) have a combined score of 1400 on the SAT math and verbal sections or an ACT composite of 31 and
  - 2) have earned 24 units of high school credit and be eligible for graduation with a state high school diploma.

#### Dorman High School Academic Diploma

A student must earn 27 units as prescribed on the accompanying charts.

### 2017-2018 PSAT TEST DATE

October 11, 2017

### SCHOLARS ACADEMY

The Scholars Academy is a dual credit program through USC Upstate. Students in the eighth grade apply for acceptance into this prestigious program which allows one to earn approximately 60 hours of college credit while simultaneously completing high school diploma requirements. Students attend DFC/DHS for one period per day. For more information regarding application procedures to the Scholars Academy, please contact your guidance counselor.

Students who attend the Scholars Academy are given an advantage in GPA calculation because of the multiple opportunities for dual credit courses. Therefore, Scholars Academy students may compete for all Scholars Academy honors. However, students who attend the Scholars Academy would be excluded from most DHS honors associated with class rank. Scholars Academy students cannot compete for the honor of speaking or delivering the invocation at graduation as one of DHS honor graduates. This would include the exclusion of Scholars Academy students from valedictorian and salutatorian titles. However, Scholars Academy students can be recognized as Dorman High School Scholars Academy Junior Marshals. Once students enter into the Scholars Academy, those students are no longer eligible for the graduation speaker honors even if they return to DHS for fulltime enrollment at any time. Scholars Academy students may

participate in DHS graduation and wear a cord to reflect this honor. (Note: Scholars Academy students may compete for the title of valedictorian or salutatorian of the Scholars Academy cohort at USC Upstate and upon receiving this honor would be acknowledged as such as DHS commencement.)

Scholars Academy students will be included in class rankings at DHS. This inclusion in class rankings would allow Scholars Academy students to be eligible for Beta Club, National Honor Society, Palmetto Fellows, Life Scholarships, etc. (Note: A Scholars Academy student may be ranked #1, but he/she would not be recognized as valedictorian.)

<b>Graduation Requirement Guidelines</b>			
<b>Subjects</b>	<b>SC Diploma Requirements</b> <b>24 Units</b> <b><i>College Prep</i></b>	<b>SC Diploma Requirements</b> <b>24 Units</b> <b><i>Tech Prep</i></b>	<b>Dorman Academic Diploma</b> <b>27 Units</b>
English/ Language Arts	4 units	4 units	4 units
Mathematics	4 units	4 units	4 units
Science	3 units	3 units	3 units
US History & Constitution	1 unit	1 unit	1 unit
Economics	1/2 unit	1/2 unit	1/2 unit
US Government	1/2 unit	1/2 unit	1/2 unit
Other Social Studies	1 unit	1 unit	1 unit
Physical Education or JROTC	1 unit	1 unit	1 unit
Computer Science*	1 unit	1 unit	1 unit
Occupational Specialty**	0 units	1 unit	1 unit if Tech Prep
Foreign Language	1 unit	0 units	1 unit if College Prep
Core Units	17 units	17 units	17 units
Electives	7 units	7 units	10 units
<b>Total Units</b>	<b>24 units</b>	<b>24 units</b>	<b>27 units</b>

\* As defined in the Course Booklet

\*\*Occupational classes include classes offered at R. D. Anderson Applied Technology Center, advanced computer, business technology and vocational classes offered at Dorman High School.

Requirements may be subject to change pursuant to State Department of Education directives.

### 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F, FA, WF, WP	0.000	0.000	0.000



**COLLEGE ENTRANCE COURSE REQUIREMENTS  
FOR S.C. FOUR YEAR PUBLIC COLLEGES AND UNIVERSITIES**

*Information provided by the S.C. Commission of Higher Education.*

**FOUR UNITS OF ENGLISH:** At least two units must have strong grammar and composition components, at least one must be in **English literature**, and at least one must be in **American literature**. Completion of **College Preparatory English I, II, III, and IV** will meet this criterion.

**FOUR UNITS OF MATHEMATICS:** These include **Algebra I** (for which **Foundations of Algebra** and **Intermediate Algebra** can count together as a substitute if a student successfully completes **Algebra II**), **Algebra II**, and **Geometry**. A **fourth higher-level mathematics course** should be selected from among **Algebra III/Trigonometry, Precalculus, Calculus, Statistics, Discrete Mathematics**, or a **capstone mathematics course** and should be taken during the senior year.

**THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical or life sciences and selected from among **biology, chemistry, or physics**. The third unit may be from the same field as one of the first two units (**biology, chemistry, or physics**) or from **any laboratory science** for which **biology** and/or **chemistry** is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is **not** a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a **prerequisite** to the three required units of laboratory science outlined in this section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

**TWO UNITS OF THE SAME FOREIGN LANGUAGE**

**THREE UNITS OF SOCIAL SCIENCE:** One unit of **U.S. History** is required; a half unit of **Economics** and a half unit of **Government** are required for graduation.

**ONE UNIT OF FINE ARTS:** One unit in Appreciation of, History of, or Performance in one of the fine arts.

**ELECTIVE:** One unit must be taken as an elective. A college preparatory course in **Computer Science** (i.e., **one involving significant programming content, not simply keyboarding**) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in **English; Fine Arts; Foreign Languages; Humanities; Laboratory Science** (excluding earth science, general physical science, general environmental science, or other introductory science course for which biology and/or chemistry is **not** a prerequisite); or **Mathematics above the level of Algebra II**.

**ONE UNIT OF PHYSICAL EDUCATION OR ROTC**

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**EXAMINATIONS/END OF COURSE TESTS**

Cumulative examinations are given in all courses at the end of the first and second semesters. Exam periods are designed to provide time to evaluate the achievement of the main points of the course work. Exams will be given to classes only at the assigned times. No exams will be given early without the approval of the principal and then only in cases where late make-up is impossible or impractical. Students who do not make up the exams in that time period will receive a grade of 0 for the exam. Exams will count 10% of the grade for the semester, except in courses where the end of course test is administered. The end of course test will count 20% of the grade for the year. Students will take an end of course exam in these areas: English, Algebra I and Biology.

### REPORT CARDS

Dorman Freshman Campus operates on nine-week reporting periods. Report cards will be issued at the end of each nine-week period. Parents and students should study these reports carefully, not only for grades, but for attendance as well. Any questions regarding interpretation of reports should be directed to the student's assistant principal. The following grading system is used:

A: 90 to 100	INC: Incomplete
B: 80 to 89	FA: Failure due to excessive absences
C: 70 to 79	WF: Withdraw/Fail
D: 60 to 69	
F: Failing Below 60	

\*Posting of summer school grades will take place upon completion and receipt of grades.

### INTERIM REPORTS

Interim reports are issued to students every 4 1/2 weeks during each 9 week grading period. A student should bring home a progress report from each course. Parents are encouraged to review this information and schedule conferences with teachers as needed.

### PARENT/TEACHER CONFERENCES

To schedule a teacher conference, the parent needs to call the office and leave a message for the teacher to return the call. Upon arrival for the conference the parent needs to check in at the office and receive a visitor's pass. The teachers can also be contacted directly via e-mail. The e-mail addresses are located on the Dorman web page at <http://dfc.spartanburg6.k12.sc.us> and also in PowerSchool.

### COUNSELING AND GUIDANCE PROGRAM

The Dorman Freshman Campus Guidance and Counseling Program focuses on helping all of the students achieve full academic potential, establish and reach career goals, and develop interpersonal skills necessary for living successfully in our society. Program activities emphasize learning to learn, learning to live, and learning to work. Counselors are assigned according to the first letter of a student's last name. The Guidance and Counseling Center is open from 7:45 a.m. until 4:00 p.m. every school day and at other times by appointment.

Guidance and Counseling Center activities include individual and group counseling, classroom guidance, test interpretation sessions, information seminars, registration and course selection, parent-teacher-student consultations and a variety of other initiatives designed to help students become responsible and successful in the school setting.

To see a counselor, complete an "Appointment Request with Counselor" form at the front desk in the Guidance and Counseling Center. Counselors make every effort to see students in a timely manner. Students are asked to state clearly whether or not they need urgent attention. Students may also see a counselor by going to the Guidance and Counseling Center during their lunch periods, before or after school. Parents may contact a counselor via e-mail or telephone.

### LOST OR DAMAGED BOOKS

- Students are responsible for taking care of their textbooks. Damages incurred must be paid for by the students. Damaged books which cannot be reissued must be paid for at full replacement cost.
- If a book is lost, a student is charged the full price of the book and issued another textbook. This fee must be paid in the office. If the book is found after it is paid for, a refund will be given if both the receipt and the textbook are produced and returned to the office on or before June 1, 2018. NO REFUNDS will be issued after June 1, 2018.
- Books that are left unattended are returned to the office. It is the student's responsibility to check the office for lost textbooks.

### TEXTBOOKS

Textbooks are located in the bookroom. A Textbook Barcode must be in each student's book to receive credit for the book being returned. Students are expected to take care of the books issued to them.

## **LIBRARY**

The library offers students a rich collection of information. The library hours are 7:45 a.m. until 3:35 p.m. Monday through Friday. Books may be checked out, returned and fines paid during these hours.

Student ID's are required to **check out** books. Students may check out up to three books for two weeks. Books may be renewed unless another student has placed the book on hold. Reserved and reference books may be checked out after school and must be turned in before first block. **Fines** are charged on all overdue materials at the rate of 5 cents a day. Fines are not charged when school is not in session or the library is closed. A fine stops accumulating when a book is returned, whether the fine is paid at that time or not.

Students must clear outstanding books or fines in order to check out books. Students will have to pay replacement cost for books that are damaged or lost.

The library is open to students during their **lunch**. They must sign in and sit in the designated area.

A student may come to the library during class time with a **pass** issued by his/her teacher. The student must sign-in at the circulation desk. This information is used to verify attendance.

**Computers** are available for typing school assignments, searching the on-line catalog, research and printing. Students with passes must ask the library staff for permission for all computer use except the on-line catalog. The **internet** is available for educational purposes with the direct supervision from their classroom teacher or a pass from their classroom teacher. Students must follow the District Network Code of Conduct.

**CAVS** is a time for reading and studying. Only one student may come from each **CAVS** Class. There is no talking during this time and students will sit one per table.

The library and its staff are here to help all students at DFC be successful. Please ask for help whenever it is needed.

## **BOARD POLICY AND NETWORK CODE OF CONDUCT**

### **INTRODUCTION**

The District Six computer network has been established to give faculty and staff access to current information resources. It also provides instant communications within the district and throughout the world via the Internet. All network users must be aware of and adhere to the district policies and regulations that address electronic information resources.

### **INTERNET POLICY**

The Board of Education supports the use of the Internet to improve learning and teaching through person to person communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration.

In return for this access, every Internet user within Spartanburg School District Six has the responsibility to respect and protect the rights of every other user in the community and on the Internet. Network users are expected to act responsibly, ethically and legally in accordance with the district's Network Code of Conduct, the mission and purposes of other networks accessed on the Internet and the laws of the state and the United States.

### NETWORK CODE OF CONDUCT

Use of the network shall be in support of education and research that is consistent with the mission of the district. Network use is limited to those students who have completed the training and have a specific educational objective to research. Users must adhere to the following rules of conduct:

- Use the network in such a way that your use does not disrupt its use by others.
- Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the network to access only educationally relevant material.
- When accessing information that requires a password, protect your password from others and refrain from using the password of others.
- Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.
- Refrain from using the network for commercial purposes.
- Respect the privacy of others.
- Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number.

The district reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. (Form available from homeroom teacher.)

### ATTENDANCE

The South Carolina Compulsory Attendance Law, Section 59-65-10, states that all parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this State. Section 59-65-20 of the Compulsory Attendance Law states that any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

### ATTENDANCE REGULATIONS

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or documentation of a medical appointment. The school administration will keep all excuses confidential. If a student fails to bring a valid excuse to school within 3 days of the absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action. Excuses must be turned in to the receptionist in the main office.

The district will consider students **lawfully** absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- The student has a doctor, dentist, or orthodontist appointment and brings a note to that effect from the physician.
- The student is on homebound or homebased instruction.
- The student is engaged in a school-sponsored activity approved by the principal.
- The student is assigned an in-school or out-of-school suspension.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

The district will consider students **unlawfully** absent under the following circumstances:

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.
- Absence that is not covered by a written excuse within three (3) days after the absence.

For high school students, absences are counted in each individual class, in accordance to state law, Regulation R43-274 and Spartanburg School District Six. In order to be counted present, a student must be in attendance in class at least one(1) hour of the block.

#### **CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK**

Spartanburg School District Six follows the DHEC School Exclusion guidelines for school attendance. There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- Fever, temperature of 100 degrees or higher, with or without other symptoms.
- A cold in the contagious stage. (Severe nasal discharge that is not clear in color)
- Any communicable disease (chicken pox, measles, pink eye, etc.)
- Undiagnosed rash or skin eruptions.
- Vomiting or diarrhea within the past 12 hours
- Untreated head lice or scabies. District Six follows a “no nit” procedure for students returning to school after diagnosis of head lice.
- Students with a diagnosis of strept throat must be on antibiotics for 24 hours and be free of fever or other symptoms before returning to school.
- Students with conjunctivitis (pink eye) must be sent home and may return once on antibiotic eye drops for 24 hours and without discharge from the eye.
- Students with suspected MRSA (staph infection) must be referred to a physician for treatment. The student may return with physician permission, on antibiotic treatment for at least 24 hours, without damage, and with the wound covered.

#### **INTERVENTION PROCEDURES**

Dorman Freshman Campus will apply the following interventions, each semester, to encourage student attendance:

**PhoneMaster will call the parent or guardian after each absence.**

#### **3 Absences**

The attendance designee will see any student with 3 absences and a letter will also be sent to the parent/guardian. For students in half unit courses, a letter will be sent to the parent/guardian indicating that another absence may result in failure of the course.

#### **Truancy Intervention:**

The following intervention procedures will be implemented to encourage student attendance:

- **3 Consecutive/5 Total Unexcused Absences** – A student is considered truant if he/she accumulates 3 consecutive or 5 total unexcused absences. A letter will be sent to the parent/guardian to request an intervention conference. A written intervention plan must be completed with the parent/guardian.
- **7 Unexcused Absences** – Students ages 6-11 are considered truant and students ages 12-17 are considered a habitual truant if he/she accumulates 7 unexcused absences and the Spartanburg County Truancy Intervention Plan has been completed. A referral to Family Court may be made at this time.

- **Additional Unexcused Absences** – Students ages 6-11 are considered truant and students ages 12-17 are considered a chronic truant if he/she accumulates any additional unexcused absences after the student has been referred to Family Court and placed on an order to attend school.
- **Tuancy status is coded as a discipline incident in the student’s discipline record.**

**EARLY DISMISSALS**

Early Dismissal is for students who become ill during school or have medical appointments during the school day.

- The parent or guardian, with a valid ID, must come in to the main office to sign a student out during the school day.
- Students who sign out of school and return during the same day must sign back in at the main office upon their arrival to school.
- Early dismissals will occur at class change only unless there is a medical emergency or medical appointment.
- If the student does not sign out in the main office, the class absences due to early dismissal will be unexcused.
- Only emergency early dismissals will be processed on state testing days. Interruptions must be limited.

**TARDY REGULATIONS**

Being late is not acceptable at Dorman Freshman Campus. A student is considered tardy if he/she is not in the classroom before the tardy bell begins ringing. If a student comes into the classroom and leaves for any reason, including going to the bathroom or to obtain class materials, he/she will be considered tardy if returning late. Students who are late to class with an excused pass from another teacher, the attendance office, counselor, or a principal will not be considered tardy.

Every time a student arrives late to class, he/she will sign a tardy register immediately upon entry into the room.

**LATE ARRIVALS TO SCHOOL**

Buses – Students who arrive on late buses will bring a late bus pass to the late bus sign in desk in the cafeteria. Students will need to sign in and report directly to class using their bus pass for admission.

**Excused** - Students who arrive late from a doctor, dentist or court appointment must bring the doctor, dentist or court note to the Main Office when they arrive at school to avoid receiving a tardy. Students will be issued an excused tardy pass to class by the receptionist.

**Unexcused (Less than five minutes late to first class)**

Students who arrive at school within the first 5 minutes of their first class will report directly to class and be counted tardy. The teacher will enforce the regular tardy policy.

**Unexcused (Five minutes or more late to first class)**

Students who arrive at school 5 minutes or more late to class will report to the Main Office to receive an excused tardy pass to class. The teacher will enforce the regular tardy policy.

**TARDIES TO ALL CLASSES**

**Less Than Five Minutes:**

- 1st Tardy      Warning
- 2nd Tardy     Warning: Teacher will contact parent.
- 3rd Tardy     Referral to Assistant Principal. Principal Detention Assigned.
- 4th Tardy     Referral to Assistant Principal. Principal Detention Assigned.
- 5th Tardy
- & Beyond     Referral to Assistant Principal. ISS (In-School Suspension) Assigned.

**Five Minutes Or More (Unaccounted For Tardy):**

The student who is five minutes or more late to a class must report to the office to be seen by an assistant principal to receive a pass to class.

**PRINCIPAL'S DETENTION HALL**

Principal's detention hall will be conducted as follows:

- 1) Detention will be from 3:30 until 5:00 p.m. on **Tuesday** of each week.
- 2) Students assigned to detention hall will be given at least 24-hour notice. It will be the responsibility of the student to notify his/her parents and arrange transportation.
- 3) A student may early-dismiss on the day he/she is assigned to detention hall if he/she has a doctor's appointment or leaves due to illness. The student must present the documentation to the appropriate principal before school the next day or day of return and plan to stay the next day detention hall is held.
- 4) The appropriate administrator has the right to assign detention hall in combination with other forms of punishment as needed.
- 5) Failure to report to school detention hall, failure to report on time, failure to bring books and materials, including textbooks, notebooks, and pens/pencils, and disruption of detention hall for any reason will result in a one-day ISS assignment.

**MAKE UP WORK**

When a student is absent from class, the student will receive a zero (0) for the missed assignment or assessment in the gradebook. The teacher will adjust the grade to reflect the appropriate credit once the work has been completed. Work missed due to absences is to be made up as soon as reasonably possible after the student's return to school. Teachers may set a limit to the amount of time extended before make-up should be completed. When possible, make-up should be accomplished during a time mutually agreed upon by both the teacher and the student. If necessary, the work can be made up during regular school time if such make-up does not interfere with the work of the class as a whole or does not keep the student out of another class.

Missing one class to make up another is prohibited unless the absence was caused by a school-sanctioned activity. In this case make-up time may be, and perhaps should be, taken from the class that caused the absence. Routinely, the make-up should take place during the time other than class time, and teachers are entitled to require make-up after or before school or during lunch as long as prior notice is given.

Occasionally, time allowed for make-up work may be extended due to unusual circumstances such as extended absences. Work not completed by the end of a reporting period will cause the student to receive an "Incomplete" for that grading period. This grade is computed as a zero for the nine weeks and remains in effect until the required work is completed. All "Incompletes" must be made up within the next two weeks or they become zeros.

Failure to meet a reasonable teacher-imposed deadline for extended make-up is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for make-up will result in loss of make-up privileges unless the teacher agrees to change the appointment before the fact or unless a bona fide emergency exists. Failure to make up work within the guidelines of this policy will result in the awarding of zeros for missed assignments. In the event of a dispute over make-up rights, the principal will be the final authority.

If a student is absent for several days, the parent may call the office to request assignments. It will be necessary to have 24-hour notice before assignments can be picked up in order to give the teachers time to collect the material and get it to the receptionist.

**CAFETERIA**

Lunch prices for the 2017-2018 school year will be \$2.60 and \$3.00 for a premium lunch, which is a larger portion or branded item. Breakfast will be \$1.50. Any student that received free or reduced lunch last year at Dorman or any middle school in District Six may receive free or reduced lunch for the first 30 school days this year. After the first 30 days all students must have a new application on file. Please turn in free and



reduced lunch applications to the cafeteria. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch.

#### **CAFETERIA REGULATIONS**

The cafeteria is provided for students who want to eat lunch or breakfast. Dorman personnel will NOT deliver food from off campus to students. Many students prefer the outside and are encouraged to use the picnic area as weather permits. All glass containers are prohibited.

#### **DELIVERIES TO STUDENTS**

No gift items or non-essential items should be brought during the school day.

#### **I. D. CARDS**

Students will be issued a School I.D. card that must be placed on a lanyard and worn around the neck in plain sight at all times during the school day. Students will not be allowed in classrooms without their school ID. Failure to display the ID card may result in disciplinary action according to the school handbook. Students who have lost or misplaced the ID card must obtain a temporary ID from the main office immediately upon arrival at school. Students will be charged \$1 for the temporary ID for each occurrence. Students who have damaged, vandalized or defaced the school issued ID card will be required to pay for a replacement. Replacement cards can be purchased for \$5 from the main office. Replacement lanyards can also be purchased for a \$2 charge.

#### **SPARTANBURG SCHOOL DISTRICT SIX HIGH SCHOOL DISCIPLINE CODE**

The provisions of this code apply to conduct during the normal school day, on school-owned vehicles, and during school-sponsored activities that take place after normal school hours. Discipline records are cumulative and will be part of the student's record from grade 9 to 12. All disciplinary infractions will be a part of the cumulative record.

**In addition, when the school is notified by an officer of the court that a student has been convicted of an offense off school grounds involving a weapon or the use/distribution of unlawful drugs, this information must be placed in the student's file and will be forwarded as part of the student's cumulative record if the student transfers to another school district. (Section 59-63-370).**

The Dorman Freshman Campus Student discipline code applies to student conduct occurring away from school and school-related activities when such conduct affects or threatens the safety and well-being of students or staff in the school setting, substantially affects or interferes with the rights of students or staff in the school setting, or otherwise presents an actual or reasonably foreseeable risk of materially or substantially disrupting the orderly operations and discipline at school.

The school principal or designee will investigate and evaluate student misconduct occurring away from school and school-related activities on a case-by-case basis. Students may be subject to appropriate discipline, up to and including expulsion, if the conduct violates school district policy, has a nexus to the school, and causes or could reasonably be foreseen to cause a material or substantial disruption to the school environment. The school district may investigate and take disciplinary action for conduct occurring away from school and school-related activities regardless of, and prior to the final disposition of, any pending civil, criminal, or other proceedings involving the student.

**All students are limited to a maximum of 4 ISS assignments (excluding assignments to ISS for tardies). All infractions calling for ISS assignments, once four assignments have been exhausted, will automatically be converted to out-of-school suspensions. (One day of OSS for each day of ISS).**



**CONSEQUENCE CODE:**

**TD** - Teacher Detention  
**PD** - Principal Detention  
**ISS** - In-School Suspension

**OSS** - Out-of-School Suspension  
**PC** - Parent contact/conference

**LEVEL I - DISORDERLY CONDUCT**

Disorderly conduct is defined as those activities, which tend to impede orderly classroom procedures, instructional activities, or orderly operation of any school activity. Acts of disorderly conduct with enforcement procedures or sanctions to be applied may include all but are not limited to the following violations. Consequences depend upon the severity of the offense. Possible actions include those listed for each violation.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Unaccounted for in class or failure to attend class after reporting to school grounds	ISS	ISS	OSS	OSS
Leaving campus without signing out properly	ISS	OSS	OSS	OSS
	(Once you arrive on campus you cannot leave without a parent signing you out. If driving, driving privileges will be suspended for a minimum of 10 days.)			
Illegally walking out of class	ISS	OSS	OSS	OSS
Disruptive behavior	1 day ISS to 3 days OSS depending on severity.			
Failure to attend a teacher's detention hall	PD	PD	ISS	ISS
Failure to attend principal's detention hall	ISS	ISS	ISS	ISS
Refusing to attend	1 day of OSS for each assigned day of ISS ISS or accept ISS assignment			
Disruptive behavior, refusing to work in ISS or leaving ISS without permission	1 day of OSS			
Inappropriate language/gesture to/or around students	Range from principal's detention to 3 days OSS depending on severity			
Presence in an Unauthorized/restricted area (i.e. parking lots, gym during school)	PD	ISS	ISS	ISS
Violation of the dresscode	PD	ISS	ISS	ISS
	(Change to appropriate dress)			
Laser Pointers	ISS	ISS	ISS	ISS
	(These items are confiscated & not returned.)			

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Possession of food/drink in the building	PD (Food & drink items discarded)	PD	PD	PD
Any student caught leaving trays, food or other trash on campus	PD	PD	ISS	ISS
Misuse of lunch account	Handled at the discretion of the principal.			
Inappropriate use of technology/school computers, telecommunication devices, including cell phones and head/ear phones	Principal's Detention - 5 days OSS (may result in loss of Internet privileges)			
Cheating	Handled by the teacher, given no credit for the assignment, reprimand by the teacher, parents notified, and incident documented			
ID Violations	1st-3rd Offense: Warning 4th & 5th Offense: PD 6th Offense and all Other Offenses: ISS			

#### **Public Displaying of Affection**

PDA – Public Displaying of Affection is behavior that includes inappropriate body movements, hugging, kissing, walking arm in arm, or other similar behavior beyond holding hands. 1st Offense = principal's detention; 2nd-4th Offenses = ISS.

#### **LEVEL II—DISRUPTIVE CONDUCT**

Disruptive conduct is defined as those activities which are directed against person or property, the consequences of which tend to endanger the health or safety of the student or others in the school. Acts of disruptive conduct with enforcement procedures or sanctions to be applied may include but are not limited to the following violations. Consequence depends upon the severity of the offense. Possible actions include those listed for each violation.

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
Horseplay	Any Offense	1 day ISS to 3 days OSS depending upon severity and circumstances
Falsification of any school document, report cards, hall pass, absence excuses	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Getting another student out of class under false pretenses	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Giving false information to school official	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Gambling	Any Offense	1 to 5 days OSS depending upon circumstances

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
Destruction of school, teacher, or student property	Any Offense	1 to 10 days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities.
Vandalism	Any Offense	1 day ISS to 10 days OSS, possible recommended expulsion, restitution (to include labor and material costs), and/or notification of law enforcement
Tampering with Food and/or Drink	Any Offense	1-10 days OSS, Referral to SRO, Restitution, Possible Recommendation for Expulsion
Verbal Confrontation	1st Offense 2nd Offense 3rd Offense	3 days OSS 5 days OSS 10 days OSS
Rude, discourteous or disrespectful behavior directed towards a teacher, school official, or staff member	Any Offense	1 day to 5 days OSS
Inappropriate behavior resulting in removal from class by principal	Any Offense	ISS to 5 days OSS
Inciting or instigating a fight	Any Offense	2-5 days OSS
Fighting (both persons actively involved)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	10 days OSS 10 days OSS & referral to Alternative Sch. Any Offense: Possible recommendation for expulsion, referral to University School, referral to law enforcement authorities depending upon circumstances and severity of the fight
Fighting (More than two people actively involved)	Any Offense	10 days OSS, possible recommendation for expulsion, referral to University School, referral to law enforcement authorities depending upon severity and circumstances
Deliberate refusal to obey a teacher, school official, or security staff	Any Offense	1-10 days OSS
Violation of medication policy	1st Offense	1 day OSS All subsequent offenses discretion of principal
On campus while under suspension unless accompanied by a parent or guardian for a conference	Any Offense	1-5 days OSS added to original suspension, notification of law enforcement authorities, or recommendation for expulsion

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
Use or possession of tobacco products, electronic cigarettes, vapes, etc.	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	1 day OSS 3 days OSS 5 days OSS
Possession of tobacco paraphernalia, matches, lighters, etc.	Any Offense	1 day ISS and paraphernalia will be confiscated
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the principal and/or superintendent	Any Offense	Judgement made by the principal or assistant principal
Refusal to attend the University School after referral	Any Offense	Recommendation for expulsion

### **LEVEL III—CRIMINAL CONDUCT**

Criminal conduct is defined as those activities which result in violence to oneself, another person, or property, or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board of trustees. Acts of criminal conduct with enforcement procedures or sanctions to be applied may include, but are not limited to the following violations. Consequence depends upon the severity of the offense. Possible actions include those listed for each violation.

#### **Theft**

**Any Offense - Consequence:** 1 day OSS to 10 days OSS, restitution, possible referral to law enforcement authorities

Inappropriate language or gestures directed towards a teacher or staff member:

**Any Offense – Consequence:** 5 – 10 days OSS

Harassing, blackmailing, threatening, intimidating, or abusing a teacher, staff member, or another student:

**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

### **Harassment, Intimidation, and Bullying Policy**

Harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events. Harassment, intimidation or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. Harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of personal harm or damage to property; or
2. Insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school-suspension, and expulsion from school, based on the severity of the incident.

A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying must report the incident to the building principal. All reports, including anonymous reports, or complaints must be investigated promptly and thoroughly by the principal or other appropriate school official. Reprisals or retaliation against a person who reports an act of harassment, intimidation, or bullying is prohibited. However, persons found to have falsely accused another person of harassment, intimidation, or bullying will be subjected to the consequences specified in the student code of conduct including suspension from school.

**Note: Section 16-3-612 of the Code of Laws stipulates that an assault and battery against any person affiliated with the school in an official capacity is a misdemeanor and, upon conviction, must be fined not more than a thousand dollars, or imprisoned not more than one year, or both.**

**Note: S.C. Code 16-3-1040 stipulates that it is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on the teacher, principal or their immediate families. Any person violating this law must, upon conviction, be punished by a term of imprisonment of not more than five years.**

Assault and battery (one person is the aggressor and the victim cannot or chooses not to defend himself/herself), only the aggressor will be penalized:

**Any Offense - Consequences:** 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Disruption of the educational process:

**Any Offense – Consequence:** 1 to 10 days OSS, recommend expulsion and/or referral to law enforcement authorities

Possession and/or detonation of fireworks, stink bombs, water guns, toy guns, balloons, or water balloons:

**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Possessing knife, blackjack, mace, box cutter, razor, etc., or using any object in a violent act or in an irresponsible, threatening, or unsafe manner (any object considered a weapon will be confiscated and given to the appropriate law enforcement authorities):

**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion.

Possessing, using, transferring, or transporting any kind of firearm (guns, pistols, air rifles, pellet or BB guns, starter pistols, cap pistols, etc.):

**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion.

Gang Related Activity:

**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion.

Indecent exposure:

**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Sexual Misconduct:

**Any Offense – Consequence:** 1 to 10 days OSS, expulsion and/or recommended referral to law enforcement authorities

Sexual Harassment:

**Any Offense – Consequence:** Possible suspension, recommendation for expulsion, referral to law enforcement authorities

#### **Personal Electronic Devices**

Students, with parent permission, have the privilege of limited use of personal electronic devices on school and district property in a manner that does not interfere with the learning, safety, and well-being of students and staff.

Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard or troubleshoot any student-owned personal electronic devices. **The district, its trustees, administrators, and employees shall not be responsible or liable for the theft, loss, data loss, damage, destruction, misuse or vandalism of any student-owned personal electronic device brought onto district or school property.**

Recording sound or video/images at Dorman Freshman Campus, on Spartanburg School District Six property, or on district-owned vehicles is strictly prohibited without the consent of the principal and will result in substantial disciplinary consequences. This misuse includes the posting of video or images obtained through cameras, phones, and other electronic devices to websites or social networks. Students who are involved in any unauthorized recording, videoing or posting of unapproved videos or images may face loss of privilege to possess and use a personal electronic device, suspension, alternative placement, possible recommendation for expulsion, and/or referral to law enforcement officials.

Students who possess and use personal electronic devices will do so for instructional and educational purposes and will be expected to comply with the Spartanburg County School District Six Network Code of Conduct at all times. Students may use personal electronic devices in authorized areas of the school prior to and after the school day, and during other non-instructional times, as established by the school principal, provided such use does not violate district or school policies.

#### **Sexual Harassment Policy**

In accordance with the district code of student conduct, engaging in sexual harassment of either male or female students, staff, or visitors on school property or while under the jurisdiction of the school is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action. The action may include suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school or while riding a school bus. Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature.

Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent, a teacher, guidance counselor, principal, or any other school official.

#### **Hazing Policy**

Hazing:

**Any Offense – Consequence:** 1 to 10 days OSS, possible removal from school team or organization, recommended expulsion and/or referral to law enforcement authorities. The district prohibits hazing by student, staff, and third parties as a part of any school-sponsored activity. All students must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity.

State law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other authorized treatment by the superior student of a subordinate of a tyrannical, abusive, shameful, insulting, or humiliating nature”.

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

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

A student found to be in violation of this policy is subject to discipline in accordance with the District Six High School Discipline Code.

#### **DORMAN HIGH SCHOOL SUBSTANCE ABUSE REGULATIONS**

- Any student found to be selling, purchasing, distributing, or possessing ANY AMOUNT of alcohol or illegal drugs while on school property, at any place where an interscholastic athletic contest is taking place, or during the course of any trip, activity, or school function shall be **expelled for the remainder of the school year.** (Prescription drugs are considered illegal unless being used as prescribed by a medical doctor for a specific student and are being administered through the health room.)
- Any student found to be under the influence of alcohol or any illegal drug while on school property, at any place where an interscholastic athletic contest is taking place, or during the course of any trip, activity, or school function shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 10 days
  - 2<sup>nd</sup> Offense:** Expelled for the remainder of the school year
- Any student who aids in using, selling, purchasing, distributing, or possessing alcohol or illegal drugs shall be expelled for the remainder of the school year.
- Any student found to be using, selling, purchasing, distributing, or possessing any amount of SUBSTANCES WHICH APPEAR SIMILAR but are different in content from hard drugs (i.e. look-alike drugs, imitation drugs, counterfeit drugs such as caffeine-packaged as amphetamines), shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 10 days
  - 2<sup>nd</sup> Offense:** Expelled for the remainder of the school year
- Any student found to be in possession of items considered to be drug PARAPHERNALIA shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 7 days.
  - 2<sup>nd</sup> Offense:** Expelled for the remainder of the school year.

Any violation of the substance abuse policy may result in a referral to the University School.

#### **THE ADMINISTRATION WILL REFER THOSE WHO VIOLATE THIS POLICY TO THE APPROPRIATE LAW ENFORCEMENT AGENCY AS IT IS DEEMED APPROPRIATE.**

Incidents involving the violation of this substance abuse policy shall be cumulative for the period of time that the student is in School District Six. In cases where suspensions are used, the school administrator will dictate probationary restrictions, which must be followed if students are to continue in school. Any disciplinary referral received by the school administration while the student is on probation will result in immediate expulsion. Restrictions may include but are not limited to the following:

- The student may not participate in any after school activities in School District Six whether they are assigned or voluntary.
- The student may not drive a vehicle on Spartanburg District Six properties at any time.
- Satisfactory academic progress must be made and maintained.

#### **DUE PROCESS PROCEDURES FOR INVOLVED STUDENTS IN DISCIPLINARY ACTIONS**

##### **MINOR INFRACTIONS**

Minor disciplinary infractions are defined as those serious enough to require a set code of procedures. These are summary discipline actions like teacher detention halls. The traffic violation procedure is also considered a summary disciplinary action because driving and parking on the Dorman High School campus is a privilege and not a right. Parents and students may appeal a summary action to the student's assistant principal.

### **SUSPENSIONS OF LESS THAN TEN DAYS**

The only persons at Dorman Freshman Campus who have the authority to suspend (in-school or out-of-school) are the principals. For suspensions (ISS or OSS) of less than ten days, students must be afforded the following:

- 1) written or oral notice of the charges against them;
- 2) an explanation of the evidence against them; and
- 3) an opportunity to tell their side of the incident.

Parents or legal guardians should be provided a written notice giving the reason(s) for the suspension and setting a time and/or a place that the assistant principal will be available for a conference. The conference should be set within three days of the suspension.

### **APPEAL PROCEDURE**

Parents and students have the right to appeal a disciplinary action, first, to the assistant principal who handled the case and then to the principal. Out-of-School Suspension (OSS) prohibits students from attending any day or night school functions, riding the bus, or from entering the school or school grounds during the course of the suspension, except for a pre-arranged conference with an administrator. Students on campus under suspension are subject to disciplinary action and/or arrest. Students who have been determined to be dangerous or disruptive to the school or classes and/or who are engaged in fighting or other violence will be removed from the campus by the parents or legal guardians (or the police depending upon circumstances). They will remain off campus during any appeals process.

### **SUSPENSIONS OF MORE THAN TEN DAYS**

Suspensions of ten or more days or expulsion is for serious misconduct or criminal behavior. When serious disciplinary actions are taken that require a suspension of more than ten days or an expulsion, due process actions are as follows:

- 1) The principal and/or assistant principal will notify the student of the charges, the nature of the evidence supporting the charges and the consequences.
- 2) The parents/legal guardians or authorities (depending upon the circumstances) will remove the student from the campus after the charges are given. If a crime has been committed, the authorities will be notified and they will remove the student.
- 3) He/she will be suspended pending recommendation for expulsion. The student will remain suspended until disposition of the case.
- 4) Every effort will be made to notify parents or legal guardians by telephone as soon as possible.
- 5) The principal will contact the superintendent and handle the suspension and/or expulsion procedures according to board policies.

### **ARREST OF STUDENTS**

Students are subject to arrest for violations of the law while on the campus or while participating in any school activity on or off the campus. This is in addition to school disciplinary actions. School due process procedures apply only to school disciplinary actions and do not apply to civil or criminal actions taken by the authorities.

ALL CASES NOT MENTIONED WILL BE HANDLED AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPALS. THE PRINCIPAL OR ASSISTANT PRINCIPALS RESERVE THE RIGHT TO INCREASE OR DECREASE THE CONSEQUENCES FOR A PARTICULAR OFFENSE DEPENDING UPON THE CIRCUMSTANCES OF THE CASE.

### **STUDENT SEARCH**

All Dorman students are subject to reasonable searches of their person and property. A metal detector may be used in accordance with established policy.

### **END OF THE YEAR REFERRALS**

Students who receive referrals the last few days of school may have consequences extend into the summer or beginning the next school year.



**SPARTANBURG SCHOOL DISTRICT SIX  
STUDENT SCHOOL BUS DISCIPLINE CODE**

Responsibility for safe transportation of students is shared by administrators, bus drivers, parents and students. **Riding a bus is a privilege.** This privilege must not be abused. Necessary action will be taken by school officials to insure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, disciplinary action will be taken to correct the situation.

The school principal or designee has the responsibility to investigate and enforce the bus discipline code. Bus drivers shall report to the principal or designee any student whose conduct interferes with safe driving or who acts disruptively. The parents will be notified by phone and/or mail of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. The privilege of riding a bus will be denied when student behavior may lead to accident, injury or disruption. When a student is suspended from riding a bus, the student is suspended from **all** buses and will not be allowed to ride any bus until the suspension is over. In incidents involving students from different schools, the administrators in charge of buses at each school shall consult with each other to resolve the problem.

Bus referrals for students in grades 6 through 12 are cumulative. Beginning in grade 6, any student who has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of the next school year for **any** misbehavior on any bus. All bus referral records of rising ninth grade students who have been suspended from a bus for a school year will be forwarded to the high school. **Year-end referrals will be carried into the next school year.** The director of transportation and the school principal will monitor those students who have had chronic problems on buses.

The provisions of this code may apply to conduct on any school district or state owned vehicle during transportation to and from school and school sponsored activities.

**LEVEL I - DISORDERLY CONDUCT**

Disorderly conduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following:

**Violations:**

- Disorderly conduct on bus
- Getting on or off the bus at an unauthorized stop without permission
- Eating and/or drinking on the bus
- Littering on the bus
- Standing or sitting improperly while the bus is moving
- Violating any safety procedures
- Riding the wrong bus without permission from the principal
- Continually making loud noises, yelling, etc.
- General horseplay
- Encouraging others to misbehave

**Consequences:**

- 1st referral – warning and contact parent
- 2nd referral – in-school punishment and contact parent
- 3rd referral – suspended from bus up to five days and contact parent
- 4th referral – suspended from bus up to ten days and contact parent
- 5th or more referral – suspended from bus for ten or more days

## **LEVEL II – DISRUPTIVE CONDUCT**

Disruptive conduct is defined as those activities which are directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others on a school vehicle or may cause damage to property. Discipline records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following:

### **Violations:**

- Possessing and/or using any tobacco product on the bus
- Throwing objects out of the bus
- Throwing objects on the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language or obscene gestures toward other passengers
- Having hands, arms, head, etc. out bus windows and/or doors
- Using rude, discourteous behavior directed toward other passengers
- Defacing property (writing, marking on the bus)
- Disobeying bus driver
- Harassing, threatening, or intimidating another passenger.

### **Consequences:**

- 1st referral – suspended from bus up to ten days and contact parent
- 2nd referral – suspended from bus for ten days and conference with parent
- 3rd referral – suspended from bus for the remainder of the school year and conference with parents

Level II violations may also result in out-of-school suspension, in-school suspension, and/or restitution of property as stipulated in the discipline codes of individual schools.

## **LEVEL III – VIOLENT OR CRIMINAL CONDUCT**

Violent or criminal conduct is defined as those activities which result in violence or injury to oneself, another person or property, or which pose a direct and serious threat to the safety to oneself or others on a school vehicle. These activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the board of trustees. Violations may lead to students being removed from the bus immediately. Principals or the transportation director will work with parents in arranging transportation home for the day. Acts of violent or criminal conduct may include, but are not limited to:

### **Violations:**

- Fighting on the bus
- Physically abusing or hitting another passenger
- Hitting or physically abusing the driver
- Using profanity, threatening or abusive language or obscene gestures directed toward the driver.
- Possessing, using, or distributing explosive/fireworks, including snap and pop, on the bus
- Carrying weapons
- Carrying any object that might be used as a weapon on the bus
- Possessing, using, or distributing alcohol, drugs and/or look-alike drugs on the bus
- Vandalism-destruction of seats or interior and/or exterior part of the bus
- Criminal behavior directed at passengers and/or driver (ex.: extortion, assaults, sexual offenses)

### **Consequences:**

- Any referral – suspended from the bus for the remainder of the school year and conference with parents

Level III violations may also result in out-of-school suspension, recommended expulsion, notification of law enforcement authorities, and/or restitution as stipulated in the discipline codes of individual schools.

**APPEAL:**

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offenses, the student must remain off the bus for at least 45 school days. If the parent wishes to appeal the removal after 45 school days have been served, the parent should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus driver regarding reinstatement and inform the parent of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code.

If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off the bus with no appeal under this code.

**59-67-245: Interference with Operation of School Bus; Penalties**

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

**DORMAN DRIVING AND PARKING RULES**

IF YOU DRIVE TO SCHOOL, YOUR VEHICLE SHOULD BE LOCKED WHEN PARKED. DORMAN IS NOT RESPONSIBLE FOR ITEMS OF VALUE REMOVED FROM YOUR VEHICLE, NOR IS IT RESPONSIBLE FOR DAMAGE DONE TO THE VEHICLE WHILE PARKED OR DRIVEN ON CAMPUS.

1. All vehicles must display a current Dorman High School student hang tag. This must be displayed on the rear view mirror at all times when the vehicle is on campus. Tags can be purchased for \$7.00 from an assistant principal.
2. Upon arrival to Dorman, before, during, and after school, students should park and leave the car. Parking lots are off-limits and considered restricted areas during the school day.
3. Students who dismiss early should have the early dismissal permission slip in their possession.
4. Once a vehicle is parked, permission should be obtained from administration prior to moving the vehicle.
5. The campus speed limit is 20 M.P.H. and should be observed at all times.
6. Students are to park in the lined areas only.
7. Student drivers must park in the wing A parking lot beside the gym.
8. Transporting riders in the rear of trucks or on the outside of any vehicle is prohibited.
9. Transporting school equipment in private vehicles on campus is prohibited.
10. Cruising on campus is not allowed.
11. Student drivers and/or riders on motorcycles must wear a helmet.
12. Operating a vehicle with objects displayed on or hung from the vehicle that might be disruptive or dangerous is prohibited.
13. Littering the campus from a vehicle is not allowed.
14. Students will not be allowed to play music at unacceptable levels.

**TRAFFIC VIOLATIONS AND PENALTIES**

To drive and park a vehicle on the Dorman campus is a privilege. Following all rules for operating a vehicle on campus is very important due to safety and the number of vehicles on campus during the day. Students are subject to school fines, revocation of driving privileges, and, in some instances, traffic tickets. Consequences depend upon the severity of the offense. Traffic violations and penalties that may be applied include all, but are not limited to the following violations:

Reckless driving (sliding, spinning wheels, endangering lives or property, students riding in rear of trucks, on a motorcycle without a helmet, etc.):

**1<sup>st</sup> Offense – Consequence:** Fine and/or suspension of driving privileges for 10 days to remainder of year

**2<sup>nd</sup> Offense – Consequence:** Fine and driving privileges suspended for the remainder of the school year

Speeding-driving over the 20 mph campus speed limit:

**1<sup>st</sup> Offense – Consequence:** Fine and driving privileges suspended for 5-10 days

**2<sup>nd</sup> Offense – Consequence:** Fine and driving privileges suspended for 10 days

**3<sup>rd</sup> Offense – Consequence:** Driving privileges suspended for the remainder of the school year

Parking in a restricted area or improper parking:

**1st Offense – Consequence:** Fine and suspension of driving privileges for 10 days

**2nd Offense and all Subsequent Offenses – Consequence:** 1 day OSS and loss of driving privileges for the remainder of the year

Failure to display a hang tag:

**All Offenses – Consequence:** Fine which will include the charge of obtaining information regarding vehicle ownership.

(If a hang tag is not purchased, the driving privileges of the student may be suspended for the remainder of the school year.)

Leaving campus without permission:

**1<sup>st</sup> Offense – Consequence:** If the car is transporting no passengers, driving privileges will be suspended for 10 days and student will be handled under the disciplinary code for leaving campus illegally. If the car is carrying passengers, driving privileges will be suspended for the remainder of the school year. The driver and passengers will be handled under the disciplinary code as well for leaving campus illegally.

**Other Offenses – Consequence:** Driving privileges will be suspended for the remainder of the school year. Student and/or passengers will be handled according to the disciplinary code for leaving campus illegally.

Littering the campus from a vehicle:

**Any Offense – Consequence:** Depending upon circumstances, can range from a warning, to suspension of driving privileges for the remainder of the school year, and/or removal of litter and/or paying for clean up

Moving a vehicle on campus without permission from an administrator:

**1<sup>st</sup> Offense – Consequence:** PD and driving privileges suspended for 10 days

**2<sup>nd</sup> Offense – Consequence:** One day of ISS, passengers will receive ISS as well, driving privileges will be suspended for the remainder of the school year.

Operating a vehicle with objects displayed or hanging from the exterior of the vehicle, disrupting school, or creating an obstruction

**1<sup>st</sup> Offense – Consequence:** Warning given if the objects displayed or hanging are not preventing the safe operation of the vehicle, disrupting school, or creating an obstruction. Safety hazards will be handled as reckless driving.

**2<sup>nd</sup> Offense – Consequence:** Driving privileges will be suspended for 10 days

**3<sup>rd</sup> Offense – Consequence:** Driving privileges suspended for the remainder of the school year

**The object displayed will be confiscated and not returned.**

All other improper driving behaviors will be handled at the discretion of the administrative staff. **The penalties could range from driving privileges being denied from 3 to 30 days and extend to driving privileges being revoked for the remainder of the school year and/or involving the school resource officer.** Tickets and fines issued by the campus police officer must be paid at the appropriate location.

### **DRESS CODE**

All clothing must be appropriate and non-distracting for an educational setting. Any clothing item deemed offensive or disruptive to the educational process by the faculty/staff will result in the student being removed from class (unexcused absence) until appropriate garments are obtained. Disciplinary action will follow.

#### **Appropriate Attire for School:**

1. Dresses, skirts and shorts must be fingertip length or longer.
2. Shirts with sleeves are required for young men.
3. Straps on young ladies' tops must be the width of three fingers.
4. Clothing must cover all underwear.
5. Appropriate footwear must be worn at all times.
6. Shirts must be long enough so that when arms are raised above the head, the midriff area does not show.

#### **Inappropriate Attire for School:**

1. Holes in clothing higher than fingertip length.
2. Sunglasses unless medically prescribed
3. Headgear, of any type, inside the building. Unless medically prescribed, these items will be confiscated.
4. Sagging pants
5. Bare midriffs and/or backs
6. See-through garments without appropriate attire underneath.
7. Tube tops, halter tops, tops with spaghetti straps, tops with one shoulder strap, or any top which is too revealing.
8. Apparel that publicizes alcohol, tobacco, drugs, violence, obscene or profane language/gestures, "colors", sexual connotations, or any insignia that may be considered disruptive.
9. Clothing items worn in any way depicting gang affiliation (i.e. pants legs rolled up, bandanas, etc.)
10. Studded bracelets, chains or any objects worn that are considered dangerous
11. Trench coats of any type
12. Bedroom slippers
13. Pajamas of any type
14. Leggings, spandex or yoga type pants without fingertip length top or dress.

### **CLEARING THE BUILDING**

For cleaning and security reasons, among others, it is important that students clear the building by 3:35 each day. Students should establish daily prearranged times for transportation so they will not need to use the phone. Only students who are in a classroom under the supervision of a teacher are allowed to remain past 3:35 p.m. No students should re-enter the building after this time without permission. Students who choose to disregard this request will be punished appropriately. The lobby area around the office is off limits.

### **UNLAWFUL USES OF THE TELEPHONE**

Dorman Freshman Campus expects that students will make only appropriate use of the telephone. Violations of the regulations set up in SOUTH CAROLINA LAW-CODE NO. 16-17-430 may result in a student having to face serious penalties for improper use of the telephone. Any person violating the law may be found guilty of a misdemeanor and, upon conviction, punished at the discretion of the court.

The telephone can only be used by a student during class change or lunch, in the main office, with a note from a school official for a legitimate phone call.

### **LOST AND FOUND**

Lost and found articles are turned in to the guidance office.

### **LOCKERS**

Students will have the option of obtaining lockers during the first week of school. **It is against school policy to share a locker.** Do not leave your locker unlocked, share your combination with any other student, or set your locker to open automatically. The dial should be turned to secure the lock.

### **SECURITY OF PERSONAL BELONGINGS**

Students do not need to bring large sums of money or valuable items to school. The school cannot be responsible for loss of clothing, money, books, and valuables or for other items which are unsecured. Students need to use their P.E. and regular lockers to keep their belongings secured when not in use.

### **STOP CARDS**

Students are expected to meet their financial obligations. Students who fail to pay their debts will not receive official records or a diploma until all debts are cleared.

### **MESSAGES**

Only EMERGENCY telephone messages from parents to students are delivered.

### **VISITORS/VOLUNTEERS**

In order to keep students safe, school principals will take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds. For safety, all outside doors remain locked during the school day. At the main entrance of the school, a visitor presses the button on a call box. School officials in the office will acknowledge the visitor and allow entrance into the building. Once inside the building, visitors report to the school office where they will check in using a system called "School Check IN" to help ensure that no unauthorized person enters a school. Each visitor must check in and out when in a school, regardless of the time of day. Students should never open an exterior door for anyone requesting entrance. All visitors that are on campus are required to obtain an identification badge when checking in and wear the ID in plain sight at all times while on campus.

To check in using the system, a visitor feeds the driver's license through a scanner. The scanner "reads" the driver's license, runs a quick background check and prints out a stickon visitor/volunteer badge that displays the visitor's photograph and name as well as the date, time and purpose of the visit.

Should the system "flag" an individual for any reason, the system will automatically and privately alert the front office staff and the school administrators. Appropriate action will be taken.

When the visitor leaves the building, he or she returns to the school's check-in station, to check out with the receptionist.

All visitors to the school who serve the school in a volunteer capacity by performing tasks in the school building or accompanying students on field trips of any length will be subject to background checks utilizing the South Carolina Law Enforcement Division, DSS Registry and National Crime Information Center.

### **TRESPASSING/DISTURBING SCHOOL**

Anyone on any school campus without a visitor's pass is trespassing.

Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing school.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

**(S.C. Code 16-17-420 and 16-11-520)**

### **HEALTH ROOM**

The health room is operated daily by a licensed school nurse under the direction of the Director of Health Services. The health room is equipped to render emergency care for injuries or illnesses occurring at school and for caring for the student until a parent or proper medical personnel can assume responsibility. It is the responsibility of the school nurse to evaluate students with health needs, administer first aid and medications according to district policy, and to refer students for additional medical attention as needed. All student health and medical issues and procedures will be handled and performed by the school nurse.

### **MEDICATION GUIDELINES**

1. **Prescription medications, including over-the-counter medication prescribed by an authorized licensed provider, will be given at school only when prescribed by an authorized licensed provider and with signed parental consent.** The signed permission must be kept on file with the School Nurse and is valid for the period specified on the form or expires at the end of the current school year.
2. A parent/guardian must bring the medication to the School Nurse in the original container with the prescription label attached. **Students are not allowed to transport medicine to or from school.** If you anticipate your child needing to take medicine at school, you may ask your pharmacist for two prescription bottles.
3. Please note that DHEC regulations prohibit the schools from keeping more than thirty-day supply of medication at a time. Please plan to provide a one month supply and plan re-fills accordingly.
4. Asthma inhalers will be kept in the school health room. The inhaler must be brought to the School Nurse in the manufacturer's box with the prescription label attached. The student will be allowed to use the inhaler, with the nurse supervision, as instructed by the authorized licensed provider. If other arrangements are needed, please contact the School Nurse.
5. All emergency medications: insulin, glucagon, epinephrine auto-injectors, etc., will need to be arranged through the School Nurse.
6. The school will stock a limited number of over-the counter medications that may be administered, by the School Nurse, to students with written parental consent. The parent/guardian must, on an annual basis, designate permission for each medication on the registration Health Form. Parents/guardians will be responsible for providing any needed over-the-counter medications, with written consent, not provided by the School District.
7. Over-the-counter medications may only be given as recommended by the manufacturer on the label and/or package insert. Any request for a medication dosage that exceeds this recommendation must be submitted with a written order from the child's authorized licensed provider.
8. Herbal medicines, food supplements, alternative medicinal products and other items that do not have FDA approval require a written order from an authorized licensed provider.
9. Each school maintains epinephrine auto-injectors in junior and adult strengths. School Nurses and other designated personnel may administer an epinephrine auto-injector to a student or other individual on school premises who is experiencing anaphylaxis.

**These guidelines have been implemented for the protection of all children.**

**Your cooperation is greatly appreciated!**

### **IMMUNIZATION REQUIREMENTS**

All students must have a South Carolina Certificate of Immunization signed by a licensed physician or from the Health Department stating that the student is complete on all required immunizations before entering school. The school nurse can transfer out of state immunization records to the South Carolina Certificate of Immunization. When a student transfers from another school, the permanent record will be checked for a completed immunization form. If immunizations are not complete, the student will be required to obtain the needed immunizations before entering school.



#### **ACCIDENT INSURANCE**

Accident insurance is offered during registration for a nominal cost. The insurance covers the student during the school day. It is the responsibility of each parent to be sure that his/her student is insured in case of accident or injury.

#### **ACCIDENTS AND EMERGENCIES**

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If it is serious, every effort will be made to contact the parent/guardian. If, however, we are unable to reach the parent/guardian, the school will follow the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

#### **RELEASE OF STUDENT INFORMATION**

**Individual student records (grades, test scores, evaluations, etc.) are not available for public inspection. This information is available to the student's parents, legal guardians, or to the individual student of legal age. However, general information relating to students can be released as directory information, upon request, at the discretion of the student's school principal. This information includes the student's name, sex, age, grade, subjects of study, awards earned, participation in officially recognized activities and sports, weight and height of members of athletic teams, and various other public information.**

**ANY PARENT OR GUARDIAN WHO WOULD PREFER NOT TO HAVE GENERAL INFORMATION RELEASED WITHOUT PRIOR CONSENT SHOULD NOTIFY THE DISTRICT SUPERINTENDENT IN WRITING.**

**The use of any information by Spartanburg District Six is solely for the promotion of the student's welfare. Any questions concerning student records should be addressed to the guidance office.**

#### **PUBLIC RELATIONS**

Throughout the school year, the district's Public Relations Office or members of the news media may photograph or video students for news stories, district publications, displays, online use or similar purposes. Because we value student achievement and recognize the importance of student recognition, we may also use and provide information regarding student achievement, awards, and artwork to television or print media. **If you prefer that your child not participate in public relations activities, please notify the school office in writing.**

#### **ELIGIBILITY FOR GROUPS COMPETING AGAINST OTHER SCHOOLS**

All students must meet eligibility requirements as listed under Athletic Eligibility Requirements of the S. C. High School League in order to participate in groups that compete against other schools.

#### **ATHLETIC PROGRAM**

The aim of the athletic program, for the player, is to provide interscholastic athletic competition that offers increased opportunities for improving playing skills, developing physical vigor, promoting real friendship and learning good sportsmanship. It is fully intended that inter-school competition develops the understanding that the rules of the game are similar to the rules of everyday living. For the student body, the athletic program provides opportunities for developing school morale, demonstrating sportsmanlike attitudes toward our opponents and exercising the qualities of fair play and courtesy.



**Fall Sports**

Football: 9th, JV, Varsity  
 Girls' Tennis  
 Competitive Cheerleading  
 Girls' Golf  
 Cross Country  
 Girls' Volleyball  
 Swimming

**Winter Sports**

Wrestling  
 Boys' Basketball  
 Girls' Basketball  
 Basketball Cheerleading

**Spring Sports**

Boys' Soccer  
 Baseball  
 Girls' Soccer  
 Softball  
 Boys' Golf  
 Track and Field  
 Boys' Tennis  
 Lacrosse (boys & girls)

**SPORTSMANSHIP**

Sportsmanship is a general way of thinking and behaving. In order for school activity programs to continue to be positive educational experiences, fans and participants need to be aware of the necessity for good sportsmanship.

**ATHLETIC ELIGIBILITY REQUIREMENTS**

To participate in interscholastic activities, students in grades 9-12 must achieve an overall passing average.

**First Semester Eligibility:** To be eligible first semester, a 9th grade student must have met academic promotion requirements the previous year.

**Second Semester Eligibility:** To be eligible second semester the student must meet one of the following requirements:

1. If the student was eligible first semester, he/she must have passed the equivalent of two (2) units during first semester.
2. If the student was not eligible first semester, he/she must have passed at least 2 & 1/2 courses during first semester.

Correspondence, extension, and adult education courses may not be used for eligibility purposes. A course dropped with a failing grade after 20 days also will be used in determining eligibility.

- A student must furnish the athletic director with a certified copy of his/her birth certificate.
- A student who becomes 19 years of age prior to July 1 will not be eligible.
- A student must not participate under an assumed name.
- A participant must be a bone fide student carrying the equivalent of at least 3 units of credit for which no previous credit has been received.
- A student must not have received a high school diploma or its equivalent.
- If guardianship is involved, a contestant must live with the appointed guardian for one full calendar year following filing of guardianship papers in the County Clerk of Courts Office.
- Foreign exchange students may be granted eligibility for a maximum of one year.
- Athletes are subject to the athletic discipline code.
- A student is eligible immediately if a transfer is the result of a real change of residence of his/her parents or guardian.
- A student must live with his/her parents or guardian.
- A student must have attended school at least 60 days in the semester immediately preceding the present semester.
- A student must not violate his/her amateur status.
- A student will be ineligible at the end of the fourth school year from the time that he/she first entered the 9<sup>th</sup> grade.

These rules apply to boys and girls as well as varsity, JV, 9<sup>th</sup> grade, and middle school teams. If there is any question concerning your eligibility for high school interscholastic activities, please consult your high school athletic director or write: Mr. Jerome Singleton, Commissioner, South Carolina High School League, 121 West Park Blvd., Columbia, S. C. 29210.

### ALUMNI INFORMATION

The following booster clubs support various activities at Dorman High School. Information relating to these organizations can be obtained from our web page or by contacting the following individuals:

Academic Team	Laura Quinn
All Sports	Johnathan Evatt
Band	Tera Burgess
Bluebellies	Stacey Yarborough
Orchestra	John McKinnon

### STUDENT ACTIVITIES

Participation in activity programs is a school's best predictor of an adult's success. Studies clearly show that students who participate in school activities earn better grades, have better attendance, have fewer discipline problems, and have a lower dropout rate than non-participants.

In light of DFC's Mission Statement and the school's Shared Values and Beliefs Statement, we encourage students to become involved. Through involvement in extracurricular and co-curricular activities, students will truly prepare themselves to be mentally, socially, emotionally and physically able to function productively now and in the future. Through student involvement the values of excellence, diversity and leadership will be fostered and personal growth enhanced.

Dorman commits its talent, time, and resources to providing an environment that not only encourages but also nurtures student involvement. The numerous performing groups, honors organizations, publications, special interest clubs, professional organizations, service clubs, and student government ensure that a diverse variety of interests and talents can be recognized and fostered.

Student Council	JROTC	Color Guard
National Beta Club	FCA	Cheerleading
Academic Team	Blue Belles	Orchestra
Yearbook Staff	Chorus	DFC 9 News Team
Band	Raider Team	

Sports Teams: football, baseball, basketball, track, cross country, lacrosse, tennis, soccer, swim team, golf

Student membership and participation in any non-curricular club/organization shall be voluntary. Parents/guardians who wish to disallow membership in any non-curricular club/organization to a student under the age of 18 may do so at any time by completing and returning an opt-out form. This form must be submitted each school year. Opt-out forms are located at the front desk in the main office.

### SCHOOL VOLUNTEER PROGRAM

Parents are strongly encouraged to be actively involved in the school program by volunteering their services. To help ensure the safety of all children, it is the policy of the district to conduct background checks with the South Carolina Law Enforcement Division (SLED) on all volunteers.

### NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. Their rights are:

- (1) **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies

the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents should submit in writing to the principal the part of the record they want changed and specify why it is inaccurate. If the principal decides not to amend the record as requested by the parent, the principal will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Six Board of Trustees; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a special committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by School District Six to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NOTIFICATION OF RIGHTS  
UNDER  
THE PROTECTION OF PUPIL RIGHTS AMENDMENT  
(PPRA)**

Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- (1) **Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):**
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility

- (2) **Receive notice and an opportunity to opt out of:**
1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- (3) **Inspect, upon request and before administration or use:**
1. Protected information surveys of student;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

School District Six has developed policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office**  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

### SPECIAL SERVICES

A full continuum of special education and related services are available to students with disabilities. This continuum includes services to students in a regular classroom; small group instruction in a resource room for a portion of the school day; small group instruction in a self-contained class for the majority of the instructional day; instruction in a separate school located outside the district; and instruction provided in the home for students who are unable to attend school. Related services include those services that are necessary for the student to benefit from special education such as counseling, nursing, occupational and physical therapy. Parents or teachers who suspect that a child has a disability should contact the student's guidance counselor to discuss the screening and evaluation process for determining eligibility for special education. Psycho-educational evaluations to determine eligibility are conducted by school psychologists at no cost to parents.

#### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

#### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your school guidance counselor or Dr. Alan Eggert, Director of Special Services at 864-576-4212 .

#### **Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Dr. Alan Eggert, Director of Special Services at 864-576-4212 to learn more about the IDEA.

#### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

### **HOMEBOUND INSTRUCTION**

Students who cannot attend school because of an accident or illness may be eligible for homebound instruction. A licensed physician must certify that the student is unable to attend school and may profit from instruction given in the home. Homebound instruction must be requested through the Director of Health Services at the District Office.

### **STUDENT DISCRIMINATION**

Students who believe they have been discriminated against on the basis of their sex, disability, homeless situation, or any other reason have the right to appeal to their principal. The principal, or his/her designee, will conduct an investigation of the complaint and render a decision. If the student is not satisfied with the decision of the principal, the student may appeal to the Assistant Superintendent for Personnel/Operations (Title IX Coordinator) for issues related to alleged discrimination based on sex, or to the Assistant Superintendent for Student Services (504 Coordinator) for complaints related to discrimination based on disability or other reasons. If the matter is still unresolved, the student may submit the complaint in writing to the District Superintendent for further consideration. The Assistant Superintendents and the District Superintendent may be reached at (864) 576-4212, 1390 Cavalier Way, Roebuck, SC 29376.

El Distrito Escolar Seis de Spartanburg no discrimina en base a la raza, sexo, color, religión, nacionalidad, o inhabilidad con base en los términos de oportunidades y de ventajas educativas. El superintendente auxiliar para personal y operaciones (Título VI, VII, y IX) y el superintendente para los servicios del estudiante (Sección 504, ADA) han sido señalados para recibir investigaciones con respecto a políticas y a procedimientos de discriminación. Se les puede contactar al (864) 576-1390, 1390 Cavalier Way, Roebuck, SC – 29376.

Spartanburg School District Six does not discriminate on the basis of race, sex, color, religion, national origin, immigrant status, English speaking status, veteran status, homeless status, or disability in the provision of educational opportunities and benefits. The Assistant Superintendent for Personnel and Operations (Title VI, VII, and IX) and the Assistant Superintendent for Student Services (Section 504, ADA) have been designated to receive inquiries regarding discrimination policies and procedures at (864) 576-4212, 1390 Cavalier Way, Roebuck, SC – 29376.



