

# Student Handbook

## 2016-2017



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*While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for updates and changes in policy throughout the year.*

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

### **Mission Statement**

Spring Valley High School, working together with its students, families, and the community, will provide a secure environment and innovative educational experiences that will empower our students to achieve excellence and to take responsibility for their lives, their learning, and the world in which they live.

Click [here](#) for the Richland District Two Website.

Spring Valley High School  
120 Sparkleberry Lane  
Columbia, SC 29229

“A Tradition of Excellence”

August 17, 2016

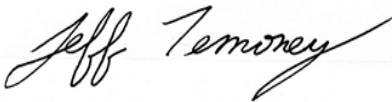
Dear Students:

Welcome to Spring Valley High School. We are glad to have you here and hope that the 2016-2017 school year will be filled with exciting changes and new opportunities for you.

If you are an upperclassman, I imagine you are interested in any changes we may have made, i.e., discipline rules, parking policies, leaving campus early, etc.

And if you are a freshman or a new student, you must have even more questions. This handbook/agenda answers many of those questions about the rules and activities here at Spring Valley.

We hope that this information will be helpful to you throughout the year. We are looking forward to helping you have a successful school year, and we're always open to any suggestions you might have. Make it a great year. Go Vikings!

A handwritten signature in black ink that reads "Jeff Temoney". The signature is written in a cursive style with a long, sweeping underline.

Jeff Temoney, Ed. S.  
Principal  
Spring Valley High School

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**Click [here](#) to view the Richland District Two  
Community Calendar.**

# BELL SCHEDULES

## REGULAR SCHEDULE

Early Bird	7:30 - 8:25
1st Period	8:40 - 9:29
2nd Period	9:34 - 10:23
3rd Period	10:28 - 11:22
4th Period	11:27 - 12:16
Lunch	12:16 - 12:51
5th Period	12:56 - 1:45
6th Period	1:50 - 2:39
7th Period	2:44 - 3:33

## LATE BIRD SCHEDULE

*(No Early Bird Classes)*

1st Period	9:30 - 10:12
2nd Period	10:17 - 10:59
3rd Period	11:04 - 11:51
4th Period	11:56 - 12:38
Lunch	12:38 - 1:12
5th Period	1:17 - 1:59
6th Period	2:04 - 2:46
7th Period	2:51 - 3:33

## PEP RALLY SCHEDULE

Early Bird	7:30 - 8:25
1st Period	8:40 - 9:22
2nd Period	9:27 - 10:09
3rd Period	10:14 - 11:01
4th Period	11:06 - 11:48
Lunch	11:48 - 12:23
5th Period	12:28 - 1:10
6th Period	1:15 - 1:57
7th Period	2:02 - 2:44
Pep Rally	2:44 - 3:33

# ADMINISTRATION

Principal – Mr. Jeff Temoney

## Assistant Principals

**Jim Childers**

School Operations

**Dr. Linda Silvernail**

Curriculum & Instruction

**Stacey Baker**

Technology & Communications

**Sean Glover**

Student Services

## Assistant Administrators

**Joseph Paschal, A-D**

**Schiria Wilson, E-Ki**

**Marion Kelly, Kn-Ri**

**Paul Dobyns, Ro-Z**

## Teacher Support

**Rosanne Pyle**

IAT, AIP, & 504 Plans

## **Program and Instructional Leaders**

AFJROTC.....Major Gregory Perry

Athletics.....Tim Hunter

Career and Technology.....Lori Summers

English.....Kim Bouchey

Fine Arts.....Kara Luke

School Counseling Services .....Bernice Spain

IT Specialist.....Kathryn Robinson

Library Media Center.....Susan Adams

Magnet Programs.....Dr. Michelle Wyatt

Math.....Denise Stiffler

AV Media/Technology.....Debbie Easler

Physical Education.....Mitchell Moton

SRO.....Dep. Cephus Bunton/Dep. Jamel Bradley

Science.....Chet Frye

Social Studies.....Regina Dille

Special Services.....Stephen Cross

Student Activities.....Olisa Ashford

Work Based Coordinator.....Mary Morgan

World Languages.....Wendy Stephens

**Spring Valley Main Office.....803-699-3500**

Athletics.....ext. 69919

Attendance.....ext. 69088

Detention Room.....ext. 69916

Education Foundation.....ext. 69061

Counseling.....ext. 69002

# ADMINISTRATION RESPONSIBILITIES

## **MR. JEFF TEMONEY, PRINCIPAL, Ext. 69065**

Public Relations	Finance
Professional Development	Athletics
Education Foundation	Personnel
Classroom Observations	PEP & SIC
Business & Community Partnerships	Internship Coordinator

## **JIM CHILDERS, ASSISTANT PRINCIPAL, Ext. 69080**

School Operations	School Calendar
School Safety & Security	Substitutes
Classroom Observations	CATE Coordinator
Custodial & Maintenance	Contract Services
Classified Evaluations	Impact Aide

## **DR. LINDA SILVERNAIL, ASSISTANT PRINCIPAL , Ext. 69265**

Curriculum & Instruction	Academic Calendar
Classroom Observations	Master Schedule
Magnet Program	Advanced Placement
Parent Orientation	Field Studies
Instructional Leaders	Student Learning Objectives
Certified Evaluations	

## **STACEY BAKER, ASSISTANT PRINCIPAL , Ext. 69074**

Technology/Data Management	Communication
Textbook Coordinator	Master Schedule Support
Testing Coordinator	PowerSchool Data
PowerTeacher Data	Report Cards
Parent Portal	ConnectED
Classroom Observations	Fresh Start
TransformSC	Student Learning Objectives

## **SEAN GLOVER, ASSISTANT PRINCIPAL, Ext. 69130**

Student Services	504/IAT Supervisor
Fall & Spring Open House	Attendance
Policies & Procedures	Registration
Special Services Supervisor	Faculty/Staff Handbook
Classroom Observations	Student Handbook
Student Activities	AP Testing

## **ASSISTANT ADMINISTRATORS RESPONSIBILITIES**

### **JOSEPH PASCHAL - #69132**

Classroom Observations, CATE Assistant, Textbooks, Summer School, TAG Initiative, Quarterly Data Review with Principal, Manifestations, Hearings,  
*Student Discipline A-D*

### **SCHIRIA WILSON - #69364**

Classroom Observations, Credit Recovery, SAFE-T Supervisor, Fresh Start Assistant, Senior Exams, Winter Excessive Absences, Quarterly Data Review with Principal, Manifestations, Hearings,  
*Student Discipline E-Ki*

### **MARION KELLY - #69239**

Classroom Observations, Bus Lot Supervision/Discipline, Summer Excessive Absences, Junior Privileges, MAN UP, SAT Testing, Quarterly Data Review with Principal, Manifestations, Hearings,  
*Student Discipline Kn-Ri*

### **PAUL DOBYNS - #69365**

Classroom Observations, Assistant Testing Coordinator, ACT Testing, Viking Way, Quarterly Data Review with Principal, Manifestations, Hearings,  
*Student Discipline Ro-Z*

### **STUDENT SUPPORT**

#### **ROSANNE PYLE - #69148**

Intervention Assistance Team,  
Attendance Intervention Plans, 504 Plans

# **STUDENT LEADERSHIP**

## **STUDENT BODY OFFICERS**

Student Body President – Abigail Harrison  
Student Body Vice President – Madalyn Morris  
SB Secretary – Bryanna Richardson  
SB Historian – Danielle Simpson  
SB Treasurer – Chelsea Navarro  
SB Parliamentarian – Brandon Jackson  
Winter Days Chair – Tanvi Mehta  
Winter Days Junior Chair – Max Miller  
Dir of Technology – Adam Duckett  
Senate President – Chelsea Sheth  
Senate Vice President – Carmon Seawell  
Senate Director of Spirit – Chloe Walters  
Senate Secretary – Keshav Nair  
Senate Treasurer – Amy Miller

## **SENIOR CLASS OFFICERS**

Senior Class President – Morgan Molosso  
Senior Class Vice President – Hannah Fletcher  
Senior Class Recording Secretary – Destiney Jones  
Senior Class Corresponding Secretary – Arlesha Hughes  
Senior Class Treasurer – Caira Wilson  
Senior Class Parliamentarian – Sarabeth Williams  
Historian – Sirila Padi  
Public Relations – Zakiya Broden

## **JUNIOR CLASS OFFICERS**

Junior Class President – Morgan McLeod  
Junior Class Vice President – Pilarr Lane  
Junior Class Recording Secretary – Caroline Crisler  
Junior Class Corresponding Secretary – Maya Wright  
Junior Class Treasurer – Shaena Peart  
Junior Class Historian – TBA  
Junior Class Parliamentarian – Cameron Cooper  
PR Director – Cameron Robertson

## **SOPHOMORE CLASS OFFICERS**

Sophomore Class President – Kierson Sutton  
Sophomore Class Vice President – Hadley Hathaway  
Sophomore Class Recording Secretary – Makayla Bowen  
Sophomore Class Corresponding Secretary – Garrison Thomas  
Sophomore Class Treasurer – Rahithya Meda  
Sophomore Class Historian – Bobbie Jo Skipper  
Sophomore Class Parliamentarian – Kyrie Lanham



# GENERAL SCHOOL POLICIES

**Acceptable Use Policy:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Athletics:** Spring Valley High School is noted as much for its athletic programs as it is for its academic programs. Spring Valley is well prepared to offer students numerous athletic opportunities. There are 44 teams participating in 22 different sports. Listed below are those competitive sports available to students as well as other information about our athletic program. Other questions should be directed to **Tim Hunter, Athletic Director (699-3500, ext. 69919)**.

## Head Coaches

### Fall

**Boys Cross Country**, John Jones (ext. 69907)

**Cheerleading**, Ellen Jennings (ext. 69209)

**Football**, Robin Bacon (ext. 69206)

**Girls Cross Country**, Rachel Lindman

**Girls Golf**, Natalie Huff

**Girls Tennis**, Weslynn Hutto (ext. 69339)

**Swimming**, Mike Loser (736-8754)

**Volleyball**, Angela Gregory

### Winter

**Boys Basketball**, Perry Dozier (ext. 69903)

**Girls Basketball**, Megan Assey (ext. 69910)

**Wrestling**, Cody Garnett

### Spring

**Baseball**, Collin Liggett (ext. 69812)

**Boys Golf**, Joe Beaman (260-0313)

**Boys Tennis**, Weslynn Hutto (69339)

**Boys Track**, John Jones (ext. 69907)

**Boys Soccer**, David Clark (736-8730)

**Girls Track**, Kanisa Williams (429-4490)

**Girls Soccer**, Steve Lea (ext. 69261)

**Softball**, Maureen McKelvey (ext. 69131)

**Athletic Eligibility:** Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. Following is a summary of these eligibility rules.

1. A contestant must furnish the athletic director with a certified copy of his/her birth certificate and the original of the physical packet dated after April 1st.
2. A contestant must be under 19 years of age as of August 1 of the current year.
3. A contestant must not participate under an assumed name.
4. A contestant must be a bona fide student carrying the equivalent of at least 5 units of credit for which no previous credit has been received and must achieve a 1.0 GPA for the previous semester. To be eligible in the first semester, a student must pass a minimum of five Carnegie units, applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
5. A contestant must not have received a high school diploma.
6. A contestant must be academically eligible as mandated by state law.
7. A contestant will be ineligible at the end of the fourth school year from the time that he or she first entered the ninth grade.
8. A contestant must have attended school at least 45 days in the semester immediately preceding the semester of participation.
9. A contestant must not violate his or her amateur status.
10. Transfer students must have made a bona fide change of address.

**To be eligible during the second semester, the student must meet one of the following conditions:**

1. If the student met first semester eligibility requirements, then he/she must pass the equivalent of four,  $\frac{1}{2}$  units during the first semester.
2. If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five,  $\frac{1}{2}$  units during the first semester.
3. If eligible first semester, must earn 2 units (full unit granting classes).
4. If not eligible first semester, must earn 2  $\frac{1}{2}$  units.

These rules apply to boys and girls as well as Varsity, JV, B, middle school and junior high teams. If there is any question concerning your eligibility for interscholastic activities, please consult Tim Hunter, Athletic Director (699-3500, ext. 69919).

**Note:** *Students in Richland School District 2 must also conform to the academic policy. Adopted by the District 2 School Board, this policy requires freshmen in the second semester to have attained a minimum 1.5 GPA in their first semester. Sophomores must have a 1.75 GPA in the semester preceding competition. Juniors and seniors must have a 2.0 GPA in the preceding semester. A student can have no more than one "F" in a course during the semester preceding the sports season.*

**Athletic Discipline:** Athletes should not take actions that may cause embarrassment to themselves, their teammates, coaches, parents, or Spring Valley High School. Inappropriate behavior that occurs in or out of school will be dealt with according to district, school, team, and athletic department guidelines. Athletic department guidelines will be distributed to students and parents at the beginning of the season and are available on the school's web site.

**Attendance:** Please see [Richland District Two's Back-to-School Handbook](#).

**Books:** Books will be issued at the beginning of each semester. Students who lose books should see the Administrator(s) in charge of textbooks.

All seniors must have their textbooks in by the last day of Senior Exams. Students may place books in the book slot in the door of the book room or turn them in. Seniors not turning books in or turning in damaged books will be charged the replacement cost of the book and will not be able to participate in the graduation ceremony unless the fees are paid before graduation.

All underclassmen books must be turned in by the last day of school. Books not turned in by the last weekday in June will be assessed a \$20.00 per book late/restocking fee. Students who have damaged or not returned books by the second week of the next school year will be turned over to a collection agency and will be assessed the cost of the book(s) plus the \$20.00 per book late fee.

If a student pays for a book and later finds it, he/she will not receive any type of credit or refund. The money will be used to purchase replacement books.

**Bus Transportation:** The State of South Carolina has established guidelines identifying who may be transported on school buses. The Richland District Two Office of Transportation provides this information in writing at the beginning of the school year.

**Parents are responsible for student conduct and safety at bus stops until the bus arrives in the morning and after the bus departs in the afternoon. An excerpt from the SC Code of laws: “Section 59-67-415. Parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the child after the school bus leaves the designated school bus stop after transporting the children from school. For purposes of this section, the phrase ‘arrival of the school bus’ includes the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops, and loads or unloads students until the school bus deactivates all pedestrian safety devices.”**

**A student may only ride the bus to which he is regularly assigned.** Permission must be given by the Bus Administrator for students to ride on buses other than the ones they are assigned to. All requests must be submitted to the Bus Administrator no later than 1<sup>st</sup> period of the day requested. A student must conduct himself in an acceptable manner at all times. The driver is in full charge of the bus. Vulgarity and boisterous behavior or other improper conduct is not permitted. Outside of ordinary conversation, classroom conduct must be observed. A student will occupy the seat assigned to him by the driver.

A student may not leave the bus in the afternoon except at his designated bus stop. A student must get off the bus as soon as it arrives at school. A student may not loiter or play on or around stopped or parked buses.

Discipline involving school buses is handled by the Spring Valley High School administration. The bus and bus stop are extensions of the school, and school rules and regulations apply.

Students must obey the bus driver at all times while under his supervision. The administration has the authority to deny the privilege of riding the school bus to any student who fails to meet minimum standards of conduct and behavior, as well as apply other disciplinary actions. Depending on the nature of the offense, the following action may be taken in addition to school discipline.

- First offense is up to one week suspension from riding the bus

- Second offense is up to 2 weeks suspension from riding the bus but not less than 1 week
- Third offense is up to 3 weeks suspension from riding the bus but not less than 2 weeks.

If a student's misconduct persists after the third offense, he may be suspended from riding the bus for the remainder of the school session. (Public Law 59-67-2451) 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 persons 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 passengers entering, leaving, or waiting for a school bus is disorderly conduct and any person convicted for use of such language will be punished as provided in Sections 16-17-530. Nothing contained herein will be interpreted to infringe upon the power and duties of duly constituted authorities.

**Cafeteria Program:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Cell Phones:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Cheating:** Students at Spring Valley are to adhere to the **Honor Code Policy** which consists of two parts:

1. Students are to tell the truth when dealing with faculty, administrators or staff.
2. Students are not to represent any work as theirs which they have not done alone. This includes, but is not limited to, plagiarism, misuse of online information, copying homework, cheating on tests, etc. Violations of either of these rules will result in a zero on an assignment or test and may result in a suspension. Students who help others cheat will be subject to disciplinary action.

**Classroom Procedures:** Students are expected to follow the classroom procedures and guidelines provided by each teacher. No food, drinks (except water), or gum are allowed in any classrooms.

**Club Meetings:** A club sponsor must be present at all meetings of school-sponsored clubs.

**College Visits:** Students should schedule college visitations during school holidays whenever possible. **All absences will count in the total number of absences allowed per course.** See Attendance Regulations.

**Computer/Internet Access and Usage:** All students have access to networked programs and the Internet. Students should use their student number as their user name. Their password is initially set to their birth date. To log into the local area network, students type in their ID and password. **(example-username: 12345678.students;password: school)** Students should change their initial password to assure that they are secure. Students are responsible for remembering their ID and password. Students must not allow another person to use their computer ID. Students may not login as “workstation.”

When using school computers, all students are expected to abide by the school and district’s Acceptable Use Policy that is posted at the district’s Website under Information Technology (See policy). General school and district rules for behavior and communications apply.

Each student has a folder or directory on the school’s network. Students are responsible for properly backing up their files each year. This area is to be used to store school related materials only. Network storage areas are treated like school lockers. The coordinator of the local and wide area networks may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Richland County School District Two computers.

Access to the Internet is provided for students to conduct educational research. The district has purchased software for Internet content filtering. This allows students to explore the Internet in relative safety. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio and movies.

**Cutting Class:** Leaving campus or missing class without permission or being in an unauthorized area during class will be dealt with as a discipline matter. Students cutting class (on or off campus) will be assigned an ISS or OSS according to policy. Cutting will be noted on attendance. Any student who has an ISS due to cutting a class and fails due to excessive absences, will not be able to pay or make-up the seat time for that class.

**Debts:** All students must have their past debts paid before being able to purchase a parking sticker, participate in sports, extra-curricular activities, co-curricular activities, clubs, or special events. All past debts must be paid before the Sports Participation Fee will be accepted. To participate in co-curricular activities, current fees must be paid before the first scheduled event or competition. To participate in single events, current fees must be paid prior to the event.

**Deliveries:** Items such as food, money, flowers, balloons, athletic equipment, or any other item not related to academics will not be accepted at the front desk for delivery to students. We lack the resources to deliver such items to students, and we cannot ensure their safe keeping at the front desk. Further, we try to limit class interruptions to only those that are absolutely necessary or are of academic consequence—for example, to give student books, calculators or Chromebooks. Should you need to bring an item to your student during the school day, if your schedule permits, please arrange to have your student meet you in the atrium during lunch. Lunch is typically from 12:16 until 12:56 except on Wednesdays. On Wednesdays lunch is from 12:38 until 1:17. We appreciate your cooperation in helping maintain an atmosphere of teacher and learning.

**Dress Code:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Early Dismissal Schedules:** Students who are scheduled for early dismissal must exit the building before the tardy bell for the next class period or must have a pass from an administrator to remain on campus. **Students on campus without permission will lose their early dismissal privilege and will be placed in a study hall.** Any student who receives early dismissal on his/her schedule must have a parent sign the form indicating the student has (1) parental permission and (2) transportation to leave campus. Without this permission, the student will be assigned study hall.

**Electronic Communication Devices:** Please see Richland District Two's Back-to-School Handbook. Students can pick up confiscated devices (first offense only) on Monday - Friday after school from 3:45-4:00. Parents can pick up confiscated devices on Tuesday, Wednesday or Thursday (2<sup>nd</sup> offense and beyond) from 4:00 - 6:45 pm in ISS (C-148).

**Elevator:** Students are not allowed to ride the elevator without a pass from the health room or in a supervised activity. Students using the elevator without permission will be assigned 6 hours detention.

**Exams:** Exams are given during the final week of each semester. All students are expected to take exams as scheduled -- **exams cannot be taken early** (in advance of the student's assigned class). Make-up exams may be given only under special circumstances which cause hardships such as surgery or death in the family (vacation plans, trips, etc. will not be considered as hardship situations.). Make-up exams must be taken within three weeks after the original exam date. Written permission must be obtained from Dr. Silvernail to schedule a make-up exam. Approval to reschedule the exam does not excuse the absence. Students may not sign out of school during an exam period.

All students will be required to participate in the exam schedule. Seniors may exempt exams if they have 90% or above in a class (except End of Course Exams). Seniors should receive notification of exemption status by the Friday before exams.

**Excessive Absences:** High school students who exceed 10 absences in a semester course or 20 absences in a year-long course may not receive any credit for that course. All students who have exceeded the total number of allowed absences will fail due to absences and be assigned an "FA" on their report card and transcript, unless the absence(s) have been made up during the scheduled excessive absence make-up program period. Absences are documented by the following: medical, bereavement, religious holiday, court appearances, or suspensions. You must have a passing grade in the course and must not have any class cuts in the course in which you have exceeded the allowed number of absences. Students who have between 11-14 absences in a semester course or 21-24 absences in a year-long course may register in the attendance office. However, students who have 15 or more absences in a semester course or 25 or more absences in a year-long course **must** have ***Principal's Approval*** before they register. Principal Approval Forms are located in the Attendance Office.



The Attendance office is very busy during excessive absence registration. **Excessive absence registration time and dates will be announced each semester.** Please follow the registration schedule. Students must pay \$30 per day for each 90-minute course or \$15 per day for each 45-minute course in order to participate in the program. **Registration fees must be paid in full prior to attending the make-up class.** Excessive absence make-up time must be completed within **30 days** of the last day of the course in which the *FA* was assigned. Students will not be allowed to pay for and complete make-up time for *FAs* assigned in previous school years or semesters.

### **Extra-Curricular and Co-Curricular Activities**

The purpose of the student activities program at Spring Valley is to provide the students the following opportunities:

- enhance leadership and citizenship qualities
- get involved with their school
- make a difference in their school and life in general
- pursue personal interests
- work with others
- make new friends
- develop hope, trust and sharing skills
- have fun

Generally, there are over forty extra and co-curricular organizations at Spring Valley. They fall into the following categories:

- competition teams
- service organizations
- honor societies
- special interest clubs
- curricular oriented groups

The largest extracurricular organization is student council or student government. It serves three major purposes for the student body:

1. It is designed to give students a voice in what happens at Spring Valley.
2. It provides entertainment for the student body through activities such as pep rallies, bus rides to away athletic events, homecoming, etc.
3. It promotes spirit and school pride.

Students interested in participating in extracurricular activities should contact the Student Activities Director, in C-127 or leave a note in her mailbox in the Main Office. A partial list of clubs and organizations is listed below.

## Competition

**Math Team:** Members participate in math related competitions across the state.

**Mock Trial:** For hard-working and self-motivated students. Members research and prepare "mock" legal cases.

**Viking Robotics Club:** The Viking Robotics Club is a club for students to work in engineering teams to design, build, program and drive robots in VEX Robotics competitions.

## Honor Societies

*(Admission involves an application and selection process based on meeting certain requirements)*

**Beta Club:** A leadership-service organization.

**Mu Alpha Theta:** A National High School Mathematics Honor Society, dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school.

**National Art Honor Society (NAHS):** A service/support organization specializing in art activities for the school and community.

**National French Honor Society:** Recognizes exemplary French students.

**National Honor Society (NHS):** A organization for juniors and seniors designed to create enthusiasm for scholarship, to stimulate a desire to serve, to promote leadership, and to develop character.

**National Latin Honor Society:** Recognizes exemplary Latin students.

**Science National Honor Society (SNHS):** Recognizes exemplary science students.

**National Social Studies Honor Society:** Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. The purpose of this organization is to promote scholarship and provide national recognition and opportunities for exploration in social studies topics in the community.

**National Spanish Honor Society:** Recognizes exemplary Spanish students.

**National Thespian Honor Society:** Recognizes exemplary students in the field of drama.

**National Technical Honor Society (NTHS):** An organization for outstanding students enrolled in occupational, vocational, or technical programs.

**Quill and Scroll:** An organization which recognizes exemplary journalism students.

### Co-Curricular

*(Participants must sign up for the class)*

**Air Force Junior ROTC:** Designed to acquaint students with the aerospace age, to develop informed citizens, and to strengthen character and develop leadership and discipline through the participation in community and school activities. *Spring Valley JROTC earned the Outstanding Organization Award for 2015-2016.*

**Band:** The band performs at all pep-rallies, football games and in competitions around the state.

**Health Occupations Students of America (HOSA):** Students, teachers and industry representatives, working together to assist students who are preparing for careers in health occupations.

**Orchestra:** For those who play and wish to perform. Audition or teacher recommendation required.

**Saga:** SV's award-winning student-produced yearbook. Approval of adviser is required. Completion of Journalism One and/or Photography is strongly suggested but not required for application.

**SkillsUSA:** A partnership of students, teachers and industry representatives, working together to assist students who are preparing for careers in trade, technical and skilled service occupations.

**Technology Student Association (TSA):** Fosters personal growth, leadership, and opportunities in science, technology, engineering and mathematics. Members apply STEM concepts through co-curricular programs.

### Academic

**Future Business Leaders of America (FBLA):** For students interested in business and related careers. A student-run organization for members to engage in community service and to attend conferences.

**Latin Club:** Provides members an opportunity to interact with other Latin students throughout the state in S.C. Junior Classical League activities and competitions.

**Spanish Club:** Students explore the Hispanic culture and languages. Group cooks Mexican dishes and take trips to local restaurants.

**Teacher Cadet:** For those students who are enrolled in the Teacher Cadet Program and have aspirations of becoming teachers.

## **Special Interest**

**Badminton:** A club for students interested in badminton.

**Chess Club:** Students interested in playing chess.

**Circle of Friends:** A group of students interested in interacting with students with special needs

**Diamond Dance Club:** Provides members an opportunity to express themselves through step and dance and to demonstrate unity within the community through service and co-partnering with other campus club organizations in the surrounding areas.

**Fellowship of Christian Athletes (FCA):** A nondenominational Christian club for athletes and non-athletes alike. Activities include fellowship meetings, bible study, and community service.

**Gospel Choir: Voices of Inspiration:** Group of organized and committed young people singing contemporary and traditional Gospel music in churches, concert halls, and SV assemblies.

**Jazz Band:** Rehearsals begin in November and are held after school. The only requirements are that participants own an instrument used in standard jazz ensembles.

**Key Club:** Key Club is an international student-led organization which provides its members with opportunities to do community service while focusing on the core values of leadership, character building, caring and inclusiveness. Student leaders have the opportunity to hold elected leadership positions at the club, district and international levels.

**Student Council (Student Government):**

Organization which is designed to provide the student body with a voice in the way Spring Valley operates; offer entertainment and opportunities for involvement; and promote school spirit and pride.

**Winter Days:** School wide community service project.

***See the online student handbook for the most current list of activities.***

**Fees:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Field Studies:** All school rules and regulations apply to students on school-related trips.

**Food/Drink:** No food, gum or drinks (with the exception of bottled water) are allowed in classrooms. Students are not allowed to use snack or drink machines during class time. Detention will be assigned for students not complying.

**Fundraising:** Students are not allowed to raise money on school grounds except as part of a school club project approved by the Student Activities Director.

**Hall Passes:** A student must have his/her hall pass any time he/she is outside the classroom during class time. The pass must be signed by the teacher. **Detention will be assigned for students not complying and/or out of area.** Teachers are not allowed to give students hall passes during the first 15 minutes of instruction of any class period for any reason other than a medical emergency.

**Harassment/Intimidation/Bullying:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Health Rooms:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Homebound Instruction:** Homebound instruction is provided by the district for students who cannot attend school because of extended illness, accident, or pregnancy. Applications for homebound instruction are available in the Attendance Office and should be requested as soon as the parent/student anticipates the possibility of extended absence (a minimum of five consecutive days of absence) from school. The application must be completed by a licensed physician (medical doctor) and returned promptly to the Attendance Office for processing.

Upon approval by the District Office, a student is eligible for services. These days are not counted as absences from school. Students approved for services must complete the allotted hours of instruction, even if they return to school early. Course adjustments may be necessary for students absent for an extended period of time. Questions concerning homebound procedures and regulations should be made to the district's Homebound Coordinator, Dr. Stephanie Catoe at 699-3500, extension 69022.

### **Honors and Awards:**

- *Valedictorian* - The valedictorian is the student with the highest academic standing based on 8 semesters of work. The valedictorian is granted the opportunity to make the final remarks for the class in the Valedictory Address at commencement exercises.

- *Salutatorian* - The salutatorian is the student with the second highest academic standing based on 8 semesters of work. The Salutatorian is granted the opportunity to welcome the graduates and their guests in a Salutatory Address at commencement exercises. In the event of a tie for the highest GPA (carried to the one-thousandth decimal place), only two honor addresses will be given, the order of which will be determined by a committee of faculty appointed by the principal or by lottery. In the event of a tie for the second highest GPA, three honor addresses will be given to include the valedictory speech and two salutatory addresses, the order to be determined by a committee of faculty appointed by the principal or by lottery. In all other unusual circumstances, decisions regarding honor addresses will be made by a committee of faculty appointed by the principal.
- *Principal's Scholars* - Principal's scholars are the 10 students with the highest GPAs based on 8 semesters of work.
- *Honor Graduates* - The top 10 percent of the graduating class, based on 8 semesters of work, will be designated as honor graduates. The students graduating in the top 5 percent of the class, based on 8 semesters of work, will graduate with high honors.
- *Class Speaker* - The class speaker is selected in open competition by a committee of faculty members, valedictorian and salutatorian. To complete, a senior must have a C average or above and not be in danger of failing any courses required for a high school diploma and must have no serious discipline problem on record.
- *Class Soloist or Ensemble* - The class soloist or ensemble is selected in open competition by a committee of the student body president, vice president, and faculty members. Qualifications are the same as for class speaker.
- *General Excellence Award* - This award recognizes the student who best exhibits outstanding academic ability in a rich and varied program of studies; outstanding contributions to school and community; outstanding character and personal qualities; and outstanding commitment, maturity, and vision. It is the highest honor conferred on a student at Spring Valley High School.
- *Junior Marshals* - Marshals are chosen from the junior class based on academic standing. The top 10% of the class will be designated. Marshal status is determined by four semesters of work.
- *Order of Thor* - Order of Thor is an honorary service organization that inducts students and community members at the Pride Week Assembly each year. Only three to five percent of the current junior and senior

classes is inducted each year. One freshman and one sophomore will be selected to be the recipients of the Order of Thor Service Award for outstanding service to the school (in lieu of induction).

- *Outstanding Achievement Award* - The Outstanding Achievement Award is given to the African American graduate with the highest grade point average for 8 semesters of work.
- *Outstanding Seniors* - Outstanding seniors are nominated by the faculty and selected by a faculty committee with one representative from each department. While minimum GPA requirements must be met, nomination and selection are based on involvement in school and community activities, contributions to the senior class, and a pattern of behavior that enhances the reality and the image of Spring Valley High School. This is the highest recognition the faculty, administration, and staff can bestow upon a graduating senior.
- *Additional Awards* - Spring Valley High School has several honor societies and subject-specific award recognitions. For further information, contact the School Counseling Department. (699-3500 X 69022)

### **Honor Code:**

Spring Valley students are to adhere to the honor code policy which consists of three parts:

1. Students are to tell the truth when dealing with faculty, administrators or staff.
2. Students are not to represent as theirs any work which they have not done alone. (Teachers are to make plain any assignment or type of assignment in which collaboration is acceptable or desirable.)
3. Students will not aid another student in cheating. Violations of any of these rules will result in disciplinary actions including a discipline notice being written and one or more of the following actions:
  - suspension
  - zero on assignment or test
  - grade derived by dividing one grade by the number of students working on an assignment
  - requiring a test or makeup of the assignment
  - parent conference
  - counseling
  - other action appropriate to the violation

## **ID Policies:**

- All students and employees must wear a **current-year ID** badge when on school grounds. ID badges must be clearly visible and worn above the waist and below the neck. In a pocket or under a jacket is not “clearly visible.” Students will be assigned 3 hours detention if ID is altered or not visible or properly worn.
- All students are issued one *free* ID badge each year. Students who lose or forget their badges may get duplicates made between the hours of 8:05 - 8:35 a.m. in the media center for \$5.00. An additional lanyard cost \$1.00. Students who forget their ID may purchase a temporary one-day ID for \$1.00 in the media center. Temporary ID must be clearly on student’s upper torso where it is clearly visible.
- Three hours of detention will be assigned for defacing an ID badge. A defaced ID is any badge on which the picture, ID#, year, barcode or status has been altered. IDs should be worn based upon the original orientation (ex. no holes punched on the sides of underclassmen IDs). Stickers are not allowed on IDs. All defaced and altered IDs will be confiscated.
- Any student who uses someone else's ID as his own will be suspended.
- Any student who allows someone else to use their ID to leave campus will lose that privilege.

**Immunization Requirements:** South Carolina law requires all students have on file at the school a valid South Carolina Certificate of Immunization [Form DHEC 1125 (4-80)] in order to remain in school. Parents are responsible for their student’s immunization record. If the immunization record is not at the school 30 days past the date of enrollment. the student will be excluded until such time that a record is located or new immunizations have begun.

**Insurance:** *Please see [Richland District Two’s Back-to-School Handbook](#).*

**Late Arrival/Early Departure:** Any student who arrives on campus after the beginning of school must report and sign in at ISS (C-148). All students with parent notes or medical excuses for being late should sign in at the Attendance Office. Parents will sign in late arrivals at the atrium desk. Students signed in with a parent present by 8:50 am (or 10 minutes into class time) will be sent to class with a pass from ISS (C-148) to clear the absence.

*Note: Students will be allowed only 3 parent sign-ins to 1st period per semester. The 4th parent sign-in will be counted as an unexcused tardy.*



On a regular school day, any student who leaves school after arriving on campus must be signed out by a parent/guardian, or the parent/guardian needs to send a note, e-mail or fax stating that their child has permission to leave. Students will not be allowed to sign out via telephone approval.

Parents/Guardians who are unable to sign their student(s) out in person, may send a note, e-mail or fax that includes a number where the parent can be reached, giving the designee permission for the student to be released in their care. Students will not be released until their note is verified. Students will not be allowed to sign out after 3:15 pm unless a medical excuse is provided.

**Late Buses:** Students who ride a bus that arrives after 8:25 am must obtain a time-stamped "Late Bus Pass" from the bus administrator immediately after exiting the bus. Students desiring to eat breakfast may report to the Commons. A student with a late bus pass has fifteen minutes from the stamped time to get to class.

**Late Start Schedules:** Students with late start schedules must report to ISS (C-148) if they arrive on campus prior to their classes.

**Leaving Campus at Lunch:** Seniors and approved second semester juniors are allowed to leave campus at lunch. Early dismissal students other than seniors may leave campus only after 6th period. Any student who transports an unauthorized student off campus will lose parking privileges for a minimum of 20 school days. Any student leaving campus at lunch without permission will be suspended.

**Library Media Center (LMC):** The LMC offers resources and services including online and digital resources, research assistance, books, magazines and audio books. Students must have their plastic ID card to check out materials. Materials are checked out to students for a two week period. A fine of \$0.10 per day is charged for overdue resources. Selected reference materials may be checked out overnight and returned the next school day. A fine of \$0.50 per day is charged for overdue reference materials. The LMC is open on school days from 7:30 am until 5:00 pm except on Wednesdays when it is open from 9:00 am until 5:00 pm and on Fridays when it closes at 4:00 pm. Students coming to the library during class are expected to have a signed Library Media Center pass or to be accompanied by their teacher. Students are to present their pass and sign in at the circulation desk. Students are not required to have a pass before or after

school or during lunch. Students are expected to display their ID cards and maintain proper behavior at all times. Computers are available in the LMC for academic purposes. Printing is \$0.10 for each page. Students wishing to print in color should see a LMC staff member. Color printing is \$0.50 per page. No food or drink is to be brought into the library media center.

**Locks and Lockers:** A school locker may be rented for \$5.00 from the Attendance Office. Lockers are the property of Spring Valley and are subject to periodic inspection by school administrators without student consent. Students who share lockers must both register in the Attendance Office for that locker. The school is not responsible for items left in unsecured lockers. Students with PE lockers must secure their items, including book bags, in a locked locker. Failure to do so will result in six hours of detention. Lockers must be cleared of all items by the end of the school year.

**Lunch:** Meals may be paid at school by cash or check. Meals may be paid by credit card. [www.myschoolbuck.com](http://www.myschoolbuck.com)

**Meal Prices & Programs:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Make-Up Tests and Work:** Make-up work and tests are allowed for students who have turned in an appropriate written excuse and obtained a re-admit slip from the Attendance Office or C-148. The responsibility for arranging for make-up tests and work rests with the student and must be scheduled at the convenience of the teacher within three days of the student's returning to class and completed within five days upon return. A student may not miss one class in order to complete or make-up work in another class without prior approval from both teachers. All assignments not made up will receive a grade of zero until the work has been submitted.

All medications that must be taken during school hours must be registered with and administered by the school nurse or her designee. (See Health Services for more information.)

**Metal Detectors - Board Policy JCAC-R:** In order to enhance security in the schools and prevent students from bringing weapons into the schools,

District officials are authorized to use metal detectors to conduct student searches. The metal detectors may be used at such places as inside classrooms or offices, as well as entrances to the buildings or to the classrooms. They may also be used at extracurricular events hosted by the district, such as football or basketball games.

**Off-limit Areas of the Campus:** The following areas of the campus are off limits to students: copy rooms, the faculty workrooms, faculty offices, faculty restrooms, varsity locker rooms (during the school day), faculty eating areas, elevators, roof and any other areas administration deems off-limits. Students found in unauthorized areas will receive detention hours or suspension.

### Parent/Community Involvement

- **Booster Clubs:** Spring Valley High School offers parents the opportunity to be involved in many booster clubs. For information on how to become a member of a booster club, please call 699-3500.
- **Parental Concerns and/or Conferences:** Spring Valley's administration, faculty and staff endeavor to maintain a close working relationship with the parents of our students and the community at large. If you have a question or concern, please contact the **staff member directly involved**. If your phone call, written message or e-mail is not returned in a timely manner, please contact your student's administrator and he/she will arrange for the staff member to contact you directly. **Due to increased security issues, classroom visitations must be arranged by appointment 24 hours in advance with an administrator and will be limited to one visit per semester.** Your feedback is valuable to us at Spring Valley, and we appreciate the opportunity to maintain our excellent relationship with your family. The steps for addressing your concerns are listed below.
  1. Contact the person (teacher, school counselor, or administrator) at the source of the situation. **The majority of concerns are resolved at this point.** If this is not the case, you may wish to proceed further by—
  2. **Scheduling a conference** with your student's teachers and his/her school counselor or with your student's **Administrator**, especially if there is a discipline concern.

3. **Schedule** a classroom visit to observe the interaction of your student with the class and/or the teacher (**a 24-hour notice required**). The teacher may request that a colleague or a Spring Valley administrator be present.
4. Should your concern remain unresolved, contact an **Assistant Principal** who will assess the complaint.
5. At this point, any continuing issues will be resolved through a meeting scheduled with the **Principal**.

- **School Improvement Council:** Spring Valley High School Improvement Council is a committee made up of parents, students, teachers and administrators charged with the responsibility to develop an annual school improvement plan. The school improvement plan will be reviewed annually and will have a five-year focus. The School Improvement Council meets once a month, and all Spring Valley parents are eligible and encouraged to attend any and all meetings. The ultimate goal is to improve student achievement. Call 699-3500 for meeting times.
- **Spring Valley Education Foundation:** The Spring Valley Education Foundation, established in 1983, is a nonprofit, tax exempt organization incorporated under the laws of the State of South Carolina. The purposes of the corporation include:
  - A. To raise funds and promote educational programs for Spring Valley High School, Columbia, South Carolina, via donations from business groups, corporations, foundations and individuals at large.
  - B. To provide a review committee for program ideas and to make gifts and grants to the school and to individual departments, teachers, students, and student groups, to further the education purposes of Spring Valley.
  - C. To act as fiscal agent for donors who wish to sponsor projects for the school, its teachers and students.

*For more information, contact the Foundation Office at 699-3500 ext. 69061.*
- **Volunteer Program:** Spring Valley High School has a strong and active volunteer program. There are many ways to volunteer at the high school level—booster clubs, the Education Foundation, School Improvement Council, and the Volunteer Program. Parents

of ninth grade students have found such volunteering to be particularly helpful to them as they help their children transition to the high school level. If you would like to volunteer on a regular basis or have your name added to the “on call” list, you can contact the Main Office at 699-3500.

**Parking:** All student vehicles parked on campus must display a valid, current year, numbered parking permit or a special parking permit issued by Spring Valley High School. Students must supply a valid driver’s license, registration and the proper fee to obtain a parking permit. A parking permit for the student’s primary vehicle will require a nonrefundable fee of \$25.00 and student must complete the Alive @ 25 course. (*A specific time frame will be announced at a later date. See online agenda for updates.*) Please contact the SC National Safety Council at 732-6778 or scalive@25.org. All school fees and debts must be paid prior to the issuing of a parking permit. All regular and special parking permits will be issued in C-148.

Special parking concerns are handled in C-148 before school each day. Students must leave their cars and the parking lot immediately; detention will be assigned. Illegally parked vehicles will be given a ticket. A second parking violation may result in the application of a wheel immobilizer and possible loss of parking privileges. All regulations cited in the parking application must be adhered to. Students are not allowed to use parking passes not assigned to them. Violations of the parking regulations during the previous school year may result in denial of a parking permit and 12 hours of detention. Revisions in the Parking Policy will be announced on all social media outlets and on the Viking Update.

**Permits are not transferable to any other student without approval. If the student leaves Spring Valley, the Parking permit MUST be returned.** Underclassmen may ONLY park IN THE UPPER LOT on a first come, first serve basis. A limited number of assigned senior spaces will be issued in the main lot and tennis lots. *Students are not allowed to park in faculty parking spaces.*

Disciplinary action will be taken for smoking in vehicles, loitering in vehicles or parking lots, loud or offensive music and violation of any other parking policies. Violations may result in loss of parking privileges for a **minimum** of 20 school days per offense. **Vehicles are to be locked and vacated immediately after parking.** Spring Valley High School will not be responsible for the theft of contents, theft of the vehicle, damage to any vehicle, or contents while the vehicle is on campus. The parking permit

only allows parking on campus if there is sufficient space. Violations may result in towing at the owner's expense.

**Phone Messages and Dropped-Off Items:** The Attendance Office will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in family. No flowers or balloon messages will be allowed at school. These items will be confiscated for the remainder of the school day. Class time cannot be interrupted for **non-emergency** phone calls or for any items that have been dropped off in the attendance or main office. It is the student's responsibility to check the attendance office for messages and to pick up items that have been left for him/her. The attendance office highly discourages dropping off items such as food, keys, clothes, etc. We will not be responsible for any items left for students. We advise parents to be sure their student has everything that he/she needs before leaving for school. The Attendance office **will not accept money** for a student.

**Plagiarism:** The penalty for **intentional** plagiarism will be a grade of zero on the assignment. For example, it would be intentional plagiarism if the student has demonstrated no attempt at citation or has copied primarily from another source. Partial attempts/improper citations would be considered **inadvertent** plagiarism. The teacher would determine point loss for partial attempts/improper citations by subtracting points from appropriate sections of the rubric.

**Pledge of Allegiance and Alma Mater:** All students are expected to demonstrate respect by participating during the Pledge of Allegiance and the Alma Mater. If students choose not to participate by standing or verbalizing they are not to cause a disruption by doing so.

**Prohibited Items:** In addition to other items listed in the ECD Policy playing cards, lighters, dice, laser pointers, skateboards, and any other items that are unsafe, disruptive, illegal and deemed inappropriate are not allowed on school grounds. These items will be confiscated and appropriate disciplinary action will be given.

**Publications/Solicitations:** No publications may be produced or distributed unless approved by the principal.

**Release of Student Information:** Please see [Richland District Two's Back-to-School Handbook](#).

**REPs Program (Responsibility Earns Privileges):** A student is assigned to the REPs Program once enrolling at Spring Valley. The layered system of privileges is granted and increases as they progress in class. Class privileges are granted through responsible grades and behavior.

<u>Class</u>	<u>Privileges</u>
Juniors	A 75 average or better, no suspensions, and no debt, will qualify for <b>Off Campus Lunch</b> 3rd and 4th quarter.
Seniors	All A's, no fees will qualify for <b>Free Parking Sticker</b> and off campus lunch all school year. Course average of 90 qualifies for final exam exemption and excused for course exam period.

\* All privileges by underclassmen require an application process where qualifications can be verified.

## School Counseling

### Counselors Assignments

A – Co	Wanda Mujica
Cr – Ha	Brandon Ross
He – Ma	Eric Hawkins
Mc – Ri	Angel Coleman
Ro - Si	Bernice Spain, School Counseling Director
Sm – Z	Kim Darby

Counselor Availability: Counselors will make every effort to meet with parents who visit School Counseling and want to discuss their child's schedule. In order for counselors to be as responsive as possible to parental concerns, parents are encouraged to call for an appointment prior to visiting. School counselors are often involved in planned activities or crises and are not able to respond on short notice.

Career Information Center: The Career Information Center (CIC), located in School Counseling, offers information on colleges, occupations, scholarships, and financial aid. Students may request these services by picking up a request form in School Counseling, completing it, and placing

it in the drop-off box in School Counseling. The information will be gathered and returned to the student through his or her 1st period teacher. Identifying a career cluster is very important to students in choosing their high school courses, setting post-secondary education goals, and pursuing a career. The CIC has software and staff to provide our students with personality and career assessments which will help them to identify a cluster. The Myers-Briggs Personality Assessment Inventory, Career Finder, and the career assessment inventory are available to all students upon request. The student must come to the CIC to make an appointment for each of these assessment tools because they are done one-on-one with assistance.

Credit for Repeated Courses (Failures): Students will be allowed to repeat courses when the final grade is **F (0-59)**.

- a) Both courses will show on the student's transcript.
- b) Credit will be awarded only once upon passing the course when repeated.
- c) Both grades will be used in calculating the cumulative grade point average.

Credit for Repeated Course: Students will be allowed to repeat courses which are foundation courses and in which credit was previously earned only when the final grade is a **D (60-69)**.

- a) Credit is granted only once.
- b) Both grades appear on the transcript.
- c) Both grades will be used to calculate the cumulative grade point average.

A course may be counted only once toward establishing athletic eligibility.

Credit for High School Course Completed in Middle School:

- a) A middle school student who completes high school courses at a Richland Two high school will be awarded credit in the same manner as a high school student enrolled in the course.
- b) Courses for which student received credit toward his/her school graduation will become part of the student's high school transcript and will be included in calculations of the high school grade point ratio and class rank.



### Credit for Repeating Middle School Course in High School:

Any Carnegie unit course completed in middle school can be repeated in the 9th grade year regardless of the grade earned in middle school.

- a) Credit is granted only once.
- b) The course can only be repeated in the 9th grade year.
- c) The grade earned during the 9th grade year will be used to calculate the cumulative grade point average regardless of whether it is higher or lower.

Auditing of courses is not permitted by SC Uniform Grading Policy.

### Course Withdrawals

Students should register for courses very deliberately and carefully, as dropping and/or adding a course will be done only under extreme circumstances. When a schedule change is permitted, it will be done according to the following criteria in keeping with State Board of Education policy:

With the first day of enrollment as the baseline, students who withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course or 10 days in a 180-day course will do so without penalty.

Students who withdraw from a course after the time specified above shall be assigned a withdraw/fail (WF) and the F will be calculated in the student's overall grade point average as a **51**.

### SC 4-Year University/College Enrollment Requirements

#### (Class of 2017 & 2018)

- **ENGLISH: Four units:** 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.
- **MATH: Four units:** These include Algebra I (for which Applied Mathematics I and II may 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, Pre-calculus, Calculus, Statistics, Discrete Mathematics, or a Capstone Mathematics course and should be taken during the senior year.

- **SCIENCE: 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.
- **WORLD LANGUAGE:** Two units of the same Foreign Language.
- **SOCIAL STUDIES:** One unit of U.S. History is required, a half unit of Economics and a half unit in Government are strongly recommended.
- **ELECTIVES:** 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; Social Science, Humanities; Laboratory Science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.
- **PE or ROTC:** One unit of Physical Education or ROTC.
- **FINE ARTS:** One unit in Appreciation of, History of, or Performance in one of the fine arts.

### **SC 4-Year University/College Enrollment Requirements (Class of 2019 & Beyond)**

- **ENGLISH: Four units:** All four units must have strong reading (including works of fiction and non-fiction), writing, communicating and researching components. It is strongly recommended that students take two units that are literature based, including American, British, and World Literature.

- **MATH**: These units must include Algebra I, Algebra II, and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.
- **SCIENCE: 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, physics, or earth science. The third unit may be from the same field as one of the first two units (biology, chemistry, physics or earth science) or from any laboratory science for which biology chemistry, physics and/or earth science is a prerequisite. Courses in general or introductory science for which one of these four units is not a prerequisite will not meet this requirement. It's strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all four fields: biology, chemistry, physics and earth science.
- **WORLD LANGUAGE**: **Two units of the same Foreign Language**: Two units with a heavy emphasis on language acquisition.
- **SOCIAL STUDIES**: One unit of U.S. History is required, a half unit of Economics and a half unit in Government are required. World History or Geography is strongly recommended.
- **FINE ARTS**: One unit in Appreciation of, history of, or performance in one of the fine arts. This unit should be selected from among media/digital arts, dance, music, theater, or visual and spatial arts.
- **PE or ROTC**: **One unit of Physical Education or ROTC**: One unit of physical education to include one semester of personal fitness and another semester in lifetime fitness. Exemption applies to students enrolled in Junior ROTC and for students exempted because of physical disability or for religious reasons.
- **ELECTIVES**: Two units must be taken as electives. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding or using applications) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English, fine arts, foreign languages; social science, humanities; mathematics; physical education; and laboratory science (courses for which biology, chemistry, physics, or earth science is a prerequisite).

Completion of the above prerequisites will not guarantee admission to any public college or university. Colleges and universities will require applicants to meet other standards, such as those involving class rank and scores on aptitude tests consistent with the mission of that institution in the state

system. The higher admission standards will not preclude any public institution's requesting or recommending satisfactory completion of additional secondary units which are considered to be prerequisites for admission to any specific program within that institution.

**Grade Classification:** Grade classification will be determined by the criteria listed below.

### **Grade Criteria**

Freshman	Promotion from 8th grade
Sophomore	5 credits including English I and 1 unit of Math (Algebra 1/Algebra I Part I or above)
Junior	12 credits including 2 units of English and 2 units of math (Algebra 1/Algebra I Part I or above)
Senior	18 credits including 3 units of English and 3 units of math (Algebra 1/Algebra I Part I or above)

### **Senior Checklist:**

- Make sure you have met the following requirements to participate in the graduation ceremony:
- Order cap, gown, tassel, and diploma cover
- Complete Senior Exit Survey
- Seniors must turn in copies of college acceptance letters and financial aid award letters to the College Specialist. This will allow any scholarship earned to be recognized and listed in the graduation program.
- Check debt list and pay outstanding debts
- Clear excessive absences
- Complete senior report
- Check graduation walk list
- Check on name pronunciation

The walk list will be posted on a special board for seniors outside of the School Counseling Office. Students must meet all academic requirements, must clear all fees, and return all textbooks and technology (Chromebooks) to be on the walk list. Students should check these lists and see their School Counselor or the Counseling Secretary if their information is incorrect.

## Helpful Hints for Seniors:

- Meet with counselors as soon as possible to discuss college applications. Check on early applications. Meet with visiting college admissions representatives.
- Official transcripts must be sent directly to the receiving institution or organization. It is strongly recommended that students use [www.Parchment.com](http://www.Parchment.com) to request all official transcripts excluding the final transcript. In cases where Parchment cannot be used, students must bring all application materials, applicable fees, and a self-addressed, stamped envelope to either the Registrar or College Specialist. An official transcript will be added and mailed from the school. Please allow 5 business days for processing.
- Colleges look at the first semester grade point average from the senior year. A final transcript is sent in the summer after graduation. The Senior Exit Survey is emailed to all seniors and is used to determine where a final transcript should be mailed.
- Consult scholarship files in the School Counseling Office, Naviance, check announcements, and the bulletin board outside of School Counseling.
- Take care of your financial aid early!! Students will be able to submit a FAFSA® earlier. Students will be able to file a 2017–18 FAFSA as early as Oct. 1, 2016, rather than beginning on Jan. 1, 2017. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year. (There is NO CHANGE to the 2016–17 schedule. The FAFSA became available January 1 as in previous years.)
- College bound seniors should have taken the ACT and/or SAT by December of the senior year. Students are responsible for ensuring that their ACT and SAT scores are sent directly from the testing companies to their selected colleges or universities. Please visit [www.collegeboard.com](http://www.collegeboard.com) (SAT) or [www.act.org](http://www.act.org) (ACT) to register and view scores.
- Seniors may wish to take the Armed Services Vocational Aptitude Battery. ASVAB is an excellent device to show areas you may be interested in as a career. There are no military obligations. Additional career information is available in the Career Information Center in the School Counseling Office.

## Qualification for Participation in the Graduation Ceremony:

- To participate in the graduation ceremony, a student must have passed the 24 required credits.
- Graduation Policies: If a student fails to meet graduation requirements as a result of excessive absences, his/her diploma will be returned to the Department of Education along with the diplomas of students who fail to qualify due to course failure(s).
- Class rank and GPA will be computed, with the excessive absences being computed as failures (61), with the entire class being ranked. Final transcripts with this rank and GPA will be forwarded to colleges. The final class rank and GPA that is recorded on the permanent record will reflect a student's standing in the senior class as of graduation date + 10 days.
- A student has not officially graduated until he has received his diploma. Diplomas will be issued beginning the first Monday following graduation. Either seniors or their parents may come in to pick up the diploma during school hours which are, 8:00 am to 4:00 pm, Monday-Thursday during the summer. Diplomas will not be issued during the graduation ceremony. A copy of the final transcript showing the graduation date can be provided as proof of graduation in lieu of a diploma.
- Seniors with uncleared debts will not be allowed to participate in the graduation ceremony.
- **Dress at Graduation Exercises:** To participate in the graduation ceremony, a senior must have purchased a cap, gown, tassel, and diploma cover. All seniors order caps and gowns, but such purchases do not ensure that a student will graduate or be allowed to participate in graduation. Appropriate attire includes shirts with collars, ties, dress slacks and dress shoes for males; dress or dress slacks and dress shoes for females (no Birkenstocks, tennis shoes, sandals, jeans, or flip flops). Students will not be allowed to carry or wear signs/slogans, or possess cell phones. Mortarboards (caps) should be worn properly, not decorated and not tilted. Tassels are worn on the left and move to the right after the diploma cover has been received. The administration reserves the right to deny participation in graduation when it deems dress unsuitable. Diplomas will be withheld and disciplinary action taken for any student who demonstrates inappropriate behavior at the graduation ceremony.

## **Juniors:**

- Order class ring and yearbook, pay fees, make sure photo has been made for yearbook.
- Juniors are encouraged to take the PSAT in October. This is the qualifying exam for the National Merit Scholarship Program.
- Consider taking the ASVAB.
- Start inquiring through the Career Information Center about colleges and meet with college representatives.
- Juniors interested in attending a military academy should see their counselor to begin the application in the Spring.
- See school counselor second semester concerning colleges. College bound juniors should take the ACT and/or SAT in the spring. Students are responsible for ensuring that their ACT and SAT scores are sent directly from the testing companies to their selected colleges or universities. Please visit [www.collegeboard.com](http://www.collegeboard.com) (SAT) or [www.act.org](http://www.act.org) (ACT) to register and view scores.

## **Examinations:**

**ACT** - The ACT assessment is a college admissions test administered by the American College Testing Program. The ACT is given on designated Saturday mornings at Spring Valley, USC and Columbia High School. Currently, all South Carolina colleges and universities accept either the SAT or ACT for admissions purposes. The testing schedule, information, applications and bulletins are available in the Counseling Office and online.

**ADVANCED PLACEMENT** - These examinations will be administered in May. College credit may be granted at many colleges for scores of three or better achieved on subject area examinations. Students enrolled in AP classes are required to take AP exams. Students not enrolled in AP courses must pay a test fee. If a make-up exam is required, the student must bear the cost of the exam as well as the administration of the exam. Scores are returned in July.

**ASSET** - Seniors taking English 4 and/or a math course below Geometry are encouraged to take the ASSET test, the Midlands Technical College Placement Test. The main emphasis of the placement test focuses on helping students make sound educational decisions. Therefore, unless exempted by the SAT or ACT, applicants to Midlands Technical College are required to take a reading comprehension test and a basic mathematics and algebra skills test and to write a sample essay for evaluation. The *ASSET* is offered once each year at Spring Valley free of charge.

**ASVAB** - Seniors may take the Armed Forces Vocational Aptitude Battery (ASVAB). Test results will enable students to compare their vocational interests and aptitudes to assist them in making educational and career decisions.

**PSAT** - The Preliminary Scholastic Aptitude Test is similar to the SAT and is administered to 10th and 11th grade students who register in advance.

Eleventh grade PSAT scores are used to determine National Merit Scholarship winners. This test is scheduled to be given at Spring Valley High School in October.

**SAT** - The Scholastic Aptitude Test (SAT) is a college admissions exam administered by the Educational Testing Service. It measures critical reading, writing, and mathematical reasoning skills. It is given on Saturday mornings through the year at several locations in Columbia, including Spring Valley High School and Ridge View High School. The SAT II (achievement tests) may also be required by some colleges for placing students and is given at the same time as the SAT.

Information, applications, and bulletins are available in the School Counseling Office and online.

**SC Uniform Grading Scale Policy:** The State Board of Education has adopted a uniform grading scale for all public schools in South Carolina. The grading scale designates the point range for each letter grade, correlates grade points with numerical averages, and gives weighted credit to Honors, Dual Credit, and Advanced Placement courses.

Two categories of weights are allowed: an additional 0.5 for Honors courses, and an additional 1.0 for Advanced Placement/Dual Credit courses. Those weightings are built into the conversion chart.

[https://www.richland2.org/communityandparents/Documents/10-pointgradingscale\\_new.pdf](https://www.richland2.org/communityandparents/Documents/10-pointgradingscale_new.pdf)



South Carolina Uniform Grading Scale Conversion Scale

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
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

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

### Grade Reporting:

- **Grade reports** (interims) are available of parent portal sent to inform students and parents of the student's current status in each class.
- **Report cards** are distributed approximately one week after the conclusion of each grading period. The school will send a ConnectEd Message to remind parents that report cards are being issued.
- **Parent Portal:** Parents and student may access grades and other information on Parent Portal. To enroll, visit [www.parents.richland2.org](http://www.parents.richland2.org).

- **Transcripts:** Unofficial transcripts are available by request. Official transcripts must be sent directly to the receiving institution or organization. It is strongly recommended that students use [www.Parchment.com](http://www.Parchment.com) to request all official transcripts excluding the final transcript. In cases where Parchment cannot be used, students must bring all application materials, applicable fees, and a self-addressed, stamped envelope to either the Registrar or College Specialist. An official transcript will be added and mailed from the school. Please allow 5 business days for processing.

**Requirements for a High School Diploma:** A minimum of 24 credits is required for graduation. The chart below specifies subjects and units needed.

<b>REQUIREMENTS FOR HIGH SCHOOL DIPLOMA</b>	
<b>SUBJECT</b>	<b>UNIT(S)</b>
English/Language Arts	4 units
Mathematics	4 units
Science	3 units
U. S. History	1 unit
Economics	1/2 unit
U. S. Government	1/2 unit
Other Social Studies	1 unit
Physical Ed. or ROTC	1 unit
Computer Science	1 unit
World Language or Occupational Specialty	1 unit
Elective (District Two requires one-half unit of Personal Health)	7 units
<b>Total Units</b>	<b>24 units</b>

Student Records: The student and his parents have the right to review and inspect the official school record. If a parent or student desires to see the student's records, the student's records will be made available to him/her within a reasonable period of time (no longer than 45 days). Upon inspection, should a parent feel that the information is inaccurate or misleading, the parent may have a hearing to challenge such information. A student 18 years old and older may have access to his records without parental permission.

Each student is responsible for reviewing his school record to ensure that courses required for graduation have been taken and properly recorded. All official transcripts will be mailed.

**Searches and Interrogations:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Signs/Posters:** No signs or posters may be posted without approval from the student activities director. Off limit areas include the atrium, all glass doors, and areas visible from Sparkleberry Lane. Students are not allowed to post or distribute fliers publicizing events not sponsored by Spring Valley High School.

**Snack/Drink Machines:** Students are not allowed to use the snack or drink machines during class time. A three-hour detention will be assigned and food confiscated.

**Sororities/Fraternities:** Fraternities, sororities, and secret organizations are strictly forbidden. Activities, initiations, or fund-raising for these organizations are prohibited and will be addressed as a discipline problem.

**Special Services:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Student Conduct:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Student Consequences:** In accordance with district policies, the following listing includes the usual disciplinary actions for inappropriate student conduct at Spring Valley High School. No attempt is made to include every possible infraction. A reasonable effort will be made to notify parents for all infractions and consequences. In some cases a parent may be requested to attend school to insure a student's appropriate behavior.

INAPPROPRIATE CONDUCT	CONSEQUENCE
ALCOHOL	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a></i>
BUS MISCONDUCT	Minimum 3 hours-Recommended for Expulsion and/or suspended of bus. <i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a> for <b>School Bus Safety</b>.</i>
CHEATING	May be suspended, see Honor Code Policy
CUTTING CLASS	ISS
DISOBEDIENCE	Minimum 6 hours detention, may be suspended

DISRESPECT	<i>To Faculty or staff:</i> Minimum 1-5 days suspension, may be recommended for expulsion
DISRUPTIVE BEHAVIOR	Minimum 3 hours detention, may be suspended. (Includes promoting a fight.)
DRESS CODE VIOLATION	6 hours detention
FAILURE TO SERVE HOURS	1 <sup>st</sup> Offense-1SD, 2 <sup>nd</sup> Offense-ISS, 3 <sup>rd</sup> Offense-ISS/OSS, 4 <sup>th</sup> Offense-OSS (2 Days)
FIGHTING	3 days suspension, may be arrested, may be recommended for expulsion
FOOD/GUM	Eating, drinking or chewing gum in classrooms = 3 hours detention
FORGERY	1-3 days suspension
GAMBLING	Minimum 1 day OSS
HARASSMENT/BULLYING	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a>.</i>
LEAVING CAMPUS WITHOUT PERMISSION	Suspension
LEAVING CLASS WITHOUT PERMISSION	6 hours detention
LOITERING	Minimum of 6 hours detention
LYING	<i>To school personnel:</i> 1-3 days suspension
NO HALL PASS	3 hours detention
NO VISIBLE ID	3 hours detention
NON-SCHOOL FLIER DISTRIBUTION	12 hours detention
OFF-LIMIT AREA	Detention/Suspension
ELECTRONIC COMMUNICATION DEVICES(ECD's)	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a>.</i>
PORNOGRAPHY	Minimum 1 day ISS (includes use of Internet).
PROFANITY	Inadvertent – 6 hours detention. Directed toward another individual: 1-3 days OSS, may be recommended for expulsion
PUBLIC DISPLAY OF AFFECTION (PDA)	6 hours detention
REFUSAL TO OBEY	1-3 days OSS
SEXUAL MISCONDUCT	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a>.</i>
<b>TECHNOLOGY INFRACTION</b>	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a>.</i>
THEFT	3-5 days suspension, may be recommended for expulsion, may be arrested
THREATS	<i>To other students:</i> Minimum 6 hours detention, may be suspended and recommended for expulsion. <i>To school personnel:</i> OSS and recommended for expulsion. May be arrested.
TOBACCO	Possession or use of tobacco products (including lighters) not allowed on campus or in view of the school – will be confiscated. Suspension.
TRASH/LITTERING	3 hours detention
UNAUTHORIZED AREA OF CAMPUS	6 hours – suspension

VANDALISM	Minor – suspension and restitution Major – suspension and restitution, recommendation for expulsion, may be arrested
VERBAL CONFRONTATION	1-3 days suspension, may be arrested.
WEAPONS	<i>Please see <a href="#">Richland District Two's Back-to-School Handbook</a>.</i>

Students who are assigned detention by an administrator on Monday-Friday must serve the detention by the next Saturday or they will be suspended during the following week. Serving detention takes precedence over extracurricular activities or job related duties.

## TYPES OF DISCIPLINARY ACTION

- **EVENING DETENTION**—C-148 Tuesday-Thursday 3:45 to 6:45 pm. Students must sign in and must have study/reading materials. Students are expected to follow the posted rules which include no talking, eating, sleeping, etc. Failure to cooperate requires dismissal from evening detention and no credit for time served.
- **SATURDAY DETENTION**—Commons, 8:00-9:30am Saturday Detention begins promptly at 8:00 am No late sign-ins. Each student signs in on the proper form. Each Saturday served is equal to 6 hours. Failure to cooperate requires dismissal from SWD and no credit for time served.
- **PARENT SHADOWING:** A parent may be given the opportunity to shadow their student for an entire school day in lieu of the student receiving a suspension. This option is solely at the discretion of the administration and will only be used for non-disruptive offenses.
- **SUSPENSION:** Any student who receives a 3rd suspension will receive a minimum of 2 days ISS or OSS and may be recommended for expulsion. The severity of an offense may warrant a recommendation for expulsion on the 1st or 2nd suspension.
- **IN SCHOOL DETENTION (ISD)** - Students suspended from classes will remain in the ISS room all day. In school detentions do not count as an absence, nor a suspension and work is requested and/or can be made up.
- **IN SCHOOL SUSPENSION (ISS)** - Students suspended from classes will remain in the ISS room all day. In school suspensions do not count as an absence and work can be made up, limited to two days.

Note: Students report to ISS (C-148) for any of the following:

1. Tardy to class - any class period.
  2. Arrival to school after the 1st period tardy bell.
  3. After any removal from class for discipline.
  4. After any visit to the health room, guidance, an administrator without a pass or with any late pass from a teacher.
  5. Teachers reviewing for a test for which a student was absent, should send the student to ISS (C-148) during the review. The student returns at a specific time or by phone call to ISS (C-148).
- **OUT OF SCHOOL SUSPENSION (OSS)** - Students suspended from school are not allowed on school grounds or at any school related function. Out of school suspensions are counted as lawful absences.
  - **ALTERNATIVE SCHOOL** - Must be assigned by School Board or designee.
  - **EXPULSION** - Student removed from school for remainder of year - loses all credits. Students who are recommended for expulsion or who are expelled may not be on or around school grounds or any school related activity.

### Ways to Serve Detention

1. **Parent/Guardian Signed Detention Slip:** Students may get their parent or guardian to sign the yellow detention slip or the white discipline notice given to you at the time of the offense. Return the signed slip to the ISS supervisor (1 hr. credit).
2. **Trash Detail:** Students may pick up trash in the Commons, Main Gym and other outdoor lunch areas with an administrator during the last 10 minutes of lunch. Only one cleanup can be done each day. (1 hr. credit)
3. **Lunch Detention:** Students will be able to serve the first 15 minutes of lunch in the Auditorium from 12:21-12:36, and on Wednesdays from 12:43-12:58. (1 hr. credit)
4. **Morning Detention:** Students may serve morning detention on Monday-Friday from 7:30-8:30 with the exception of Wednesdays. in C-148. (1 hr. credit for 1 hour served.)

5. **After School Detention:** Students may serve after school detention on Tuesday, Wednesday and Thursday from 3:45 to 6:45pm in C- 148. Students must stay at least one hour to get credit but can sign out at any time.  
(1 hr. credit for 1 hour served)
6. **Saturday Work Detail:** Begins at 8:00 am SHARP in the Commons- no late sign-ins. Campus cleanup is required and no early sign-outs. Students must be present for the entire work detail. (6 hrs. credit)

**Student Rights and Responsibilities:** *Please see [Richland District Two's Back-to-School Handbook](#).*

**Substitute Teachers:** A substitute teacher has the same authority as a regular classroom teacher. Students must accept responsibility for cooperating with a substitute teacher. Substitute teachers can not send students to the Media Center or computer labs.

**Supervision of Students:** Normal school operating hours are from 7:30 am to 3:33 pm. Supervision of students will begin at 7:30 am and continue until 4:00 pm each school day. Students arriving before 8:00 am not assigned to early bird classes should report and remain in the Commons until 8:00 am. on regular days and 9:00 am on late start days. Students involved in after school activities should report to their assigned/designated areas by 3:45 pm. Any student awaiting pickup after 4:00 pm should remain in the area located near the front of the auditorium. **Any student not in a supervised activity or designated area will be considered loitering and will be assigned a minimum of six hours detention.**

**Tardy Policy:** The tardy policy at Spring Valley has been established to ensure a minimum of interruptions in the educational process in each classroom. **Classroom doors will be locked when the tardy bell rings.** Any student who arrives after the tardy bell must report directly to ISS (C-148) and sign in on the tardy roster. Failure to report within ten minutes after the tardy bell will result in the student being counted absent from class rather than tardy. **Students will be allowed to enter class with a pass on Tardy #1 only for each semester. This will serve as their free pass.**



During each semester (18 weeks) attendance period, a student is allowed three tardies without disciplinary penalty. On the 4th and 5th tardy the student will be assigned 6 hours of detention, on the 6th and 7th tardy, 9 hours, on the 8th tardy, 12 hours and on the 9th tardy the student will receive one day in-school detention (if not 3rd suspension). The 10th and 11<sup>th</sup> tardy, 6 hours, the 12th and 13th tardy, 9 hours and the 14th tardy, 12 hours, and on the 15th tardy the student will receive one day in-school suspension (if not 3rd suspension). On the 16th and 17th tardy the student will receive 6 hours of detention, 18th and 19th tardy , 9 hours of detention, 20th tardy, 12 hours and on the 21st tardy the student will receive one day of ISS and one day of OSS.

**Trash:** Maintaining a clean school is the responsibility of everyone. Students are expected to clean up after themselves. Detention may be assigned for failure to do so.

**Trespassing:** According to state law, a student is subject to arrest for going onto school property other than his own without permission. A visitor without a pass will be asked to leave the campus and a trespassing warrant may be issued. Spring Valley students trespassing on other campuses will be suspended.

**Tutoring:** The Tutoring Center is open Monday through Thursday after school from 3:45 to 5:00 pm in the Media Center. The Tutoring Center is staffed by teachers and National Honor Society members to assist students in math, science, Spanish, and English courses.

**Visitors:** All visitors must report to the Reception Area or Main Office, present a valid ID, and obtain and wear visitor's pass throughout duration of visit. Graduates are allowed to visit during the school day with prior administrative approval.

*The administration of Spring Valley High School affirms that the school is in compliance with the requirements of Title IX which states, "No person in the United States shall on the basis of sex be excluded from participating in, be denied the benefits or be subject to discrimination under any education program or activity receiving Federal Financial Assistance." Further, Richland District Two is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, or other protected characteristic in its programs and activities. Inquiries concerning application of Title IX or complaints alleging noncompliance should be directed to the Chief Human Resource officer, Richland District Two, 6831 Brookfield Road, Columbia, South Carolina 29206. Telephone 803-787-1910. While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for updates and changes in policy.*

## **Spring Valley Alma Mater**

We raise our voices proudly,  
Spring Valley High to your name.  
How rich is the heritage your Vikings claim.  
The years will make you glorious  
And proud of your name we will be,  
Answering the challenge you set for our youth.  
Founded in a great tradition.  
Strong in wisdom's might.  
You bear the colors of strong Vikings,  
Our green and gold.  
And we who share these high school years,  
Spirited or calm.  
Pledge our faith forever to Spring Valley High.

## **Spring Valley Fight Song**

We are the Vikings, mighty are we!

We are the best the Valley has seen.

We've got the spirit; We've got the power,

Vikings, Vikings, Fight, Fight, Fight!

We are the Vikings, mighty are we,

We are the best around. Vikings,

Vikings is our name, Let's go

Vikings, Let's Go-o-o!