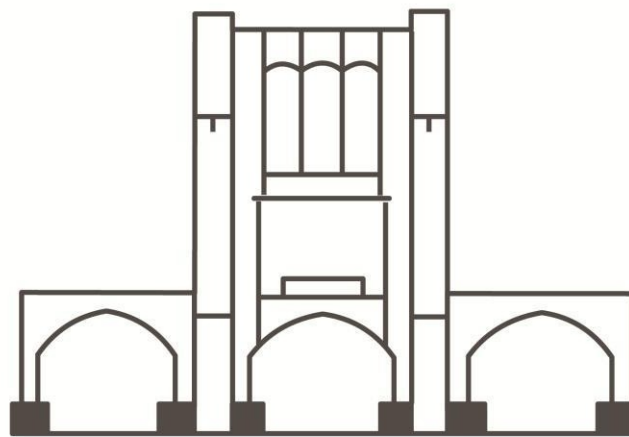


Westwood High School Student Handbook

IREED



**INSTITUTE OF RESEARCH
ENGAGEMENT & DESIGN**

2019-2020

Nondiscrimination Policy

Richland County School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, handicap, or disability in admission to, access to, treatment in, or employment in its programs and activities. Inquiries regarding discrimination should be directed to:

**Chief Human Resources Officer
Richland School District Two
124 Risdon Way
Columbia, SC 29223
(803) 787-1910**

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General Information

School address and telephone numbers

Westwood High School
180 Turkey Farm Road Blythewood, SC 29016
Phone- (803)691-4049
Fax- (803)738-7520

District Mission Statement

In partnership with our community, we develop global citizens of tomorrow — citizens who are prepared to lead and excel in their chosen pathways.

School Mission Statement

Westwood High School in partnership with our parents and community engages and motivates students to develop 21st century skills, while producing responsible citizens who are prepared for future success.

Program Overview

Our goal at Westwood High School is to prepare students for success in life beyond high school. We want students to have the skills, knowledge, and attitudes to live as productive members of society. Because our students have a broad range of educational needs and goals, our school offers a broad range of educational experiences. For students seeking a high school diploma, we offer all of the requisite courses (English, math, science, social studies, and electives). For some students who require special educational services, we have specialized classrooms to meet those needs. We offer opportunities for career exploration through our Career & Technology Courses, which include programs in business, health sciences, emergency management and fire safety, engineering, and information technology. Additionally, students have the opportunity to discover and develop their artistic skills through dance, drama, music, and visual arts classes. In World Language courses, students learn to read, write, speak, and understand Spanish or French, while also learning about other cultures. Courses such as physical education and personal health provide knowledge and skills for healthy living, while JROTC allows students to work on physical fitness while also learning important leadership skills. To meet the needs of students who seek a more rigorous course of study, we offer many courses at the Honors or Advanced Placement level of instruction. To further challenge these Honors or Advanced Placement students, we have the Scholars of Academic Rigor (SOAR) Program which includes enrichment activities and independent research studies.


Administration and Staff Directory

Principal	Dr. Cheryl Guy	cguy@richland2.org	691-4049
Assistant Principal	Mrs. Pasquail Bates	pbates@richland2.org	691-4049, Ext. 36162
Assistant Principal	Mr. Bruce Davis	brudavis@richland2.org	691-4049, Ext. 36209
Assistant Principal	Mr. Joe Eberlin	jeberlin@richland2.org	691-4049, Ext. 36116
Assistant Principal	Mr. Mike Young	myoung@richland2.org	691-4049, Ext. 36362
Assistant Administrator	Dr. K'Shaun Sanders	kssanders@richland2.org	691-4049, Ext. 36409
Student Activities Director	Dr. Porschia Meadows	pmeadows@richland2.org	691-4049, Ext. 36662
Athletic Director	Mr. Jason Powell	jpowell@richland2.org	691-4049, Ext. 36811
Director of School Counseling	Dr. Craig Tyson	ctyson@richland2.org	691-4049, Ext. 36319

Calendar

August 20	Fresh Start Day
August 21	First Day of School
August 27	Last day to drop a fall semester class without a WF
September 2	Labor Day (School Holiday)
September 4	Last day to drop a year-long class without WF
September 17	Open House
October 2	Last day for level change in fall semester or year-long classes
October 16	PSAT for Grades 9,10,11; No Late Start
October 17	District In-service for Teachers, student holiday
October 18	Student holiday
October 25	Last day of quarter one
November 27-29	Thanksgiving Break
December 20	Winter break
January 6	Winter break ends, Return to school
January 16-17	Last days of semester one (half days for students), Teacher Work day/Inservice
January 20	M.L. King Jr. Day (School Holiday)
January 21	First day of semester two
January 27	Last day to drop a semester two class without a WF
February 17	School Holiday
March 4	Last day for level change for semester two classes
March 13	School Holiday/Inclement weather make-up day
March 25	End of Third Quarter
April 10, April 13-17	Teacher Workday/student holiday, Spring Break
May 25	Memorial Day (School Holiday)
June 5	Graduation, 8 am Colonial Life Arena
June 5	Last Day of School, End of Fourth Quarter, Semester Two (half day for students)

Bell Schedules

Westwood High School Bell Schedules for 2019 - 2020																																																																																		
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Revised 08/08/2019

Safety Reminders

- o Wear your ID card so that it hangs near the middle of the chest.
- o Do not prop doors open or allow people into the building.
- o Do not open windows.
- o Report unusual people, packages, or circumstances to the main office/administrator.
- o Register your vehicle on campus and keep it locked.
- o Do not leave your valuables unattended.
- o Textbooks and Chromebooks are not to be kept in PE or athletic lockers other than during PE class or practice. Please **make sure that your locker is locked at all times.**
- o Do not smoke on campus.
- o Know and practice emergency procedures as provided by the school.
- o Remember: buildings are supervised from 7:30 a.m. to 4:00 p.m. only.
- o All students must be out of the school building by 4:00 p.m. each day unless being supervised by a coach, club sponsor, or other adult staff.
- o Failure to follow directions from the afternoon security officer may result in an out of school suspension.
- o Remember: surveillance video cameras operate on campus.
- o Use appropriate emergency numbers if needed:

- 1-888-NO-BULLY
- 1-877-SEE-A-GUN
- Safe School Line: 736-8756
- Sheriff's Department: 576-3000
- SROs: Corporal Rodney Bayne and Deputy Tom Collins

School Counseling Services

For detailed information about courses and academic policies please see the registration guide that is online at the school website. Counselors are available to assist and advise students about career choices, schoolwork, course selection, personal problems, and college. The School Counseling Office is open 8 a.m. – 4 p.m. on school days. Students may see a counselor before or after school, during lunch, or with a scheduled appointment. Parents are responsible for contacting the counselor concerning their child's course curriculum.

Changes in Schedules

With the first day of enrollment as the base line, students who withdraw from a course within 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 specified time (5 days in a 90-day course or 10 days in a 180-day course) shall be assigned a WF, and the F will be calculated in the student's overall grade point average. The 5- and 10- day limitations for withdrawing from a course without penalty do not apply to course or course-level changes initiated by the administration.

School Counseling Staff

Dr. Craig Tyson, Director	
Counselors	
Mr. Judson Ford	A-D
Mr. Ryan Holden	E-K
Mr. Eric Hawkins	L-R
Ms. Tressa Wright	S-Z
Staff	
School to Work Coordinator	Mrs. Brittany Singleton
College & Career Information Specialist	Ms. Lisa Besser
Career Development Facilitator	Ms. Gladys Myers
Career Development Facilitator	Mr. Freddie Harrell, Jr.
CAT Career Development Facilitator	Ms. Tara Smith

Grade Classification

Class	Number of Credits Required
Freshman	Promotion from eighth grade
Sophomore	5 (including English I & 1 Math unit)
Junior	11 (including 2 units of English and 2 units of Math)
Senior	17 (including 3 units of English, 3 units of Math)

SC Uniform Grading Scale

Average	Grade	College Prep	Honors	AP / IB
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600

65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
50	F	0.000	0.500	1.000

Honors and Advanced Placement courses are designed to better prepare a student for successful academic achievement in college. Their curricula are greater in depth, more difficult, and require more individual work on the part of the student for successful completion. For these reasons, these higher- level courses are weighted heavier in determining the grade point average.

State High School Diploma

The South Carolina State High School Diploma is regulated by the South Carolina State Board of Education. A State High School Diploma from Richland School District Two is based on the satisfactory completion of 24 Carnegie units. To qualify for a State High School Diploma in Richland School District Two, a student must meet the following requirements:

English	4.0
Mathematics	4.0
Science	3.0
Other Social Studies	1.0
U.S. History and Constitution	1.0
Economics	0.5
Government	0.5
Physical Education or ROTC	1.0
Health Education	0.5
World Language or Career and Technology Education	1.0
Computer Science	1.0
Electives	6.5
Total units for Diploma	24 units

Note:

- o Beginning with the graduating class of 2010, the student must pass a high school credit course in science and a course in United States history in which end-of-course examinations are administered.
- o Many four-year colleges require two or three units of the same world language for admission.
- o Freshmen, Sophomores, and Juniors must register for minimum of 8 instructional periods per year. Seniors must register for four instructional periods, not including School-to- Work.

Senior Information

College and Career Readiness

Before graduation, our goal is to have every student qualify as college and/or career ready, as defined by the SC State Department of Education. There are a number of ways for a student to qualify:

College Ready

- o Scores a composite score of 20 or higher on the ACT composite
- o Scores a composite score of 1020 or higher on the SAT composite
- o Scores a 3 or higher on an Advanced Placement (AP) exam
- o Scores a 4 or higher on any International Baccalaureate (IB) assessment. Only higher learning (HL) exams may count
- o Completes at least six (6) credit hours in approved dual enrollment courses with a grade of C or higher.

Career Ready

- o Is a CTE completer and earns a national industry credential or a state industry credential
- o Earns a Silver, Gold or Platinum National Career Readiness Certificate on the WorkKeys or WIN Ready to Work Career Assessment
- o Earns a scale score of 31 or higher on the ASVAB
- o Successfully completes a state-approved work-based learning program, which must include:
 - o Training agreement which defines a combination of objectives and a minimum of 40 practical experience hours or the highest number of hours required by industry defined competencies in a career pathway;
 - o Be aligned with state IGP career clusters;
 - o Include an industry evaluation that is created from the training agreement, which includes the world-class skills from the Profile of the South Carolina Graduate;
 - o The student must have earned a minimum of one unit in the pathway related to the work-based placement or completed a personal pathway of study.

Students who earn College or Career Ready certification can receive a Richland Two pin to wear at graduation. See Brittany Singleton, Work-Based Learning Coordinator, for more information.

Outstanding Senior Selection

Each year, Westwood Faculty and Staff nominate seniors who embody the Westwood Way Values and meet the academic and community service requirements set forth by the Outstanding Senior Committee. The committee consists of teachers, staff, and administrators who vote on the nominees who complete the application process. Outstanding Seniors are nominated in the spring of their senior year and recognized at the Senior Assembly.

Graduation

For a qualified Senior to participate in graduation exercises, the School Counseling Office must receive a completed application for graduation by the designated date. This form contains information about the student and graduation requirements as well as a request for the student's future plans. This form is not necessary for those who plan to graduate in the summer. Students who are qualified to graduate in the spring but do not complete the form will not participate in graduation exercises and will receive their diploma with the summer graduating class. To participate in graduation exercises, students must have earned all 24 units specified for graduation by the State Department of Education.

In addition, Seniors who wish to participate in the graduation ceremony must clear all accumulated financial obligations and school debts by Wednesday, May 29, at 12:00 p.m. The school will issue diplomas and transcripts when all debts are paid.

Graduation Policies

- o Graduation rehearsal will take place on the week before Graduation. Attendance is mandatory. Participants must attend to take part in the ceremony.
- o Graduation participants must rent a gown and purchase a cap, tassel, and diploma cover from the school-approved vendor. Seniors will receive order information in the fall.

Honor Graduates

Policy IKC Class Rankings, Issued 7/03

Board policy states: To establish the basic structure for the determination of class rankings. Class rankings (based on grade point ratios) will be computed at the following points.

- o End of 10th grade
- o End of the 11th grade
- o End of the 12th grade

Junior Marshalls will be selected based on rank at the end of the sophomore year, adjusted as needed for enrollment changes.

The senior class will be ranked at the end of the fourth quarter to select honor graduates (No. 1 and No. 2 graduates and the top 10% of the graduating class). In order to be honored as one of the top 10% of a graduating class, a student must have been enrolled in the school for a minimum of 130 days prior to the end of the fourth quarter of the senior year. The student's actual class rank, however, will be recorded on his/her transcript. Class ranks will not be published.

Adopted 4/25/78; Revised 8/31/82, 3/22/94, 7/1/03

- o Valedictorian: Student with the highest class rank based on eight semesters of work will graduate with *Highest Honors*. The Valedictorian is granted the opportunity to make the final remarks for the class in the Valedictory Address at the commencement exercises.
- o Salutatorian: Student with the second-highest class rank based on eight semesters of work will graduate with *Highest Honors*. The salutatorian is granted the opportunity to welcome the graduates and their guests in the Salutatory Address at the commencement exercises.
- o Honor graduates: Top 10% of graduating class, based on eight semesters of work, will be designated as graduating “with honors.” The Valedictorian and Salutatorian will be designated as graduating “with highest honors.”

Graduation Senior Soloists

To audition, Seniors must have paid all school debts and have no ISS or OSS for the Senior year. Applications for Senior soloists will be available about one month before graduation. Both vocalists and instrumentalists are invited to apply. Information: Mrs. Frick, Student Activities Office.

Marshals

Marshals will be members of the top 10% of members of the Junior class, based on academic standing through five semesters, with a clear discipline record and all school debts paid.

Marshal sashes will be issued only to those who serve at a marshal function. The female marshals will wear white dresses and shoes and the male marshals will wear a dark suit with a white dress shirt, tie, and dress shoes.

Ceremony

Seniors will elect up to two class speakers who have a minimum grade average of 80 for the semester preceding graduation and are eligible to graduate as projected at eight semesters. Candidates for speaker must have all school debts paid and have had no ISS or OSS during the Senior year. Each student speaker will be limited to two minutes. The top two honor graduates also will speak. The Senior class president will preside at graduation.

Dress

- o All graduates must wear regulation cap and gown. Gowns are rentals. Caps may not be decorated. Students will keep caps, tassels, and any honor cords/stoles awarded by the school.
- o Students will not be permitted to carry or wear any signs or slogans.
- o All participants must wear dress shoes. Men must wear dark socks.
- o All young men must wear ties and dress shirts with a collar.
- o All young women must wear dress slacks or modest dresses, not longer than the graduation gown.
- o The administration reserves the right to prohibit participation in graduation when it deems a student’s attire unsuitable. Graduation attire will be discussed thoroughly during graduation practice.

Diplomas

- o A student officially graduates only when he or she receives a diploma.
- o Diplomas will be issued after the ceremony to all students who have:
 1. Returned their graduation rental gown
 2. Satisfied all school requirements (returned textbooks, fees paid, Chromebook returned, excessive absences cleared, etc.)

Testing

When registering for the SAT or ACT, Westwood students should use the CEEB code 410211 to have scores reported to the school.

College Board Examinations (SAT, PSAT/NMSQT)

Many colleges require College Board (www.collegeboard.com/) Exam scores. The Scholastic Aptitude Test (SAT) measures a student's basic verbal and mathematical abilities. The Preliminary Scholastic Aptitude Test (PSAT) is open to all students who would like to take a nationwide test similar to the SAT. Taken in the Junior (eleventh-grade) year, the PSAT is the test whose score determines eligibility for a National Merit Scholarship. Check with your counselor for the location of the test. The PSAT will be administered on October 16, 2019.

Test dates for the 2019-2020 SAT	Oct. 5, 2019
	Nov. 2, 2019
	Dec. 7, 2019
	March 14, 2020
	May 2, 2020
	June 6, 2020

American College Testing — ACT

Most colleges and universities accept the ACT exam scores for admission. The ACT (www.actstudent.org/) measures a student's educational development in English, mathematics, social studies, and natural sciences.

Test dates for the 2019-2020 ACT	Sep. 14, 2019
	Oct. 26, 2019
	Dec. 14, 2019
	Feb. 8, 2020
	Apr. 4, 2020
	Jun. 13, 2020

Advanced Placement Examinations

Advanced Placement (AP) Examinations will take place May 4-15, 2020. Only students who are enrolled in an AP class may take that particular exam. All AP students are required to take the AP Exam. Failure to do so will result in a final exam grade of zero, and the student will be charged the full price of the exam. Students who leave the test in the middle of the exam will incur the same penalty.

End of Course Exams

End-of-course tests will be administered to all students enrolled in Intermediate Algebra, Algebra I CP, English I, U.S. History, and Biology. The test is **20%** of the final course grade.

Individuals with Disabilities Education Act (IDEA)

Please see the Richland School District Two's Back to School Handbook.

For more information, contact the Westwood school psychologist, Mrs. Marjorie Rehlander.

Intervention Assistance Team (IAT)

Westwood has an Intervention Assistance Team which accepts referrals from parents and teachers concerning students who are experiencing significant educational and/or behavioral issues. Students whose disabilities meet state and federal guidelines will be offered special education services as determined by an IEP committee consisting of parents and school personnel. If a parent feels that his/her child has some type of disability and is in need of special education, related services, or accommodations, he/she should let the child's school counselor know as soon as possible so that the school can provide appropriate educational opportunities for the child. For more information, contact the Westwood school psychologist, Mrs. Marjorie Rehlander.

Attendance Policies and Laws

Please see the Richland School District Two's Back to School Handbook.

Student Discipline

Discipline in our school is based on the following beliefs:

1. The main goal of school is for students to learn.
2. To learn requires that a student be able to listen, share, and concentrate without interference in a safe environment.
3. The school protects the student's right to an education in a safe environment without interference.
4. Students are expected to show respect to all adults and students in our school community.

Code of Conduct

Please see the Richland School District Two's Back to School Handbook.

Level I - disorderly conduct

Disorderly conduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following.

- o classroom tardiness
- o cheating on examinations or classroom assignments
- o lying
- o acting in a manner so as to interfere with the educational process

- o abusive language between or among students, to include profane language
- o failure to complete assignments or carry out directions
- o use of forged notes or excuses
- o cutting class
- o school tardiness
- o truancy
- o other disorderly acts as determined at the school level which are not inconsistent with board policy

The basic enforcement procedures to be followed in instances of disorderly conduct are as follows.

- o Upon observation or notification and verification of an offense, the staff member should take immediate action to rectify the misconduct. The staff member should apply an appropriate sanction and will maintain a record of the misconduct and the sanction.
- o If a certain misconduct is not immediately rectifiable, the problem should be referred to the appropriate administrator for action specified under this administrative rule.
- o The administrator should meet with the reporting staff member and, if necessary, the student and the parents/legal guardians and should effect the appropriate disciplinary action.
- o A complete record of the procedures will be maintained.

Possible sanctions to be applied in cases of disorderly conduct may include, but are not limited to, the following.

- o verbal reprimand
- o withdrawal of privileges
- o detention/work detail
- o in-school/out-of-school suspension

Level II - disruptive conduct

Disruptive conduct is defined as those activities engaged in by a student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions, intervention of law enforcement authorities and court proceedings. Disorderly conduct (Level 1) may be reclassified as disruptive conduct (Level II) if it occurs repeatedly.

Acts of disruptive conduct may include, but are not limited to, the following.

- o use, possession or being under the influence of an intoxicant
- o fighting
- o vandalism (minor)
- o stealing
- o threats against others
- o trespass
- o abusive language to staff, to include profane language
- o refusal to obey school personnel or agents (such as substitutes, volunteer aides or chaperones) whose responsibilities include supervision of students
- o possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-alike" drugs and drug paraphernalia, including rolling papers
- o illegally occupying or blocking in any way school property with the intent to deprive others of its use

- o unlawful assembly
- o disrupting lawful assembly
- o unlawful possession or use of a personal electronic communications device (including a cellular telephone)
- o use of a personal or district issued electronic communications device (including a cellular telephone) in violation of policy JICJ (Use of Electronic Communication Devices in School) and/or IJND/IJND-R(2) (Electronic Communication and Data Management)
- o inappropriate verbal or physical conduct
- o being in an unauthorized area
- o gambling on school property
- o other disruptive acts as determined at the school level which are not inconsistent with board policy

The basic enforcement procedures in instances of disruptive conduct are as follows.

- o Upon observation or notification and verification of an offense, the administrator should investigate the circumstances of the misconduct and should confer with staff on the extent of the consequences.
- o The administrator should notify the parents/legal guardians of the student's misconduct and related proceedings. The administrator should meet with the student and, if necessary, the parents/legal guardians, confer with them about the student's misconduct and effect the appropriate disciplinary action.
- o A complete record of the procedures will be maintained.
- o If appropriate, school officials should contact law enforcement.

Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to, the following.

- o temporary removal from class
- o alternative education program
- o in-school suspension
- o out-of-school suspension
- o transfer
- o referral to outside agency
- o expulsion
- o restitution of property and damages, where appropriate, may be sought by local school authorities

Level III - criminal conduct

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following.

- o assault and battery
- o extortion
- o bomb threat
- o possession, use or transfer of a weapon, including a pistol, rifle, shotgun, knife, blackjack, brass knuckles (to include multi-finger rings); possession of incendiary or explosive devices, including

- ammunition for a weapon such as bullets, shotgun shells, etc.; in addition, any item used to inflict physical harm on another person will be considered a weapon
- o sexual offenses (inappropriate verbal or physical conduct of a sexual nature)
 - o vandalism (major)
 - o theft, possession or sale of stolen property
 - o arson
 - o furnishing or selling unauthorized substances, as defined by board policy
 - o distribution, sale, purchase, manufacture, use or unlawful possession of a controlled substance (drug, substance or an immediate precursor as defined in South Carolina Code of Laws, Sections 44-53-190 through 44-53-270)
 - o threatening to take the life of or inflict bodily harm upon school personnel, school volunteers or members of their immediate family
 - o possession, use or transfer of “look-alike” weapons
 - o disturbing the schools

Note: In determining whether or not a student has used alcohol, an illegal drug or a controlled substance, the student’s appearance/manner, his/her behavior and/or the presence of an odor of the substance or statements made by the student as to use of drugs or alcohol may be considered.

The basic enforcement procedures in instances of criminal conduct are as follows.

- o Upon observation or notification and verification of an offense, the administrator should confer with the staff involved, effect the appropriate disciplinary action and, if appropriate, meet with the student.
- o A complete record of the procedures will be maintained.
- o If appropriate, school officials should contact law enforcement.

Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to, the following.

- o temporary removal from class
- o alternative education program
- o in-school suspension
- o out-of-school suspension
- o transfer
- o referral to outside agency
- o expulsion
- o restitution of property and damages, where appropriate, may be sought by local school authorities

Extenuating, mitigating or aggravating circumstances

The board confers upon the superintendent and his/her designee the authority to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction.

Student conduct away from school grounds

The board expects principals to investigate student conduct away from school grounds that may have a direct and detrimental effect on the discipline or general welfare of district schools. When assessing the impact of out-of-school behavior on his/her school, the principal should take into

consideration the seriousness of the alleged out-of-school offense and the protection of teachers and students from the effects of violence, drugs and/or disruptions.

Principals are directed to evaluate each situation on a case-by-case basis. At a minimum, principals or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event that the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the investigation, the principal should take appropriate action that may include, but is not limited to, the following.

- o returning the student to his/her normal class schedule and removing all evidence of suspension
- o placing the student on probation and allowing the student to resume his/her normal class schedule
- o placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- o recommending suspension
- o recommending expulsion from regular school and placement in the district's alternative school
- o recommending expulsion for either the remainder of the semester or year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety of others students and the school's faculty and staff.

If procedures for expulsion are initiated, the parents/legal guardians of the student will be notified in writing of the time and the place of a hearing before the district hearing officer. At the hearing, the parents/legal guardians will have the right to legal counsel and to all other regular legal rights, including the right to question all witnesses. The right to appeal the decision to the board of trustees is reserved to either party. The board will generally consider appeals based on the written information submitted by the student, the hearing officer and school administration, with neither party personally appearing before the board.

The hearing will take place within 10 days of the written notification at a time and place designated by the hearing officer and a decision will be rendered within 10 days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures.

Every expelled student will have the right to petition for readmission for the succeeding school year.

Note regarding special education students: Administrators must also ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.

Discipline of disabled students

Suspensions

A student identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 (hereinafter “Section 504-disabled”) or as disabled pursuant to the Individuals with Disabilities Education Act (hereinafter IDEA-disabled) may not be suspended from school for more than 10 days for any one offense or for more than a total of 10 days in a year if the suspension for more than 10 days in a year constitutes a “change in placement” under federal standards.

Whether a change in placement would occur depends upon a number of factors, including, but not limited to, the following.

- o length of each suspension
- o proximity of the suspensions to one another
- o total amount of time the student is excluded from the classroom

The determination whether a change in placement would occur must be made on a case-by- case basis, based on the circumstances of each case.

Expulsions

Before considering whether a Section 504-disabled or IDEA-disabled student may be expelled, a multidisciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct.

If the multidisciplinary team determines that the student’s misconduct was a manifestation of his/her disability, the student may not be expelled. However, changes in the student’s program may be considered by the Section 504 or Individual Education Plan (IEP) team.

If the multidisciplinary team determines that an IDEA-disabled student’s misconduct was not a manifestation of his/her disability, the student may be expelled from school, subject to procedural safeguards; however, educational services, as determined by the IEP team, must be continued for the student. Such services may be provided in the home, in an alternative school or in another setting.

If the multidisciplinary team determines that a Section 504-disabled student’s misconduct was not a manifestation of his/her disability, the student may be expelled in the usual sense. In such cases, the district is not obligated to continue educational services.

Court injunctions

In appropriate circumstances, the district may seek a court injunction to allow disciplinary removals or other actions regarding disabled students beyond any time or other limitations set forth above.

Issued 8/27/96; Revised 5/26/98, 6/26/01, 7/1/03, 6/23/09, 8/28/12

Cheating

Policy JIC-R Code of Conduct:

Purpose: To ensure that Richland School District Two schools embody high expectations for academic integrity and maintain an academic environment for all of their constituents that is free from any form of academic dishonesty. This regulation is intended to promote noble character and

admirable academic integrity for the district, schools, and individuals. To promote academic integrity:

Students:

- o Will tell the truth when dealing with faculty, administrators, staff, and student hearing boards where they exist
- o Will not represent as theirs any work which they have not done alone. This is plagiarism and includes any misuse of computers or other technology
- o Will not cheat.

Cheating is defined as:

- o Divulging responses to others or allowing others to view responses during any type of examination
- o Plagiarism
- o Submitting work that is not the student's own
- o Looking at others' responses in an attempt to gain an unfair advantage
- o Bringing, or attempting to bring, unauthorized materials to a test, which includes, but is not limited to:
 - o Written answers on any medium
 - o Unauthorized programs on calculators
 - o Use of other unauthorized resources or devices
- o Receiving, stealing, or looking at a test beforehand
- o Research Papers/Long Term Assignments:
- o Using others' words, works, or ideas without proper attribution
- o Homework, Classwork, and Class Assignments:
 - Working collaboratively on work that was to be completed individually
 - Portraying as your own work that was completed by another.

Honor Code: On my honor, I have neither given nor received unauthorized assistance on this assignment. I understand that any violation of the RSD2 Honor Code will result in academic and disciplinary action.

Consequences of Cheating or Plagiarism

Students who violate the Academic Integrity Policy Regulation will receive academic and disciplinary consequences that may include but are not limited to:

- o Zero on an assignment
 - o Parent notification
 - o Detention
 - o Suspension
 - o Reduced points on an assignment
 - o Removal from co-curricular or extra-curricular activities, honor societies, or student offices
- Subsequent offenses will result not only in failure and parental contact but also in administrative punishment. Documentation will be made in the students discipline file. Stealing a test or teacher's answer key is a theft and will be dealt with accordingly (see Discipline Code).

Harassment, Intimidation, and/or Bullying

Please see the Richland School District Two's Back to School Handbook.

Westwood Disciplinary Guidelines

INAPPROPRIATE CONDUCT	CONSEQUENCE
ALCOHOL AND OR DRUGS (Possession, distribution, consumption or under the influence on campus or at any school related activity)	OSS with recommendation for expulsion + report to law enforcement (possibility of arrest).
CUTTING CLASS	Saturday detention, ISD, ISS or OSS; Counts as unverified absence
DEFIANCE OR DISOBEDIENCE	Minimum 1 hour detention up to recommendation for expulsion
DISRESPECT TO FACULTY OR STAFF	Minimum 1 hour detention up to recommendation for expulsion
DISRUPTIVE BEHAVIOR	Minimum 1 hours detention up to recommendation for expulsion
DRESS CODE VIOLATION	1 hour detention; Repeated violations may result in suspension
FAILURE TO SERVE HOURS	ISD, ISS or OSS
FIGHTING	Suspension up to recommendation for expulsion + report to law enforcement (possibility of arrest).
FORGERY	ISD, ISS or OSS
GAMBLING	ISD, ISS or OSS
HARASSMENT/BULLYING	ISD, ISS or OSS
INAPPROPRIATE USE OF TECHNOLOGY	Saturday detention, ISD, ISS or OSS; may be recommended for expulsion; possible loss of device
LEAVING CAMPUS WITHOUT PERMISSION	Saturday detention, ISD, ISS or OSS
LEAVING CLASS WITHOUT PERMISSION	Minimum 3 hours detention, may be suspended
LYING TO SCHOOL PERSONNEL	ISD, ISS or OSS
NO HALL PASS	1 hour detention
NO VISIBLE ID	1 hour detention
NON-SCHOOL FLIER DISTRIBUTION	Saturday detention, ISD, ISS or OSS
PORNOGRAPHY	OSS and recommendation for expulsion
PROFANITY	3 hours detention up to suspension; Directed toward faculty and staff: OSS and recommendation for expulsion
PUBLIC DISPLAY OF AFFECTION	3 hours detention up to suspension
SEXUAL MISCONDUCT	OSS and recommendation for expulsion
THEFT	Minimum OSS and possible recommendation for expulsion + report to law enforcement (possibility of arrest).

THREATS to Students:	Minimum 6 hours detention may be suspended and possible recommendation for expulsion + report to law enforcement (possibility of arrest).
THREATS to Faculty/Staff:	OSS and recommendation for expulsion + report to law enforcement (possibility of arrest).
TOBACCO (USE OR POSSESSION)	ISS, OSS; + report to law enforcement (possibility of arrest).
TRASH/LITTERING	Saturday detention up to suspension(trash pick up in lieu of detention/suspension)
UNAUTHORIZED AREA OF CAMPUS VANDALISM (INCLUDES DAMAGE TO TECHNOLOGY)	3 hours detention up to suspension Minor – suspension and restitution Major – suspension and restitution, recommendation for expulsion + report to law enforcement (possibility of arrest).
VERBAL CONFRONTATION	6 hours detention up to suspension, + report to law enforcement (possibility of arrest).
WEAPONS (INCLUDING IN VEHICLE)	OSS, Recommendation for expulsion + report to law enforcement (possibility of arrest).

Students who are guilty of repeated breaches of conduct may be suspended or expelled if the offense does not already carry such punishment. Though not specified in this list of violations, any act that is detrimental to the good order, best interest, or physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

- o School administration has jurisdiction off campus when the violation is due to a consequence of disciplinary action, is directed toward a faculty member or his/her family, occurs at a school bus stop, or occurs at a school-sponsored activity.
- o A student whose disciplinary offense is also a violation of criminal law must be reported to law enforcement officials and may be subject to punishment by the courts in addition to punishment by the school.
- o According to state law and school board policy, school administrators may take disciplinary action against a student whose conduct off school grounds jeopardizes the school process.
- o Students who are arrested will incur expenses from Richland County for court costs, etc.

Types of Disciplinary Action Used By Administration

- o AFTER SCHOOL DETENTION— (4:00-5:00 pm, Room 608, Monday - Thursdays) 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 detention and no credit for time served.
- o SATURDAY WORK DETAIL— (8:00-11:00 am) Saturday Detention begins promptly at 8:00 a.m. **No late sign-ins.** Each student signs in on the proper form. Completion of SWD earns credit for six detention hours. Failure to cooperate results in dismissal from SWD and no credit for time served.
- o TUTORING -- Students may receive one hour detention credit by serving tutoring time with a teacher for a course in which they are currently enrolled. A tutoring session will be considered to be a minimum of thirty minutes, verified by the teacher. Students will not earn more than one hour credit per tutoring session. Students are responsible for making arrangements with their teachers to set up tutoring sessions. Teachers are required to send verification to the ISS Coordinator by e-mail (complete with student name and ID number) for the student to receive credit.

- o TRASH PICK-UP AT LUNCH – Students may receive one hour detention credit by picking up trash during the last 20 minutes of lunch. Students should report to the supervisor in the cafeteria or patio area to receive a trash bag and gloves. Trash should be cleared from tables and floor/ground and the filled trash bag returned to the supervisor to receive credit.
- o 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 and only once per school year.
- o IN SCHOOL DETENTION (ISD) – Students can be removed from classes by administration and placed in the ISS room for a minimum of one class period and up to a whole school day. Student will receive attendance credit in all classes.
- o IN SCHOOL SUSPENSION (ISS) - Students suspended from classes will remain in the ISS room all day. In school suspensions count as a verified absence and work can be made up.
- o 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.
- o RECOMMENDATION FOR EXPULSION - Students who are recommended for expulsion or who are expelled may not be on Richland School District Two property (including bus stops) or any school related activity/athletic events. Students will appear before a hearing officer that will determine whether student is placed at an alternative school, expelled, or returned on strict probation.

Overdue Hours

- o Students with overdue hours will serve an In-School-Detention (ISD) for a full day.
- o Students with a minimum of 9 overdue hours will be assigned ISD.
- o Students serving more than two (2) ISD's will receive OSS. Also, Administrators will set- up parent conferences after a student receives a second ISD.
- o Teachers will prepare work for students serving ISD and deliver to ISS coordinator. Administrators will alert teachers prior to students serving overdue detention hours.
- o ISS coordinator will submit a weekly list of ISS attendees to the Attendance Secretary to adjust the student's attendance record.

Discipline — Student Rights

If a student is accused of an offense, the following procedure will be followed:

- o The student must be given oral or written notice of the charges against him; if he denies them:
 1. He must be given an explanation of the evidence that the authorities have; **and**
 2. He must be given an opportunity to present his version of what happened.

Cafeteria and Lunch

Cafeteria Regulations

- o Students must wear an ID to receive lunch.
- o Students must clear trays and food from tables after eating, or disciplinary action will be taken.
- o Disciplinary action will be taken for students who eat food before purchasing it, steal food, or cut in line.
- o Students must stay in the designated areas during lunch.

Free and Reduced-Price Meal Program

To apply for the free and reduced-price lunch program, students must complete an online application available on the Richland School District Two website. The application will be evaluated based on a family income chart. Students will be notified in writing of eligibility and whether they qualify for free or reduced-price lunch.

Meal Prices

Breakfast: full pay—\$1.25, reduced—\$.30; lunch: full pay—\$2.85, reduced—\$.40.

Parents may pay using Parent Portal.

Breakfast is served from 8:00 AM to 8:30 AM every day except Wednesday. On Wednesday, breakfast is served from 9:00 AM to 9:30 AM.

Lunch Privileges

Westwood is a closed campus. The privilege of leaving campus during lunch is available to Seniors and to qualified second-semester Juniors. Students who leave campus must consume their lunch before returning to campus (**no outside food may be brought back for other students or have food delivered by an outside delivery service**). A student who has abused the privilege may have the privilege revoked. If parents desire that their child remain on campus, they must establish this understanding with the child. All underclassmen must stay on campus during lunch. Violation of this policy will result in disciplinary action at the discretion of the administrator. Seniors who violate this privilege by helping underclassmen leave campus at lunch will lose their off-campus privilege for a minimum of one month. Repeat violators will lose their privilege for the entire year.

Parents bringing students' lunches

Parents who are bringing their student lunch must do so a minimum of 15 minutes prior to the end of the lunch period so that students have time to eat and not miss any instructional time.

Outside Lunch Deliveries

No outside lunch deliveries will be accepted. Students who leave campus will not be permitted to bring food back on campus.

Dress-Code/Uniform Policy: Student Dress

Please see Richland District Two's Back to School Handbook.

Use of Electronic Devices

Please see Richland District Two's Back to School Handbook.

WHS "Free Zones"

(During Non-Instructional Times Only)

Cafeteria Hallways Outside Areas

Westwood High Electronic Computing Device (ECD) procedures

First Offense-The student is warned, the device is confiscated, turned into Mr. Richardson and returned to the student at the end of the school day.

Second Offense-The device is confiscated and turned into Mr. Richardson. The student and parent must sign the ECD Contract and the device is returned to the parent. ECD pick-up time is: Wednesday from 9:00 am– 12:00 pm or Friday 1:00 pm -4:00 pm.

Third Offense -The device is confiscated and turned into room 213. The student and parent must sign the ECD Contract and the device is returned to the parent. ECD pick-up time is: Wednesday from 9:00 am– 12:00 pm or Friday 1:00 pm -4:00 pm.

Fourth Offense- The device is confiscated, turned in to Mr. Richardson and returned at the end of the school year.

Violation of this policy shall result in discipline as outlined in the district's code of conduct (policy JICDA/JICDA-R).

Adopted 8/27/96; Revised 5/26/98, 6/26/01, 7/1/03, 6/27/06, 6/23/09, 8/28/12 Legal references:

A. S.C. Code of laws, 1976, as amended:

1. Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies

1TWO1 Documents

1. RUP--For All Students in 1TWO1 Classes
All students and parent/guardians are required to sign the Responsible Use Procedure <http://goo.gl/wXj1> each year.
2. Device Protection Plan--For Devices that Go Home
Students and parent/guardians who are taking a device home are required to Purchase the Protection Plan described in the School Device Management Plan <http://goo.gl/yomeR> This includes students who check out devices for occasional home use.
3. Bring Your Own Device
Students and parent/guardians who wish to use their own device (laptop, Chromebook, tablet, eReader, etc...) must complete a Device form. The school assumes no responsibility for damages or theft of these devices.

Fees and Debts

Fees are due at the start of the school year. Money collected for fees is used to finance Westwood's instructional programs. You may now pay your fees online by using the Richland Two's Online Fee Pay system. Log in to Parent Portal at parents.richland2.org. You may also pay at the school with cash, check, money order, or debit or credit card. Please make checks payable to Westwood High School and include the student's ID number on the check; all checks also must have the account holder's name, address, and telephone number. **All returned checks for non-sufficient funds will be handled by Checkredi.** For more information, contact the Bookkeeper Jewel Clarkson.

Students must pay all fees and debts to participate in any competitive or traveling extracurricular activities, including athletics, JROTC Drill Team, Junior/Senior prom, and graduation. Students must pay debts before purchasing a parking sticker. The school may turn over student fees for collection if not paid in a timely manner. Students may pay fees and debts before school, during lunch, or after school. Students may not pay fees and debts during class time. The administration reserves the right to change this procedure at any time during the school year.

Fee Office Hours:

- o Monday-Thursday 8:00 am- 4:00 pm
- o Friday 8:00 am- 12:00 pm

Health Room

Westwood provides a health room to attend to minor health problems. A student is assisted and either the student is returned to class or a parent is contacted to come pick up the student. All medications must be registered and kept with the nurse. A medication form, signed by a physician, is required for all prescription and non-prescription medications. Students must report to the health room to take the registered medications. **A student should have a pass and ID to report to the health room during class time.**

Student Parking

- o All student vehicles parked on the Westwood campus must display a valid, current school year hang tag issued by Westwood High.
- o In order for a student to register for a parking permit, the student must have a valid drivers license, have all school fees paid, and provide proof that they have completed the Alive @ 25 safety course.
- o Parking tags cost \$25, paid in the Fees Office. With receipt, students may pick up parking hang tags from Porshia Meadows in Room 612.
- o All vehicles parking on campus without a valid parking tag hanging from the rear-view mirror will be booted and the student will be fined \$25 for boot removal. Boots will not be removed until the fine has been paid in full.
- o If your parking tag is lost or stolen, you must replace it at a cost of \$25.
- o PLEASE KEEP YOUR VEHICLES LOCKED AT ALL TIMES.
- o Temporary parking is available for \$5 per day. See Dr. Meadows in Student Activities in room 612 before first period begins. A student may have no more than five temporary parking days in the school year.

Parking Regulations

The presence of unregistered or uninsured vehicles on campus poses a potential safety hazard to our students, our employees and our guests. The schedule of parking fines is as follows:

- o WHS parking hang tag not displayed \$25.00
- o Parked in wrong space \$25.00
- o Parked on yellow line/curb \$25.00
- o Littering parking lot \$25
- o Failure to obey traffic signs \$25.00
- o Parked on red curb \$100.00
- o Illegal use of a handicapped space \$200.00
- o Speeding on school property and reckless driving (such as driving across parking spaces or around/over barricade devices or any potentially dangerous action) will result in a \$50 fine. The second offense will result in the line and the loss of parking privileges.

Automotive sound systems must be turned off while on campus. Failure to do so may result in a loss of parking privileges.

A student may not drive a vehicle on campus that is not properly registered to him/her or his/her parent or legal guardian. Students may not drive/park on campus during the school day without registering with the administrator in charge of parking. Non-registered vehicles may be booted, ticketed, and/or towed without notice.

Students who have purchased a parking pass may NOT allow another student to use their parking tag. Failure to do so will result in the loss of parking tag and privileges.

Students are not to be in vehicles or the parking lot during the school day without permission. Students should not loiter in/at cars upon arrival on campus or following dismissal. A student who uses/allows the vehicle to be used in violation of school rules is subject to the loss of the driving/parking privilege. Students leaving without permission during school hours may be denied parking privileges for the remainder of the school year or the next full semester.

Students with parking privileges who take underclassmen off campus at lunch may be denied permission to leave campus, and parking privileges will be suspended. No refunds will be issued to any student who loses his/her parking privileges for any reason.

Students who drive to/park on school property are responsible for knowing all rules and guidelines printed here, in the Parking Regulations and on all parking related forms.

Parking Rules

Students are to observe the following:

- o Speed limit in parking lot: 5 MPH
- o Underclassmen are to park only in white-lined spaces not designated for faculty parking.
- o **Seniors may park in red-lined spaces** in front of the 700 hallway. Once these spaces are full, Seniors park in spaces outlined by white lines.
- o Students parking in faculty areas will have their parking privileges revoked and may receive other disciplinary consequences.
- o After properly parking and securing your vehicle, you must leave the parking area. Parking lots are off limits to students during the day, except during lunch for Seniors only, or after dismissal from school.

- o Students are not allowed to use vehicles as lockers.
- o Senior parking tags are to be used only by Seniors on a car that is owned by that Senior or the Senior's immediate family. Underclassmen may not use a Senior tag, even if a Senior rides in that car. Seniors will forfeit their parking tag if it is used by an underclassman.

Security

All vehicles entering or parked on the Westwood campus are subject to search by the school administration, in accordance with State Act 373 of 1994. Westwood High School is not responsible for articles stolen from or for damage done to vehicles.

Tardy Policy and Procedures

The tardy policy helps ensure a minimum of interruptions in the educational process in each classroom.

Tardy Consequences

- o Students not in their assigned classrooms are considered tardy at the start of the tardy bell.
- o Students who are tardy will be assigned 1 detention hour. Additional consequences may be assigned for repeat offenders.
- o Students have seven calendar days to serve the hours from the date assigned. Students failing to serve within this seven day window will be subject to ISD or suspension.
- o Students may appeal to their administrator within two school days.
- o Students who report more than twenty minutes late to a class may be marked absent and additional consequences may be assigned.

Sexual Harassment and Student Rights

Please see the Richland School District Two's Back to School Handbook.

Any student who believes he or she has been subjected to harassment, intimidation or bullying, is encouraged to file a complaint. At Westwood, Mrs. Pasquail Bates, pbates@richland2.org, and Mr. Mike Young, myoung@richland2.org are the designees for sexual harassment complaints. Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct toward a student.

Sign-in and Sign-out Procedures

- o Students arriving late to school must report to the Atrium Desk.
- o Students will receive a tardy pass to class and assigned one hour of detention hours. Students accompanied by a parent or providing a legitimate written excuse will not be assigned detention hours for the first two incidents. Students will be assigned an hour of detention on the third incident.
- o Students with excessive tardies to school may be required to have a parent conference and an attendance intervention plan may be issued.
- o Students may appeal to their administrator within two school days.
- o Students may not sign out after 3:15 p.m.

- o To sign out a student, the parent, guardian, or approved individual must present a valid state-issued driver's license or state-issued identification card for a background check via the Lobby Guard system.

Learning Commons (Media Center)

General Information

The Learning Commons is open Monday- Thursday 8:00 am - 5:00 pm and Friday 8:00 am - 4:00 pm. Students come to the LC to:

- o Complete research
- o Check out books
- o Quietly read magazines and newspapers that are provided
- o Use computers according to the rules that have been developed for their use. All students have access to the Internet, unless a parent/guardian limits their use. Parents must contact the principal to limit this access for their child.

Socially acceptable behavior is expected at all times. Students who talk loudly or otherwise create a disturbance will be asked to leave the LC.

Use of the Learning Commons

- o Students may use the LC before the start of school, during lunch, and at the close of the school day without showing hall passes for admittance.
- o When students come to the LC from a classroom, they must have a pass and work on an assignment from the teacher who sent them.
- o Each student must have an individual pass to enter the LC during class periods. Students must sign in at the entrance computer and sign out before leaving. Group passes are not accepted.
- o Students must show their current school ID each time they check out books or other materials. Materials will be held for students who do not have an ID.
- o Classes have priority access to computers. Individual students can only use the computers that are not reserved for a class.
- o Books on the circulating shelves will be checked out for a two-week period. Unless requested by another person, books may be renewed for another two-week period.
- o Students may borrow reference books, reserve books, and magazines overnight. These are signed out during the last hour of the school day and must be returned before first period the following school day.
- o At times when they have heavy use, some books will have special loan periods with fines adjusted to encourage prompt return.

Parental Accountability

The Board of Trustees of Richland School District Two encourages parental involvement in all areas of student life. Parental involvement is essential to student success. Richland School District Two deems mutual respect, trust, and effective communication between school and home to be fundamental to that success. The district will observe the following guidelines:

- o Parents of students who have not yet reached the age of 18 are required to accompany students each year to pick up registration materials and sign a contract stating their awareness and support of school policies.
- o The school will notify parents of students experiencing academic difficulty. When applicable,

information will be provided regarding workshops and seminars on parental assistance and guidance at home.

- o An administrator will notify the parent of a disruptive student as soon as possible. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student or, upon notification of parent, the student will be transported home or to the parent's worksite.
- o Parents may be given the choice to shadow students for a day in lieu of certain suspension from school. This option may be offered by the school administrator for first suspensions only, and certain infractions will not be applicable.
- o Parents will attend an administrator/parent/student conference with teacher(s) before the student is allowed to return to school on probationary status following an expulsion hearing.
- o Parents of a student assigned to Blythewood Academy will be required to provide transportation to and from the academy.

Parent-School Communication

Annual Registration Updates

Parents are asked to review their child's information in the Parent Portal system each year. In the case of a change of address or phone number, please contact the School Counseling Office to update your child's records.

Proof of Residency

Each year, Richland School District Two asks parents to provide proof of residency. Beginning in April, you can submit a proof for the next school year. All proofs must be turned in by September each year. Proofs can include a lease or a utility bill (sewer, water, power, cable). Parent Portal

Parents may access grade information through Parent Portal. Parent Portal can be accessed on the Richland School District Two homepage (www.richland2.org) in the top right corner. To set up an account, parents need an e-mail address, and their child's school ID number and birthdate. If you have questions about Parent Portal, please contact School Data Coordinator, Vanessa McGill, at (803) 691-4049, extension 36023. Within Parent Portal, you will see a display of the student's schedule with grades. If you click on the grade, it will open a detailed report of the individual assignments that are included in the grade calculation. Also, within Parent Portal, parents can choose to have a weekly e-mail sent with a grade update. This option will send an e-mail with a grade report directly to the parent's e-mail address each Monday morning.

Parent Conferences

Parents who desire a conference with a teacher may schedule them through their child's school counselor. Conferences are usually held in the mornings at 8:00 am, after school at 3:45 pm, or during a teacher's planning period (times vary). Telephone conferences can also be arranged.

Concerns about grades, curriculum, or instruction should be discussed with the teacher. If no resolution can be reached, then contact one of the school's administrators.

Classroom Visitation

Parents and guardians are welcome to schedule a visit to their student's classrooms, but this must be requested through the student's counselor or administrator. Teachers will be given notice of a

parent observation. Upon arrival for a scheduled visit, the parent must sign in at the reception desk and receive a visitor's pass through the LobbyGuard system. During the classroom observation, parents are asked to remain quiet and to refrain from using cell phones or causing disruptions of the learning environment.

Student Activities and Government

Eligibility Requirements for Participation in Activities

Students are not eligible to participate in competitive activities or travel with a school club if they have school debts paid or have a payment plan in place that is current. Prior to competition or travel, the club sponsor will verify eligibility with the Fees Office.

Activities

Porschia Meadows, the director of student activities, handles all activities (such as assemblies, club meetings, fund raisers, dances, special events, and performances) and their scheduling. She publishes a master calendar published at the beginning of each month

Clubs and Organizations

All Westwood clubs are open to students who meet the organization's academic and/or other requirements. Please check with Student Activities for a complete listing and description.

Dual Office Holding

The Student Government Constitution prohibits a student from serving as president (presiding officer) of more than one school organization or activity.

Chartering New Organizations

The administration encourages the formation of new clubs and organizations not already available through the activities program. See Dr. Meadows for charter applications and other information.

Poster/Advertisements

Dr. Meadows must approve and sign all posters and/or advertisements displayed anywhere on campus.

Fund Raising

Only official groups chartered and sanctioned by Westwood may engage in fund raising on campus. The director of student activities must approve all student fund-raising projects in advance. Any student who engages in selling/fund-raising without authorization is subject to disciplinary action.

Student Government General Information

The Westwood Student Government consists of two groups: the Student Senate and the House of Representatives. The Senate will meet every Wednesday morning at 8:30 a.m. and works with activities that are for the entire school. The House of Representatives will meet twice a month during lunch and works only with grade level activities.

Criteria for Student Government

Anyone who is interested may be a member of student government. However, each participant must exemplify Westwood's Core Values and must maintain an average of an 80 during the school year. In addition, any suspension from school will automatically remove a student from student government and prohibit him/her from participating in student government the following year.

Information about becoming a class officer will be given at the beginning of the school year.

Junior/Senior Prom

Attendance at the Junior/Senior prom is a privilege, not a right. Seniors who have cleared all debts and attended the Westwood prom during their Junior year may attend the prom at no charge. Seniors who plan to attend, must have their intent to attend the prom known.

Therefore seniors must go the fees office to verify their fees are paid and have their names placed on the guest list no more than 4 weeks before the prom. Seniors who did not purchase a ticket during their Junior year may attend the prom by purchasing a ticket. Sponsored by the Junior Class, the event is funded solely through the sale of prom tickets. Westwood Juniors and Seniors who plan to bring a guest to the prom must complete a guest application for approval; applications are available in Student Activities and must be submitted with payment for the guest ticket.

Prices for Prom Tickets:

August – December	\$35 per person
January	\$45 each
February	\$55 each
March	\$65 each
April 1 – 12	\$75 each
April 22 – May 2	\$100 each

Name(s) of ticket holders will be placed on a master list for entrance to the prom. All Westwood students and guests must have a picture ID to enter. Questions about prom plans should be directed to the Junior Class sponsor, Mrs. Sharon Johnson. The tentative prom date is May 2, 2020 at Riverbanks Zoo. Prom tickets are non-transferrable and non-refundable.

Athletics

Interscholastic Eligibility Requirements

The South Carolina State High School League and School Board Policy IDF & IDF-R of Richland School District Two determine athletic and extracurricular eligibility. An after- school tutorial program is available to help all students and may benefit students who are trying to improve their grades to achieve eligibility.

Requirements for Participation

Birth certificate: Each student must submit a copy of a certified state or local birth certificate to the

athletic director. This is required only once in high school.

Richland Two Physical Packet: A yearly physical examination is required. The original physical exam form must be completed by a physician and submitted to school athletic trainer, Jason Nussbaum, prior to participation (no faxed forms will be accepted). The physical covers all sports for the entire school year provided the examination occurred on or after April 1 of the previous school year.

Parent's permission: The reverse side of the physical exam form is a parent's permission form. It includes some of the basic rules of the South Carolina High School League and appropriate boxes for sports you will play. This form must be signed by a parent or guardian and filed with the coach.

Fees and debts: All previous year's fees and debts must be paid prior to participation. Students who need to enter a payment plan should contact the school bookkeeper. Students must remain current on the payment plan in order to remain eligible to participate.

Academic eligibility: Middle school students (seventh and eighth graders) and first-semester ninth graders are eligible to participate on high school teams during the first semester if they were promoted academically (not by social promotion). Students in the seventh and eighth grades must be doing satisfactory work at the end of the first semester to be eligible second semester. (Second-semester ninth graders must meet League and District academic regulations.) For students in grades ten – twelve (including repeat ninth graders) to be eligible by High School League regulations in the first semester, they must have passed a minimum of five Carnegie units applicable toward a high school diploma during the previous year and achieved an overall passing average. At least two units must have been passed during the second semester or summer school.

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

- o If the student met first-semester eligibility requirements, then he/she must pass the equivalent of 4, ½ units during the first semester.
- o If the student did not meet first-semester eligibility requirements, then he/she must pass the equivalent of 5, ½ units during the first semester.

In addition to these High School League requirements, all students must meet academic standards set forth by Richland School District Two.

Students with Disabilities

- A. Students diagnosed with disabilities and being served in a non-diploma program shall be considered eligible for participation in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan (IEP).
- B. Students diagnosed with disabilities and being served in a program leading to a state high school diploma must meet all eligibility requirements previously stated for participation in interscholastic activities.

Athletic participation fee: If selected to participate on an athletic team, a student must pay a \$50 participation fee before being allowed to compete. This is a one-time-a-year athletic participation fee that covers all sports.

Risk of participation/warning: All athletes and parents/guardians must realize the risk of serious injury that may be a result of athletic participation. Westwood High will use the following

safeguards to make every effort to prevent injury:

- o Conduct a parent-athlete meeting prior to the start of the student's athletic participation to explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
- o Instruct all athletes of the dangers of participation in the particular sport.

Athletic Code of Conduct

A firm policy of enforcement is necessary to uphold the regulations and standards of the Athletic Department. The community, school administrators, and coaching staff believe strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

Conduct of athletes: Any conduct that results in dishonor to the athlete, team, or school will not be tolerated. Acts of unacceptable conduct including, but not limited to, theft, vandalism, disrespect, immorality, or violations of law tarnish the reputation of everyone associated with the athletic programs and will not be tolerated. This rule is The Unacceptable Conduct Rule.

Penalty for unacceptable conduct: Due to the serious nature of this rule, the coach involved, the athletic director, and the principal or his designee shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of one game/contest suspension in the season or succeeding season to a maximum of permanent denial of participation. Violations of The Unacceptable Conduct Rule that involve breaking civil law are handled as follows:

- o Temporary suspension from athletic activities. An additional suspension or penalty may be assessed pending an investigation.
- o For any student-athlete found guilty of a felony, dismissal from the athletic program and possible expulsion.

Note: Suspension means that the athlete may not dress out or participate in an athletic contest. It may also include suspension from practice. However, the athlete may be required to continue to practice with his/her team. Dismissal from a team means that the student is no longer a part of the team.

Athlete Substance Abuse: Any athlete using or possessing alcohol or tobacco or using, possessing, buying, or selling illegal controlled substances may be denied participation in interscholastic athletics or face suspension from games or contests. This rule, The Athlete Substance Abuse Rule, is enforced twelve months of the year. Richland School District Two's

Zero Tolerance Policy applies to any instance in which the athlete is representing Westwood or Richland School District Two.

It is the overwhelming opinion of health professionals that athletes perform best when they follow intelligent training rules, which include restrictions of tobacco, alcohol, and any type of mood-modifying substances that produce harmful effects on the body. The Westwood coaches, concerned with the health habits of the student-athletes of this community, are convinced that athletics and the use of these substances are not compatible. Athletes must understand that they cannot compromise athletics with substance abuse.

Athletes on suspension: Any athlete serving an In-School suspension (ISS) or Out of School suspension (OSS) is not eligible to participate in practices or games on the day of the suspension.

Return of uniforms and equipment: At the conclusion of the season or upon removal from a team, athletes must turn in uniforms and equipment to the head coach. Athletes who do not turn in uniforms and equipment will not be eligible to participate in another sport until all materials are returned or paid for from the previous team.

Head Coaches

Athletic Director	Jason Powell
Football	Matt Quinn
Volleyball	Ciji Vantyne
Boys and Girls Tennis	Tara Bell
Boys and Girls Cross Country	Brice Mann
Cheerleading	Briana Gerald
Boys Basketball	John Combs
Girls Basketball	Gregory Bauldrick
Baseball	Vince Connor
Softball	Steven Cruz
Wrestling	Bryan Bush
Boys and Girls Golf	Drayton Queen
Boys Lacrosse	Joey Thompson
Athletic Training	Heather Johnson
Boys Soccer	John Rosier
Girls Soccer	Chelsea Pedersen
Boys Track	Rod Lorick
Girls Track	Corey Head
Strength	Michael McDermott