

Seneca Senior High School

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2024-25
Student Handbook

A Message from the Principal...

Welcome back, Bobcats!

I am honored and incredibly excited to lead Seneca High School this year. As a former math teacher here at SHS, it is great to be back home cheering for the Bobcats! At Seneca High School, our mission is student excellence in academics, arts and athletics. Our students are only able to reach excellence in these areas because of the dedication of our faculty, staff, parents, and community members.

Our Bobcats strive for excellence in academics. The Class of 2024 had 16 seniors receiving Palmetto Fellows Scholarships and 149 seniors potentially qualifying for the Life Scholarship. The Class of 2024 received over $15 million dollars in scholarship money. Seneca High was proud to have 26 High Honor Graduates and 30 Honor Graduates. We know the Class of 2025 is going to achieve at this level of excellence and even greater.

Beyond the classroom, the Fine Arts Department continues to be recognized as one of the finest in the state. Our FFA program earned Gold Chapter Status and received the Governor's Citation for being one of the top 3 programs in the State. We are so fortunate to have these excellent programs to support our students.

On the athletic fields and courts, our Bobcats continue to perform at a high level. Our Boys Track and Field won a region championship, and our Girls Track and Field team were State Champions for the fourth consecutive year! Our Bobcat athletes are continuing to strive for excellence.

As we embark on a new journey for this school year, I am excited to work with our faculty, staff, parents and community members to build on the foundation of excellence that has been established. Our theme for this year is "Ever Onward," and I will work alongside each of you to continue to strive for even greater heights!

Go Bobcats!

Ashley Ramirez, Principal
Seneca High School

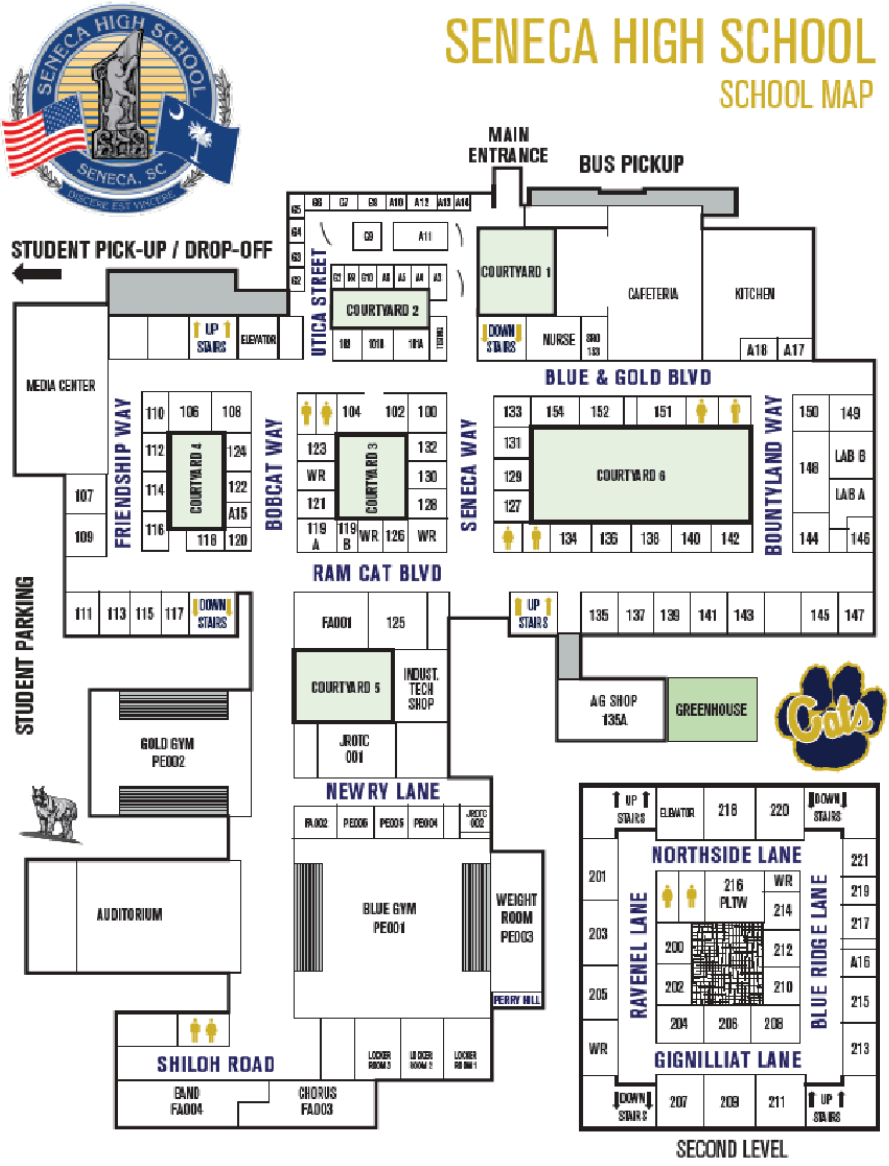
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SENECA HIGH SCHOOL

SCHOOL MAP



ALMA MATER

Faithful and true-hearted
Let us sing our song of praise;
We revere her and defend her, and her colors proudly raise,
We will stand for her united; of her deeds we gladly tell;
Her colors streaming, glad faces beaming,
So here's a song for her that we all love
So well…

CHORUS
Joyous and ever loyal,
Let us love our Alma Mater;
Let every heart sing, let every voice ring;
There's no time for grief or sorrow
It's ever onward, our course pursuing;
May defeat ne'er our ardor cool.
But, united Alma Mater, we'll be true to you!

Verse 2
Honors she has taken,
On the track and with the ball;
May she always be the highest;
May her colors never fall;
There's no other that can match her,
When her team is on the field.
Her boys are fleetest, her girls are sweetest,
Then here's a song for her, for her who ne'er will yield.

Seneca High Band recording

Seneca High School Mission Statement

Through the pursuit of excellence in academics, arts, and athletics, the mission of Seneca High School is to create lifelong learners who are prepared to compete in a global environment and actively participate in diverse societies.

Seneca High School Vision Statement

Seneca High School will graduate students who communicate effectively, solve problems collaboratively, think critically and creatively, act responsibly, and recognize and respect individual differences. Students will be lifelong learners who are technologically literate and successful in a global society. This will be accomplished by a professional staff through skilled instruction with appropriate assessment, up-to-date facilities and resources, parental involvement and collaboration with business and community.

Seneca High School Belief Statements

We believe that…

- education is a lifelong process.
- learning is the responsibility of each individual.
- all individuals can learn.
- all individuals have the right to a physically and emotionally safe learning environment.
- all individuals have the right to be treated equally with dignity and respect.
- education shall address the physical, cultural, social, emotional, and cognitive needs of all students.
- all individuals have the responsibility to become productive, contributing members of society.
- parents and guardians should be responsible and accountable for actively supporting the learning process.
- education is a total community effort involving home, school and business.
- change is a part of learning.
- education must be relevant to the needs of a changing society.

Clubs and Extra Curricular Opportunities

Army Junior ROTC
- Color Guard
- Drill Team
- Raiders
- Rifle Team

Art
Athletics
- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swim
- Tennis
- Track
- Volleyball
- Wrestling

Band
BETA Club
Biology Merit Exam
Book Club
Cats Ahead
Chess Club
Chorus
Clemson Calculus Challenge
Dance Team
DECA
Drama Club
Emerging Women
Fellowship of Christian Athletes
FEC
FFA
Foreign Language
Human Rights Club
Honors Chorale
Interact Club
Intramurals
Jazz Band
Madrigal Singers
Metal in Motion Robotics Team
Model United Nations/Ethics Team
Mu Alpha Theta (Math Honor Society)
Multicultural Club
National Honor Society
Outdoor Club
Pageant, Miss Seneconian
Project Unify Sports
Psychology Club
SC Junior Academy of Science
Service Learning
Shop With a Bobcat
Strings
Student Government
Table Games Club
Teacher Cadet
Tri – M Music Society
United Melanin
Wellness & Nutrition
YCI
Young Life
Yearbook, Seneconian



Student Government Officers
2024-25

Student Body Officers
President- Celia Gully
Vice-President- Meg Nation
Secretary- Trinity Traynum
Treasurer- Olivia Gray
Chief of Staff- McKenna Foster

Senior Class
President- Ava James
Vice-President- Emily Ivey
Secretary- Drew Hammett
Treasurer- Sadie Goodroe

Class Senators:
James Adams
Sarah Cain
Drew Cobb
Madi Galloway
Brighton Hamilton
Claire Hart
Maddy Ivey
Raphael Little
Kylie Kalchthaler
Landon Lyle
Joey McGovern
Luke McGuffin
Caleb Zeller

Junior Class
President- Campbell Roberts
Vice-President- Grant Duvall
Secretary-Bryson Ivey
Treasurer- Janiya Greene

Class Senators:
Ava Alexander
Sage Barber
Olivia Barker
Alivia Beck
Naomi Cervantes
Lina Chen
Abbey Crenshaw
Jamiyah Fruster
Lawton Pitts
Alyssa Rich
Ella Rothell
Avery Smith

Sophomore Class
President- Jania Carmichael
Vice-President- Lauren Chavis
Secretary- Lauren Ivey
Treasurer- Vivain Doyle

Class Senators:
Caitlyn Brinkman
Carter Cope
Thomas Evatt
Connor Greene
Kate Harding
Parker Moroney
Kelcey Ramey
Gia Rossi
Brooke Wylie

Freshman Class
President- Sarah Helms
Vice-President- Gage Morphew
Secretary- Kamiyah Waddell
Treasurer-KyLeigh Morris
Class Senators:

Advisors: Jennifer Halliwell
Caroline Ellison

School Improvement Council

Key Points

- The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty.
- Unlike PTA/Os and other voluntary school organizations**, SIC councils are mandated by law to exist in every public school in South Carolina.**
- SICs play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to work collectively to improve their local schools.
- More than 16,000 people serve on SICs in South Carolina.

Key Functions

- **SICs work** with the school to develop and implement a five-year school improvement plan (school renewal plan).
- **SICs monitor and evaluate** success in reaching the plan's goals and objectives.
- **SICs write** an annual report to parents about the progress of the plan.
- **SICs assist** the principal in writing the narrative for the School Report Card.
- **SICs advise** on the use of school incentive awards and provide assistance as requested by the principal.

Seneca High School Improvement Council
“All Students Matter … All the Time”

SHS Regular Bell Schedule 2024-2025

Homeroom	8:35 - 8:45						
1st Block	8:45-10:05						
2nd Block	10:10-11:30						
FLEX	11:35 - 12:15						
1st Lunch		**2nd Lunch**		**3rd Lunch**		**4th Lunch**	
Science, AG PM HCTC	12:15 - 12:40	English World Languages	12:45 - 1:10	SocStudies CATE	1:15 - 1:40	Math PE Fine Arts	1:45 - 2:10
3rd Block	12:45-2:10	12:20 - 12:45, 1:15 - 2:10		12:20 - 1:15, 1:45 - 2:10		12:20 - 1:45	
4th Block	2:15-3:45						

- Breakfast will be served from 8:00 am - 8:35 am daily
- Students report to first block daily at the 8:30 am bell. Students arriving prior to 8:30 am should report to the cafeteria.
- Students report to lunch based on their 3rd block class.

Hamilton Career & Technology Center

AM Career Center	PM Career Center
AM HCTC Bus leaves SHS @ 8:25 am from cafeteria	PM HCTC Bus leaves SHS @ 12:35 pm from cafeteria
AM HCTC Bus returns to SHS @ 11:15 am	**PM HCTC Bus returns to SHS @ 3:40 pm**

SHS *Wednesday* Bell Schedule 2024-2025

1st Block	9:00 -10:30						
2nd Block	10:35 -12:05						
1st Lunch		**2nd Lunch**		**3rd Lunch**		**4th Lunch**	
Science, AG PM HCTC	12:05 - 12:30	English World Languages	12:35 - 1:00	SocStudies Study Hall CATE	1:15 - 1:40	Math PE Fine Arts	1:45 - 2:10
3rd Block	12:35-2:10	12:10 - 12:35, 1:05 - 2:10		12:10 - 1:15, 1:45 - 2:10		12:10 - 1:45	
4th Block	2:15-3:45						

- Breakfast will be served from 8:00 am - 8:45 am daily
- Students report to first block at the 8:50 am bell. Students arriving prior to 8:50 am should report to the cafeteria and Gold Gym.
- Students report to lunch based on their 3rd block class.

School Information
Policies and Procedures

Attendance and success in school are directly related. Grades suffer when students are absent. Students with absences due to illness (documented by a physician) or court appearances must submit appropriate documentation upon their return to school so that the documentation can be used to correct their attendance. Documentation received after 3 days from the date of absence may not be accepted. If a student presents a false or forged excuse, he/she will be subject to disciplinary action. Other important items regarding attendance are:

1. For any absence(s) a parent or guardian must send a written excuse or a medical excuse. **Phone calls or oral statements are not accepted.**
2. Excuses must be turned in no later than (3) school days after returning to school from an absence.
3. Excuses must be turned in for each class period missed.
4. Only 3 parent notes per semester will be accepted. After that, a doctor's note will be required for the absence to be excused.
5. Students will be held responsible for class absences. To ensure the accuracy of your attendance, it is important to check with class teachers or the attendance clerk periodically about attendance.
6. All doctors' excuses must include dates indicating actual absence(s) from school. Excuses must have a doctor's signature.
7. In order to receive credit for a high school course, a student must attend at least 85 days (for a 90 day semester course) or 170 days (for a 180 day yearlong course) or the equivalent for block or hybrid scheduling. Students who miss more than the days listed below may not receive credit for the class even if they have a passing grade in the class. An "FA" (Failure due to Attendance) will appear on their high school transcript if they miss more than 5 days in a 1 credit course (excused or unexcused) or more than 3 days in a ½ credit course (excused or unexcused).
8. Excessive unexcused absences will result in students being referred to the Office of Student Services for truancy and could result in a referral to the County Solicitor's Office for truancy. A student must not miss more than 3 consecutive days or 5 days total unexcused for the year otherwise they become truant and require a parent-conference to initiate an Attendance Intervention Plan. If a student misses 7 or more days unexcused they become habitually truant and risk referral to the Director of Student Services at the District Office.
9. Medical notes and other documentation that would justify lawful absences to school will not be accepted beyond the last day of student attendance. The law requires school districts to develop an intervention plan after a certain number of unlawful absences. This requires contacting the parent to determine the cause(s) of the absences and developing a plan for improving attendance if necessary for improved attendance. Notification of excessive absences is mailed home weekly.

Tardy to School / Tardy to Class
Any student arriving to school after the 8:45 am tardy bell will report to Attendance. Failure to follow the appropriate procedure will result in disciplinary action. Classroom teachers should contact the Attendance Office regarding students who are marked absent but are present in class. **For safety reasons, all teachers will lock their classroom doors when the tardy bell rings.**

Tardy to School

1. Tardy other than Late Bus Arrival – report directly to the Attendance Office to obtain a pass to class. **Failure to sign-in is considered cutting and will be referred to the appropriate administrator.**
2. Tardies are excused when the student has an appointment with a doctor or some other professional agency. A doctor's note must accompany the tardy student in order for the tardy to be excused. A parent note will not excuse a student's tardy. Students are given 4

free tardies per semester to be used for uncontrollable events such as a car breaking down or oversleeping, etc. Therefore, students should not use these tardies frivolously.

Tardy to Class

1. Students are considered late unless they are inside the classroom before the late bell rings.
2. Tardiness to class is excused only when a pass is issued in Attendance.
3. Students who are more than 10 minutes tardy to a class will be coded as cutting class.

Any student arriving after the 8:45 a.m. tardy bell will report to attendance. Failure to report to attendance can result in disciplinary action. Student must present their ID when reporting to attendance. If the student is also without an ID, the student must purchase a temporary ID or a new one. Students will receive an admittance slip to class from the Attendance Office. Without this slip, a student's attendance will not be corrected and then coded as a cut. If a student receives a 5th tardy, consequences will begin as indicated in the chart below. Tardies, as well as absences, are recorded as excused or unexcused by period daily.

All students are expected to be in class on time. **Habitual tardiness will result in Out of School Suspension, loss of driving privileges, and potential loss of participation in extra-curricular activities.**

The cumulative total of tardies will be used to determine disciplinary consequences as follows:

# of Tardies	Violations
1 – 4Tardies	Student will get a Tardy Pass from Attendance
5 tardies	1 day lunch detention
6 tardies	2 days lunch detention and parent communication
7 tardies	3 days lunch detentions and parent communication
8 tardies	1 day seat time, disinvited from Bobcat Bash, and parent communication
9 tardies	Late arrival / Early Dismissal revoked, 2 days Seat Time Recovery, and parent communication
10 tardies	**Driving privileges revoked,** 3 days Seat Time Recovery, and parent communication
Subsequent Violations	Failure to Comply Progression

- **Tardies will reset with the new quarter**

SCHOOL DISTRICT OF OCONEE COUNTY
414 South Pine Street, Walhalla, South Carolina 29691
www.sdoc.org

August 1, 2024

Dear Parents/Guardians,

Regular daily attendance is imperative for students to excel in the classroom. It is critical for your child to be in class whenever possible, but occasional absences are sometimes necessary. In order for accurate records to be maintained, excuses for absences must be submitted to the school. According to school board policy, lawful absences shall be granted for the following reasons, but must be verified in writing within three (3) days after the student returns:

1. Illness
2. Appointments with doctor or dentist
3. Death in the family
4. Required court appearance
5. Recognized national religious holiday

Students need to be reminded that they may be retained in their grade or lose class credit for excessive absences. Parents, please pay careful attention to grade reports distributed at the end of each 45-day period. In addition to grades, absences from each class are reported. Parents can check the status of grades and absences online via PowerSchool at https://sdoc.powerschool.com. Specific rules for student attendance are printed in your student's handbook. If there are questions regarding your child's attendance, please contact the school office for assistance.

Best wishes for a wonderful school year for you and your child, filled with challenging and gratifying learning opportunities.

Sincerely,

Michael Thorsland
Superintendent

Make Up Work

The following rules apply to all students who need to make-up work:

1. **Students who miss school are expected to make up missed work.**
2. Students who are absent one day (lawful or unlawful) should be prepared to fulfill any previously assigned work on the day they return to class. In addition, upon their return to school students should contact the teachers of the classes they missed to get missed assignments so they will be prepared for the next day's classes. **Checking teachers' websites is an effective tool to use in order to stay current after an absence.**
3. Students who are absent for a portion of the school day should be prepared to fulfill any previously announced assignments the day they return to class
4. Students participating in school activities (field trips, academic or athletic competition, etc.) are responsible for any work missed while they are away from school. Any assignments must be taken care of by the student the next day the student is in class. Students must submit a field trip form prior to participating.
5. Students have five school days to complete missing work following an absence. The teacher's discretion should be used to set up a schedule for making up missed work, for any period of absences beyond five consecutive days. This includes when a student is out due to suspension.
6. It is the student's responsibility to get his/her missed work made up. No make-up work can be completed after the end of the appropriate nine weeks period without teacher and principal approval.
7. Students who are absent more than **3** consecutive days may request assistance in obtaining class assignments through the Guidance Office. Requests should be made by 8:45 a.m. in order for teachers to prepare the assignments and return them to the Guidance Office by the end of the school day. **Again, accessing teachers' websites is an effective tool to use in order to remain current in all classes.**
8. Students who miss school are expected to make up missed work.

Dismissal Procedures

Dismissal from school will only be allowed during transition times, between class periods. It is school policy that no student will be dismissed from the school unless a parental written excuse is brought to the attendance office. Students are held responsible for all work missed. Students should bring parental notes to the attendance office when they first arrive at school. If approved, students will be given a slip with the time they are to sign out in the office and be dismissed. Students returning to school on the same day must also sign in before returning to class. Emergency dismissals must be obtained through the attendance clerk. A student must have a dismissal slip to leave the school building at all times. The attendance office will call a parent of the student before that student is allowed to leave. **NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS EARLY MORE THAN 3 TIMES IN ANY SCHOOL YEAR WITHOUT A CONFERENCE TO DETERMINE IF A SPECIAL SITUATION EXISTS THAT REQUIRES DISMISSAL.** The following procedures must be followed when requesting an early dismissal:

1. Students bringing a written request for dismissal must present it to the attendance clerk when they arrive at school. Written requests must be received before 8:45 A.M. to be approved. In order to leave school early, the school must receive permission from the student's legal guardian.
2. In all cases, students are officially dismissed only when they sign out in the attendance office. Students who leave school without signing to (even if the dismissal is approved) will be subject to disciplinary action for cutting class. Students must report to the Attendance Office to sign in when returning to school.

**If given permission to leave campus, the student must sign in at the Attendance Office upon return.

3. Each request for a dismissal must contain the following information:
    a) name of student as it appears on permanent record
    b) the date
    c) the time to be dismissed
    d) reason for dismissal
    e) signature of parent or guardian
    f) phone number where parent/guardian can be contacted.
4. No student will be dismissed for lunch or during an instructional class period.

5. Dismissals from school for reasons other than approved appointments or verified illness will result in the classes missed by the student being treated as unexcused absences.
6. No early release will be granted over the phone. Parents or guardians must submit a written note prior to the dismissal.
7. Students cannot be dismissed to a parent or guardian or as a student driver after 3:00 to maintain instructional integrity at the end of the day and for safety reasons with school dismissal beginning at 3:45.

Failure to follow these procedures may result in ISS/OSS
Once a student drives on campus, he/she is required to sign out in the Attendance Office prior to leaving.

Seniors with Early Dismissal
Early dismissal for seniors is a privilege. Seniors who leave campus early must leave the building before the tardy bell rings. Failure to leave campus in a timely manner will result in the revocation of the early dismissal privilege. Students may not return to campus before the end of the school.

Automobile Use (Board Policy JGFF)

The Automobile Use Policy will apply to students driving to and from school, on Seneca High School property, and to and from Seneca High School extracurricular events.

All student vehicles parking on campus must display a valid parking permit issued by Seneca High School**. A parking permit for the student's vehicle will require a non-refundable fee of $20.00.** Vehicles are to be locked and vacated immediately after parking. There will be no student parking on the driveways. Seneca High School is not responsible for items lost or stolen from vehicles. **Failure to follow the automobile use policy may result in driving privileges being revoked for the remainder of the school year and/or towing. Towing will be at the owner's expense.**

Failure to follow parking rules will result in the following parking fines:
a. No valid parking permit = $10.00
b. Parked in a teachers parking space = $10.00
c. Parked in wrong student lot = $5.00
d. Improperly parked = $10.00
e. Improperly display of hanging tag = $5.00

The School District of Oconee County has established expectations of student automobile use so that we can best ensure the safety of students traveling to and from school and the Hamilton Career Center. This policy will be strictly enforced. Board Policy in its entirety can be found on the district website.
Student use of automobiles to and from school is a *privilege*. The school district reserves the right to approve or disapprove the granting of driving privileges to students for activities/programs during the regular school day, as well as use of automobiles to and from school.

Drive Smart
Students are required to attend and present a certificate of completion in the Drive Smart program in order to maintain a parking permit at all three Oconee County High Schools and HCTC.
Drive Smart is a driving course, taught by the SDOC School Resource Officers, that all students must take prior to driving and parking on one of our campuses. This four-hour course will be taught at each of our three high schools and is developed to help teens gain the knowledge to drive defensively. The Drive Smart driving course will take the place of Alive at 25. A student may still elect to take Alive at 25 instead of Drive Smart. If you have already taken Alive at 25, you do not need to take Drive Smart.

Drive Smart will be offered at the following dates, times, and locations. **Cost of the course will be $25.** This money will be used to pay the instructor and repaint parking lots on all of our campuses. *Classes will be taught as needed by the number of students who register for the class at each high school. Class time is 8:00 – 12:00.*

Additional Dates for Drive Smart:

- Tuesday, July 23, 2024 at Seneca, Walhalla, and West-Oak High Schools at 8:00am and 1:00pm
- Saturday, August 3, 2024 at West-Oak High School at 8:00am.
- Saturday, September 7, 2024 at Walhalla High School at 8:00am.
- Saturday, October 5, 2024 at Seneca High School at 8:00am.
- Saturday, November 2, 2024 at West-Oak High School at 8:00am.
- Saturday, December 7, 2024 at Walhalla High School at 8:00am.
- Saturday, January 11, 2025 at Seneca High School at 8:00am.
- Saturday, February 8, 2025 at West-Oak High School at 8:00am.
- Saturday, March 8, 2025 at Walhalla High School at 8:00am.
- Saturday, April 5, 2025 at Seneca High School at 8:00am.
- Saturday, May 3, 2025 at West-Oak High School at 8:00am.

A class may be scheduled at another time depending on the number of students who need the class. Students do not have to take the class at their high school if another date works out better for them. Students will sign up for the class they want to attend and pay for the class on the School District website using the link provided under the parents tab.

Additionally, the following rules and regulations govern automobile use to and from the Hamilton Career Center:

- The privilege to drive to the Career Center is restricted to 11th and 12th graders. No more than **two** passengers will be allowed to ride with students in grade 11 or 12 between school sites during the regular school day. **For tenth grade students, the Board approves riding privileges only. Ninth grade students may not drive or ride in private vehicles between area high schools and the Career Center.**
- Student drivers must have written parent/guardian permission to drive. Written parent/guardian permission to transport passengers. Passengers must have written permission of parent/guardian to ride with another student.
- The permission form must be completed each school year and parental approval and parking permits do not carry over from one year to the next.
- Students driving or traveling in automobiles are required to obtain individual ID's and display them at all times.
- Morning students who drive or ride in private vehicles shall report directly to the Career Center. Once students arrive, they should report directly to class.
  All students will park in the student parking lot unless authorized by school personnel to park in another area.
- Students with driving/riding permits are expected to be on time. Unexcused tardies may result in a loss of driving privileges.
- Student IDs and parking permits must be available at all times and are subject to inspection on a frequent and random basis.
- Students are required to present driving/riding ID upon request of any member of the school administration, faculty, staff, or law enforcement personnel.
- Students are to notify school administrators upon the accidental loss of their driving/riding permits. Arrangements will be made with the student to obtain a new permit.
- It is the driver's responsibility to check all occupants of his/her car to ensure that all passengers have the correct codes on their driving/riding permits. Transport of unauthorized passengers may result in disciplinary action according to board policy.
- Reckless driving, irresponsible behavior, speeding and/or other moving violations (i.e. seat belts) while traveling between schools which are confirmed by any law enforcement agency or school district personnel will result in the loss of driving/riding privileges for the remainder of the school year.

- Private vehicles are to be maintained in a manner to prevent tardiness to class. If a vehicle failure occurs, the student should call his/her home and the Career Center about the problem.
- Students commuting from school sites to the Career Center are to go directly without stopping at other locations in route.
- Students are not permitted to ride in the back of any type of truck, with either an open or enclosed bed, and must ensure the safety of all passengers.
- Driving or riding in any vehicle between schools while possessing, consuming, or being under the influence of alcohol or any controlled substances is prohibited and will result in punishment in accordance with the district's discipline code and loss of driving/riding privileges.

Students who wish to drive or ride with someone to the Hamilton Career and Technology Center must apply for a permit. Permits must be returned and approved by Seneca High School and the Hamilton Career and Technology Center before the student is eligible to leave the school in a car. Students with afternoon Hamilton Career and Technology Center should not leave before the end of 1st lunch. ***Students who leave early for HCTC will have their permit revoked for the remainder of the school year.*** Students leaving early will also be referred to ISS for leaving school without permission.

Bullying (Board Policy JICFAA)

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. All complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district.

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

The District's procedures for responding to incidents of bullying, harassment, and/or intimidation are as follows:

1. Any student or parent or guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of district policy should immediately report such conduct to a teacher, administrator, or other school official. The report may be oral or in writing.
2. Any school official who observes an incident of bullying, harassment or intimidation of a student shall immediately report the incident to an administrator.
3. A school official who receives a report of bullying, harassment or intimidation should immediately forward the report to the appropriate building administrator (Principal, Assistant Principal, etc.).
4. The administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.

What is NOT Bullying

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other students play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation or meanness

Adopted 4-12-05; Revised 3-20-07, 5-16-11

HAZING

Hazing of students is strictly forbidden in the School District of Oconee County. **Hazing** is defined as any activity and/or task, which may or may reasonably be expected to constitute harassment, bullying, abuse or humiliation of a student in connection with being initiated into, affiliated with, or maintaining membership into an athletic organization, band or any other extracurricular activity. Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity even if the student willingly participates. Hazing rituals are not allowed at any time. This includes incidents at

summer camps, pre-season training camps, on away-game overnight trips, and on buses returning from road trips. Every student in the School District of Oconee County, whether a team/club veteran or new-comer to a team/club is expected to be treated with respect and dignity.

Teachers / Coaches are responsible for communicating to their students that hazing is not allowed in such a way that there is no doubt in their students' minds that hazing is an unacceptable behavior and that such behavior will not be tolerated within their program. This should be reinforced on an ongoing basis.

Teachers / Coaches must encourage victims of hazing or other students with knowledge of hazing incidents to report the incident to the school immediately. All complaints will be investigated promptly and confidentially. A teacher/coach must report immediately to his or her Principal/athletic director any situation involving the hazing of students that they have witnessed, suspect or are made aware of. The Principal/school athletic director will investigate and send his/her findings to the appropriate individuals. Law enforcement will also be notified, if appropriate under the circumstances.

Below is a list of categories that are considered to be hazing and thus are strictly prohibited within our athletic programs.

- **Physical abuse of students**.
- **Confinement of students in any way.**
- **Forced or encouraged consumption of any type of substances.**
- **Consumption of prohibited substances,** including alcohol, tobacco or illegal drugs.
- **Forcing students to wear inappropriate clothing,**
- **Commission of illegal acts,** including but not limited to, shoplifting, theft of alcohol, and gang related activities.
- **Humiliation rituals** where individuals are singled out from the group for some combination of other forms of hazing.

Many of the above activities are criminal in nature and can also result in civil suits for money damages against both the direct perpetrators and against coaches, athletic administrators, school personnel and districts for vicarious liability. Therefore, it is imperative that our teachers/coaches communicate that hazing is not allowed and monitor their teams closely in an effort to avoid such problems.

Dress Code (Board Policy JICA-R)

The following administrative rules on student dress will apply in all schools and will be administered uniformly throughout the district.

- Clothing should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses, plunging necklines and body conforming legwear.
- Any sleeveless garment must have straps the width of an ID card and the arm opening should fit the body closely enough to cover the underarm and the side of the chest areas.

- Shorts, skirts and dresses must have a length that comes to within three inches of the top of the knee in the front and the back, even when leggings or tights are worn underneath. Leggings are not considered pants. Pants should have no unpatched holes or slits above the knee. Pants, shorts, skirts and dresses must be hemmed. No sagging, baggy pants are permitted. Undergarments should not be seen at any time.
- Shoes or sandals must be worn.
- Piercings should not be distracting or pose a safety concern.

- Any garment or accessory that displays inappropriate language or images (profanity, sexual suggestion/insinuation, alcohol, tobacco, drugs, ethnic slurs, slogans/symbols that may lead to disorder, etc.) which includes the confederate flag is prohibited.
- Headwear (hats, sunglasses, do-rags, skullies, sweatbands, sweatshirt hoods, bandanas, etc.) is not permitted to be worn inside the building. No fish hooks allowed on hats.
- Chains or other articles hanging from clothing are not permitted, as well as items that have potential to cause harm to one's self or to others.
- Gang attire, colors or symbols are not permitted in clothing or accessories.

A principal may make an exception to these rules for medical or religious situations or for school spirit or curriculum activities. A principal has the authority to judge a student dress situation not specifically listed in this administrative rule as a violation if the situation has potential to disrupt the education process or environment. The principal also has the authority to judge a student dress situation as a non-violation under special circumstances, such as length of shorts/dress on a taller than average student. Issued 6/9/09; Revised 5/16/11, 6/11/12, 6/10/13, 8/18/14, 6/8/15, 8/17/20

ADDITONAL STUDENT DRESS CODE GUIDELINES FOR SENECA HIGH STUDENTS

- No pajamas/pajama bottoms or bedroom shoes are allowed.
- All shirts must have material covering the shoulder area (the width of the Student ID).
- Leggings cannot be worn in an effort to meet dress code. Bike shorts are not allowed.
- Pants/bottoms with holes more than 3" above the knees revealing skin cannot be worn. Tape cannot be used to cover holes above the knees. Fabric must be present underneath all holes above the knee.
- Sunglasses are not to be worn on school grounds except parking lots. This includes wearing them on top of the head or around the neck. They are to be left in your locker or car.
- Decorative contact lenses are prohibited.
- Clothing with double meanings insinuating any type of vulgarity (i.e. Johnson, Dough boy type shirts) will not be allowed.
- Clothing or items with the confederate flag will not be allowed.
- The following items of jewelry that could be used as a weapon are not allowed: studded bracelets, studded belts, handcuffs, chains (including chains on wallets).
- Special events such as proms, dances, graduation, and awards programs are considered "dress up" events. Appropriate attire will be worn or students will be denied admission and/or participation.
- Class shirts or any clothing designed to represent Seneca High School or a class at Seneca High School must be approved by the principal before it is sold or worn on school grounds. All of the above dress code statements apply.
- Any headphones / ear buds / air pods will be confiscated if visible. The parent will need to come to the school to have these items returned.
- **Hats, beanies, do-rags, hoodies, bandanas, etc.** will be confiscated if visible.
- **Blankets are not allowed to be used at school. Blankets will be confiscated if visible.**

Dispensing of Medicine (Board Policy JCDAA)

The needs of students who require medication during school hours must be met in a safe manner. In order to protect students, medications in the categories of prescription, non-prescription, and emergency will be administered as indicated below. A student who is required to take medication during the school day must provide the office receptionist with a signed Medication Permission Form and the medication in a properly labeled container. Prescription medication must be in the original container indicating the student's name, date, name of medicine, duration and mode of administration, physician's name, pharmacy name and address. Non-prescription medication must also be in its original container. Written protocols with precise instructions signed by the attending physician must be on record if a student has a health condition which requires the administration of specific medications for defined emergency circumstances (diabetic coma, seizure, allergy, etc.). Any medication in the above three categories brought to school by a student or parent/guardian MUST be

accompanied by a signed MEDICATION REQUEST FORM. Dosage, as indicated on the container, should be in agreement with the dosage indicated on the MEDICATION REQUEST FORM and should not be changed unless changed in writing by the student's physician. A change of dosage in non-prescription medication must be submitted on a new MEDICATION REQUEST FORM. Students who fail to follow the above rules or give medications to others may be suspended or expelled under Board Policy JCDAA. Medication permission forms are available in the school office. Questions regarding administration of medicine should be addressed to an administrator. All medication must be taken in the office with supervision.

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people – such as teachers on duty during recess, bus drivers, and cafeteria employees – to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or contact Sherry McLaughlin, Nurse Supervisor, Hamilton Career Center, 100 Schoolhouse Rd., Seneca, SC 29672, 864-886-4510 Ext. 2307.

Medical Homebound Instructions

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Evie Hughes, Director of Student Services, 414 S. Pine St., Walhalla, SC 29691, 864-886-4400 Ext. 6144. Medical Homebound packets for Seneca High School must be completed in order for a student to be eligible for medical homebound services.

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

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of handicap/disability in any program or activity receiving Federal financial assistance. Based on Section 504, a handicapped person is defined as someone who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

An evaluation is required to determine eligibility for school age children for Section 504. If you believe your child may qualify as a student with a disability, please contact the 504 Coordinator for your child's school to make a referral.

If you believe you or your child has been discriminated against on the basis of a handicap, please review the School District of Oconee County's Grievance procedures available on the district website in the parent section or through this link:

https://www.sdoc.org/departments/instruction/academics/section-504-of-the-rehabilitation-act-of-1973/grievance-procedures

• For elementary instructional concerns, please contact the Assistant Superintendent of Elementary Instruction, Mrs. Elizabeth McDonald, at emcdonald@sdoc.org.
• For secondary instructional concerns, please contact the Assistant Superintendent of Secondary Instruction, Mr. Anthony Smith, at anthonysmith@sdoc.org.
• For gender concerns, please contact the Director of Human Resources, Mr. Al Leroy, at aleroy@sdoc.org.
• For facility/campus access concerns, please contact the Associate Superintendent of Administration, Mr. Steve Hanvey, at shanvey@sdoc.org.
• To communicate through US Mail, please send your concern to the appropriate person named above to 414 South Pine Street, Walhalla, SC 29691.
• To file a complaint directly with the United States Department of Education Office of Civil Rights, please go to http://www.ed.gov/about/offices/list/ocr/complaintintro.html.
• For more information about Section 504 go to https://www2.ed.gov/about/offices/list/ocr/index.html.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under IDEA. The team includes the student's parents or legal guardian, teachers, and other school staff. The team develops an individualized education plan (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about the IDEA, contact Dr. Marge Bright, Director of Special Education, 414 South Pine Street, Walhalla, SC 29691, 864-718-5706.

Transportation of Musical Instruments and other Large Objects

As required by the State Department of Education, band instruments or other items carried on a school bus by a student must be small enough to be held in the student's lap without interfering with the space occupied by other passengers or endangering the safety of any individual on board. The State Department of Education and the School District of Oconee County are not liable for damage to items carried on school buses.

Items on a school bus should be stored so that the aisles and all emergency exits remain unobstructed at all times. No items should be stored in the driver/passenger door area at any time.

Possession/Use of Electronic Communication Devices in School Board Policy (JICJ)

Purpose: To establish the basic structure for student possession/use of electronic communication devices in the schools of the district.
Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provision of this policy, or otherwise engages in misuse of this privilege.
A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCD's" cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA's), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.
Students may use WCD's while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
Students are prohibited from using WCD's to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.
Students are prohibited from using WCD's to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCD's to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.
Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.
Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their WCD's to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked with the student's name and held in a secure location in the school building until it is retrieved by the parent/guardian. WCD's in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy JIH – Student Interrogations, Searches, and Arrests. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for the remainder of the semester.
Students are personally and solely responsible for the care and security of their WCD's. The School assumes no responsibility for theft, loss, damages, or vandalism to WCD's brought on its property, or the unauthorized use of such device.
Parents/Legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
Students may use school phones to contact parents/guardians during the school day with permission of the administration.

To reflect changes in state law, the district will allow the possession of operating electronic communication devices by high school students under the following limited circumstances.
• The device remains silent and is not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.

• Personal communication devices are not permitted to be on or visible in locker rooms or restrooms.
• High school students may use their personal communication device before and after school and during their assigned lunch as long as the use does not disrupt the school environment.
The school principal or his/her designee will have the authority to limit the use and/or confiscate electronic communication devices if the use or possession of these devices may cause or is causing a disruption to the school and/or event.

A high school student who is in violation of this policy is subject to the following penalties.
• ***First offense*** - Confiscation and return to the student at the end of the day

• ***Second offense*** - Confiscation and return to the parent at the end of the day

• ***Third offense*** - Confiscation of the device for two days; and after a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian.

• ***Fourth offense*** – Confiscation of the device for five days; and after a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian.

• ***Fifth offense*** – Confiscation of the device for two weeks; and after a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian.

• ***Subsequent offenses*** – Confiscation of the device and the device will be returned at the conclusion of the current academic year.

Students and parents/legal guardians should understand that possession of these devices could pose a risk of loss or theft. We encourage students to properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices. In addition, the district will not be responsible for the condition of any confiscated device upon its return to the owner.
The district will make an exception to this policy when a student needs the electronic communication device for a legitimate, documented medical reason. However, before a student may possess a "turned on" electronic communication device before or during the school day, the principal must approve a written statement, signed by a medical doctor, which includes a certification that the student has a medical condition which necessitates the possession of a electronic communication device at school.
A student who is 18 years old and is a member of a volunteer firefighting organization or emergency service organization may be authorized to carry a "turned on" electronic communication device with special permission from the school principal. If permission is granted for this purpose, the student must file with the principal a letter of special request from the volunteer organization of which he/she is a member and special arrangements must be made with the principal to ensure that his/her release from school when called for an emergency will not disrupt classes or conflict with the school's policies for student release from school.
Adopted 10/15/02; Revised 9/18/07, 5/16/11, 6/11/12, 6/10/13, 6/8/15, 7/8/22

Refusal to Turn Over Item to School Personnel

If a student refuses to turn an item over to any school personnel, the student will be suspended immediately for 5 days and placed on a discipline contract. Refusal to turn over items could include, but is not limited to: hats, beanies, cell phones, ear buds/air pods, head phones, sunglasses, ID's, head gear, electronic devices, blankets, etc…

Public Display of Affection

Public display of affection is inappropriate and is prohibited at Seneca High School. The public display of affection should be limited to the holding of hands. No kissing, hugging, etc. as a matter of courtesy and respect. Students will receive a warning from the staff for the first offense and a referral to the office for any future offense.

Restroom Policy

The following guidelines apply for student restroom procedures:

1. The student must sign the sign out log in each class and have a gold hall pass signed by the teacher before leaving class.
2. The student will use the closest restroom possible and return to class as quickly as possible.
3. Going to the restroom must be done in a quiet manner causing no class disruptions such as looking into other classrooms along the way.
4. Only one student at a time from a single class may use the restroom.
5. No phones are allowed in restrooms/locker rooms.

If the above standards are not followed, the student is subject to disciplinary action and loss of this privilege.

If any student has a medical condition that causes him/her to need more restroom passes, he/she may bring a doctor's note to one of the assistant principals or counselor and the student's teachers will be notified to allow the exception. The doctor's note must state how long this provision will be needed.

Off Limits

1. All hallways are off limits before the **8:30 am** bell. Students must have a gold pass from a teacher to enter these areas before the **8:30 am** bell. Students should wait in the cafeteria or time their arrival for the 8:30 a.m. bell to go to 1st Block (if the student is a car rider).
2. The parts of the building for use during lunch periods are the cafeteria and the adjoining courtyard. Only Juniors and Seniors may eat lunch in the Courtyard.
3. Only the restrooms outside of the cafeteria may be used during lunch.
4. The parking lot is off limits during the entire school day except to those going to and from Service Learning, Dual Enrollment, and the Hamilton Career Center. **This also includes the parking lots near or around the weight room, field house, training room, and cafeteria.**

Safe School / Safety Drills / School Resource Officer (SRO)

In order to maintain a safe school atmosphere, Seneca High will utilize many techniques. First and foremost, is the cooperation of every student and faculty member in insuring that nothing is done or brought on the campus to endanger others. Immediately report any unsafe situation or harassment incident to a school official. A reward will be offered to any student who informs us of any weapon, drugs, and/or illegal activity that pertains to Seneca High School and results in the apprehension of the offender. Our School Resource Officer (SRO) assists school administration in maintaining a safe school environment for learning. School safety drills will be held on a regular basis. Students must follow all safety drill procedures as directed by school officials.

Sexual Harassment (Board Policy JGCA)

By action of the school District of Oconee County (Policy JGCA), sexual harassment by students or employees toward other students or other employees is prohibited. All persons must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment will result in OSS and possible criminal charges. **This restriction applies to students any time that they are involved in school related activities and/or negatively impacts the learning environment.** Any student who feels he or she has been subjected to sexual harassment must file a complaint with a counselor, Assistant Principal or the School Resource Officer.

Gang Activity (Board Policy JICF)

The School District of Oconee County prohibits gang activity. **Gang Activity** is defined as wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang. Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang. Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person. Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property or school related materials, including, but not limited to, class assignments, notebooks, workbooks, etc.

1st Offense – 5 Days OSS and Behavior Contract
2nd Offense – 10 Days OSS and Recommendation for Expulsion

Tobacco-Free Schools (Board Policy JCDAA)

The School District of Oconee County does not allow students to use or possess tobacco products or tobacco paraphernalia or tobacco substitutes (e.g., electronic cigarettes, back-off); see Policy JCDA – R, Level II, item D. This restriction applies while students are on school grounds, in school buildings, on buses, or at any time they are under the district administrative jurisdiction of the school, whether on or off school grounds. Students in possession of tobacco products or tobacco substitutes (e.g., electronic cigarettes, back-off) will be subjected to disciplinary consequences.
In addition the Board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the Board affirms that one of the best methods of instruction is one that is provided within a 100 percent tobacco-free environment.
The goal of this policy is to provide a 100 percent tobacco-free environment for all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events.

Tobacco-Free Schools Enforcement

The district will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors) such as the following:

Students:	1	2	3
Possession or use of tobacco or products **(electronic cigarettes will be considered a tobacco product)**	2 OSS	5 OSS and BC	10 OSS /REX

Disciplinary Procedures

A unified School District of Oconee District Board Policy Code of Conduct is available online at www.oconee.k12.sc.us
Referral of a student to the administration is used as a last resort, after teachers have exhausted all other appropriate preventative and corrective measures. Once a student reaches the administrator's office the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and fairly as possible. Parents will receive either written or verbal notification.

In – School Suspension

The school administrator will assign students to in-school suspension as indicated in the Discipline Code. The student may not attend regular classes but rather will be assigned to in-school suspension for the entire time of suspension. A parent contact is required for the student to re-enter regular classes.
When entering the In-School Suspension Room, students will hand over all electronic devices, including phones, air pods/earbuds, and watches. Students can serve a maximum of 5 days of

ISS during a semester. After 5 days of ISS, a Level I or Level II offense will automatically result in OSS.

1. The In – School Suspension Program is offered as an alternative to suspension out of school.
2. The building administrators will assign students to the In – School Suspension Program and determine the length of time to be spent in the program.
3. **Students who are assigned to the In – School Suspension Program are required to complete their regular classroom assignments and Work Detail. Failure to comply with completing assignments and/or work detail will result in the student forfeiting ISS and electing to be suspended out of school.**
4. Proper behavior in the In – School Suspension room is expected of every student. Improper behavior will result in immediate OSS. ISS time must be made up when the student is re-admitted to school.
5. The ISS rules and code of conduct are posted in the ISS room and are furnished to students upon entry.
6. ISS is assigned for a full day and the student must serve a full day. If a student in ISS is signed out for whatever reason, a full day will be served when the student returns to school, regardless of how long the student sat in ISS on the partial day.

It is understood that the administration may alter the consequences for listed and non-listed offenses based on the severity and circumstances of the incident. Law enforcement officials may be contacted when appropriate. Seneca High School will enforce all state and federal laws, regulations, and The School District of Oconee County board policy. A copy of board policy can be found in the school library.

Out-of-School Suspension

Suspension from school for a specific number of days up to ten (10) for any one offense means the student may not attend classes or any other school functions, ride a school bus, or enter school grounds except for a prearranged conference with a school administrator.

When a student is suspended from a class or the school, immediate contact will be made with the parents if at all possible. The administrator will notify, in writing, the parent or legal guardian giving the reason for the suspension and setting the time and place when the administrator will be available for a conference with the parent or guardian. The conference will be held within three school days of the date of suspension.

For students that are suspended out of school, it is the responsibility of the student to obtain all work missed in class. It is suggested that classmates be contacted for assignments and work given in class or the student should access teacher websites for missing work and assignments. On returning to school, the student should immediately see his/her teachers to get missed assignments. Students may make up all major work including tests, projects, and major writing assignments.

Any student suspended for 5 or more days will automatically be placed on school probation with a discipline contract. These 5 suspensions are cumulative from the beginning of the year. Any subsequent discipline referral carrying the consequence of suspension could result in a recommendation for expulsion or alternative placement.

When a student is suspended, the parents are required to contact the administrator as soon as possible in order to establish an appointment for a conference. After the student and his/her parents have had a conference with the administrator, the pupil may be readmitted to school. <u>It is understood that during an out of school suspension, the student may not attend classes, participate in school activities such as attending sporting events, ride the school bus, or visit the school grounds.</u>

School Bus Conduct (Board Policy JCDAD)

The school bus is an extension of the school activity. Therefore, students are to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Bus riders must cooperate fully with the bus driver in observing bus rules.

Use of Trained Dogs in School Searches

By action of the School Board, a contract has been made for the purpose of locating illegal drugs on school property in The School District of Oconee County. Inspections will be random and could occur at any time. Offenders could be subject to suspension, expulsion and/or criminal prosecution.

Student Information

Cafeteria

Lunches may be paid for at the end of the proper serving line. Students are to form lines in the cafeteria as directed by those supervising the lunchroom.

- Student ID's must be worn in order to gain admittance to the cafeteria line.
- Students should line up quickly but may not cut in line.
- When students have finished eating, they must clean their immediate area, and dispose of all trash in appropriate containers.
- All lunches must be eaten in the cafeteria or in the picnic area outside of the cafeteria. Juniors and Seniors may take their lunch to the Courtyard.
- It is the expectation of the SHS faculty and staff that all trays and trash be picked up in the cafeteria and all courtyards. Failure to do so will result in the following:
  1st Offense: ISS and clean the cafeteria during ISS
  2nd Offense: OSS
- Throwing food or objects will result in disciplinary action.
- **No outside food or drinks are allowed to be consumed at school. Students also cannot have food or drinks delivered to school i.e. Door Dash, Uber Eats, Grub Hub, etc. This rule applies to parents delivering food as well.**
- Stealing food or other items from the cafeteria is unacceptable. Students who steal will repay the cafeteria for items stolen and will be dealt with according to discipline code.
- No food or drink (except water) may be taken out of the cafeteria.

CAT Class Period

CAT (Counseling and Advisement Time) is the SHS Advisor-Advisee Program. Teachers serve as CAT Advisors. The role of the CAT Advisor is 1) to provide an additional faculty member to provide assistance and advice related to school matters and 2) to provide a constant contact over the student's high school career. It is the intent that students stay with their CAT Advisor all four years of high school as long as they remain on grade level and whenever possible. CAT meets once weekly after second period. Parents are welcome to contact their child's CAT Advisor at any time.

Career Awareness

Career Awareness activities will be one of the components of the CAT Advisory Program. Other career awareness activities include career shadowing days, Career Fair Day, and the service learning program.

Card Playing / Gambling

Card playing and gambling are not allowed at school.

Distribution of Literature

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval of the Principal.

Fundraising

No class, club, or any other group may begin a campaign to raise money without advance approval by the principal. Students will not be allowed to bring any outside fund-raising items to school to sell.

Inclement Weather Procedures

When inclement weather approaches, we are faced with weather problems on occasion. We will make the decision of school operation based on what is best for students. If the decision is to operate as usual, we will **not** contact the local radio and TV stations. If school is to be canceled or delayed, please listen to local radio and television stations. We will make our decision no later than 6:00 A.M. and will notify these stations as soon as possible.

SHS 2-Hour Delay Bell Schedule 2024-2025

1st Block	10:45-11:50						
2nd Block	11:55 -1:00						
1st Lunch		**2nd Lunch**		**3rd Lunch**		**4th Lunch**	
Science, AG PM HCTC	1:00 - 1:25	English World Languages	1:25 - 1:50	SocStudies Study Hall CATE	1:50 - 2:15	Math PE Fine Arts	2:15 - 2:35
3rd Block	1:25-2:35	1:05 - 1:25, 1:55 - 2:35		1:05 - 1:50, 2:15 - 2:35		1:05 - 2:15	
4th Block	2:20-3:45						

- Early Bird Classes do not meet on 2-hour delay days
- Breakfast will be served from 10am - 10:40am
- Students report to the first block at the 10:30am bell. Students arriving prior to 10:30am should report to the cafeteria.
- Students report to normal lunch, based on 3rd block class

Hamilton Career & Technology Center

AM Career Center	PM Career Center
AM HCTC Bus leaves SHS @ 10:40 am from cafeteria	PM HCTC Bus leaves SHS @ 1:25 pm from cafeteria
AM HCTC Bus returns to SHS @ 1:00 pm	**PM HCTC Bus returns to SHS @ 3:40 pm**

On - Line Learning and Course Recovery

On-Line Learning opportunities through the SC Virtual High School Program, and APEX Course Recovery are available through the on-line learning lab.

Lockers

Lockers are available for all students upon request during the first week of school. Students are expected to be careful in their use of the lockers. Doors should be closed quietly rather than slammed. If a student has trouble with his/her locker, it should be reported immediately to the front office. Lockers are the property of the school. School authorities have the right to search any locker for the protection of the health and safety of the students in their care. Periodic locker checks will be conducted. Lockers are cleaned out the last week of school.

Media Center / Library

The Seneca High School Media Center/Technology Center exists to support and carry out the school's curriculum. For you, the student, it provides opportunities for your personal growth and enjoyment.

Hours of operation are:

Monday - Friday 8:15 – 4:00

Regular circulating materials may be checked out for a period of two weeks. A current Seneca High School ID card is required to check out materials. If you have not finished with materials in the allotted time, you should bring the materials back and recheck for an additional two weeks. Materials not returned on time are fined for each school day overdue. Book bags are not allowed in the library except before school, after school, and during lunch. During class periods, book bags should remain in your teacher's classroom. Student conduct in the library:

1. All students coming from classes to the Media Center must have a signed pass. The pass must be stamped in the time clock as the student enters and as he/she leaves and the student should also sign the library roster.
2. When in the Media Center, students should observe the Media Center's rules that all students must be engaged in reading, writing, research, or some other exercise for which the Media Center may be legitimately used.

Prom Eligibility

2024-2025 SHS Junior/Senior PROM

How Can I Become Eligible to Attend the Prom?

- Attending Prom is a privilege, not a given.
- A student cannot owe fees or money to the school (library fines, textbook fines, ID's, clubs and extracurricular (athletics) debts, cafeteria debts and restitution for damage).
- A student cannot have five or more days OSS.
- All guests/dates must be between the ages of 14-19 and attend a regular high school or have graduated in good standing and receive approval through the administrations of both SHS and the guest's school.
- If a student is placed at the alternative school for disciplinary reasons, he or she may not attend the Prom.
- Non-Seneca High School students will need prior approval before attending the Prom.
- If a student is an early graduate (January), they are not eligible to attend the prom, unless they are a guest of a current member of the Junior/Senior class.
- A student cannot have more than SEVEN Unverified or Unexcused Absences in a year-long class or more than FOUR Unverified or Unexcused Absences in a semester class. Excuses MUST be turned in within 3 days of the absence. Late excuses will not be accepted to allow prom eligibility.

School Fees and Fines

Some classes will require an additional fee but this information was made known to students before students were allowed to sign up for the class. Students will not be allowed to attend Prom or receive his/her diploma/transcript until all fines and/or fees have been paid.

If a student owes fees (lunchroom, library, lost textbooks, lost computer / damages, etc.) to the School District of Oconee County, they may be ineligible to participate in extra-curricular activities such as proms, dances, athletics, field trips, field day, etc.. If fees are owed and money is sent in for an extra-curricular activity, that money may be applied to paying off the fees that the student owes.

Skateboards

Skateboards are not allowed on school property without permission from a school administrator. Students riding skateboards on school property will result in the skateboard confiscated until the end of the school year.

1st Offense: Confiscated until the end of the day
2nd Offense: Confiscated for one calendar month
3rd Offense: Confiscated until the end of the year

Student Identification

All students are required to wear ID badges at all times during the school year.

Failure to have an ID badge around the neck, may result in a new ID card being issued at the cost of $5.00. After the fifth ID has been issued a student will face additional disciplinary action.

Other regulations concerning Student ID's include:

- Student ID's must be around the neck on a lanyard.
- Altering, writing on, or damaging the ID in any way will result in the card being made invalid and another one will have to be purchased.
- Use of another student's ID is considered to be ID Fraud and will result in disciplinary action to the one who illegally possesses it, and also to the owner of the ID if it was given freely for improper use.
- ID's must be worn in order to enter the cafeteria line.
- ID's must be used for the tardy tracking system.
- ID fees must be paid in full in order to participate in school activities and avoid further disciplinary action.
- Refusal to show ID's to an adult at any time may result in up to 5 days suspension and a school behavior contract.

Seneca High School's ID Policy

5th ID Violation	$5 fine to student account and 1 day lunch detention
6th ID Violation	$5 fine to student account/2 days lunch detention/and parent communication
7th ID Violation	$5 fine to student account/1 day ISS/and parent communication
8th ID Violation	$5 fine to student account/2 days ISS/and parent communication
Subsequent Violations	Failure to comply and 1 day OSS

Textbooks

Students are responsible for the care of their textbooks. Students will be charged for misplaced or stolen textbooks. Withdrawal from school requires that students return textbooks to the guidance office and receive a special release from that office.

Transferring or Withdrawing from School

1. Begin the process with the guidance office by receiving the proper form.
2. Chromebooks and chargers must be returned before withdrawal can be completed.
3. Books and rentals should be returned to the subject area teachers, the guidance office, or the appropriate administrator. It is the responsibility of the student to return all books and materials.
4. Leave the completed form with the guidance secretary in the guidance office.
5. Any student who withdraws during the school year is responsible for clearing all fees. No records will be released until all fees are paid.
6. A written request for a transcript should be submitted to the guidance secretary.

Release of Student Information: Notice of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Oconee County to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

NOTICE IS HEREBY GIVEN that pursuant to the provisions of the “Family Educational Rights and Privacy Act,” the following categories of information are hereby designated as “directory information:” student’s name, date and place of birth, address, telephone number, electronic mail address, dates of attendance, grade level, major fields of study, participation in officially recognized activities and sports, weight and height (if member of athletic team), degrees, honors and awards received, photographs, and the most recent previous educational agency or institution attended.

Pursuant to federal law, schools are required to release student directory information, including name, address, and phone number to military recruiters in the same manner that they provide this information to other educational institutions.

Additionally, information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the internet, or in district or school promotional pieces.

The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of the student.

Within fifteen (15) working days after publication of this notice, this information may be released to the public in authorized situations unless the school is notified by the parent, guardian, or eligible student, not to release any, or all, of the foregoing information. If you wish to withhold directory information on your child, please notify the school within fifteen (15) working days.

IN COMPLIANCE WITH THE EXECUTIVE ORDER 11246: Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, and School rules, laws, regulations, and policies, the School District of Oconee County shall not discriminate on the basis of sex, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of the School District of Oconee County to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the District. Specific complaints of alleged discrimination under Title IX (sex) should be referred to Al Leroy, Director of Human Resource Services, 414 South Pine Street, Walhalla, SC 29691, 864-718-5728.

Seneca Senior High School Media Permission Option

Seneca Senior High School plans to promote the tremendous positives that our students show us on a daily basis! We would like to share their names and pictures for press releases, website notoriety, and even social media bragging. No personal information will be given to the public in Seneca High School sponsored publications.

If you support this as parents, simply do nothing with this but join our social media presence and read all about our great students in the paper, on our website, in our newsletters, on Twitter, on Facebook, and/or Instagram.

If you do NOT want your child's name or photo published, please notify our school receptionist by September 1, 2023 @ 864.886.4460. Make sure you identify yourself as the parent or guardian listed in PowerSchool and identify your child's name. Keep in mind, by doing this, your child cannot have his/her name or his/her picture on ANY publication (including, but certainly not limited to honor rolls in the newspaper and our yearbook). If you have any questions regarding this, or anything Bobcat related, please give us a call at the school at 886-4460.

Title IX

In compliance with executive order 11246: Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, and School rules, laws, regulations, and policies, the School District of Oconee County shall not discriminate on the basis of sex, race, color, national origin, religion or handicap in the educational programs or activities which it operates.
It is the intent of the School District of Oconee County to comply with both the letter and spirit of the law in making certain discrimination does not exist in policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School District of Oconee County. Specific complaints of alleged discrimination under Title IX (sex), and Section 504 (handicap) should be referred to:
Office of Human Resource Services, School District of Oconee County, P.O. Box 649, Walhalla, SC 29691, (864) 886-4400

Title IX complaints at the school level should be directed to the school coordinator. **Seneca High School's Title IX Coordinators are Dr. David Dennis, Assistant Principal, and Ms. Brooke Davis, Assistant Principal.**

Visitors on Campus

Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property (Act 373 of 1994).

No one except current Seneca high School students and faculty members are permitted on school grounds while classes are in session without permission from the Principal. Visitors must go directly to the main office. **Students who are absent or suspended are not to be on school premises without permission from the principal. Trespassing charges will be brought against persons who fail to adhere to this regulation.**

Students are not allowed to have visitors at school. All visitors must report directly to the Main Office and have a valid driver's license or alternate picture ID. Visitors are then required to sign in using an electronic check-in system. Students are not allowed to receive outside lunch during the school day.

Asbestos

Pursuant to Environmental Protection Agency (EPA) Law 40-CFR-763 the School District of Oconee County has a management plan for eliminating health risks associated with the presence of asbestos in district facilities. To review the plan, please contact Mr. Steve Hanvey, Associate Superintendent of Administration, 414 S. Pine St., Walhalla, SC 29691, 886-4400, Ext. 6132.

Academic Information

Academic Integrity Policy

Fundamental to Seneca High School policy is a manual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Seneca High School diploma. Therefore, we shall not tolerate lying, cheating, or stealing in any form. Violation of the Academic Integrity Policy includes such actions as plagiarism, copying other's work, and cheating on tests or quizzes. The following are examples of violations of the policy:

- Using illegal aids on tests (cheat sheets, looking on another's paper) or showing your paper to another student
- Including information from internet resources, such as text and images, without properly citing sources
- Intentionally paraphrasing or using direct quotations without properly citing sources
- Copying another student's work, allowing someone to copy from you, or using copies of another student's data files
- Using online translators
- Creating or falsifying information

Students are responsible for conducting themselves in such a way that there will be no reason to question their integrity adhering to this policy.
Consequences for violating the Academic Integrity Policy are as follows:

- 1st Offense will result in 1 day of ISS, where the assignment/test will be redone for a maximum grade of 60%. Parents will be notified by the teacher and administrator, and the incident will be documented in the student's discipline file.
- 2nd Offense will result in 2 days of ISS. No credit will be given for the assignment/test, and a grade of zero (0) will be recorded. A parent conference will be held, and the incident will be documented in the student's discipline file.
- 3rd Offense will result in 2 days of OSS, with a Behavior Contract required upon return to school. No credit will be given for the assignment/test, and a grade of zero (0) will be

recorded. A parent conference will be held, and the incident will be documented in the student's discipline file.

BOBCAT Award

The Bobcat Award is presented to the graduating senior at Seneca High School who has earned the most A's in classes completed and posted on the official high school transcript through first semester of the senior year. In case of a tie, the student with the highest GPA through first semester (per S.C. Uniform Grading Scale) will receive the Bobcat Award.

Grading Practices and Procedures

Major and Minor Assignments - High School

1. High Schools will weigh major assignments as 60 percent of the final grade and minor assignments as 40 percent of the final grade for each course.
    a. All minor and major assignments will be graded on a 100 point scale.
    b. Teachers of full credit, semester courses will provide 5-7 major and 12-15 minor assignments per nine weeks.
    c. Courses that meet every other day will provide 2-4 major and 6-8 minor assignments per nine weeks.
    d. Each grade level or department will determine which assignment types are major and minor.

Reassessment – High School

1. Students can only participate in one reassessment per quarter. Students must complete the reassessment within 5 days from receiving the original assessment grade.

Reporting Student Progress - High School

1. Teachers will use a variety of formats to assess student performance.
2. A student with an average lower than 50 will receive a floor grade of 50 for the first half of any course.
3. Students not completing a major assignment/assessment will receive a grade of "incomplete" with a numerical value of 0. A teacher must contact the student's parent/guardian within 5-7 days in such circumstances. The teacher/grade level/department will establish a timeline for the completion of incomplete work. Failure to complete such an assignment by the deadline will result in a grade of 0 on the assignment/assessment.
4. Students who submit work after the due date may be penalized up to 10% of the final assignment grade. Students have five class periods in which to submit late work assignments. After this window of time expires, acceptance of work is at the discretion of the grade level/department. If the assignment was given prior to the student's absence, the student will submit the work the first day they return to school without penalty. If an assignment was given while the student was absent, the teacher will determine the due date.
5. Academic grades will not be based on behavior and/or non-academic effort (see examples below).
    a. Example: Reducing the grade of an assignment that was turned in late is permissible.
    b. Example: Taking points off a test due to a student displaying disruptive behavior is NOT permissible.
    c. Example: Giving a student extra points on his/her test for attending a game coached by the teacher or for bringing in a box of tissues is NOT permissible.
6. Weighting:
    a. Content areas and grade levels will use a weighting of 60% on major assessments and 40% on minor assessments. Departments are responsible for defining major (e.g. tests, projects, essays, labs, and performance-based assessments) and minor assessment categories (e.g. daily grades and quizzes).
    b. All minor and major assignments will be graded on a 100 point scale.
7. All teachers will use percentage calculations when figuring grades. Point calculations should not be included in the gradebook unless it is approved by the principal.
8. In order to sustain communication with parent(s)/guardian(s) regarding their child's grades, teachers must enter grades in PowerSchool weekly.
9. Because of the rigor required for advanced courses, students participating in Advanced Placement and/or dual credit/dual enrollment courses are subject to guidelines as described in the course syllabus upon enrollment in the course.

Graduation Requirements (Board Policy AR IKF-R)

1. A student must earn 24 units of credit in state-approved courses for graduation.
2. The unit requirements are distributed as follows:

Subject	Credit units
English/Language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
U.S. Government	.5
Other social studies	1
PE, Junior ROTC, or Marching Band**	1
Computer science	1
Foreign language or Career and technology education	1
Personal Finance	.5
Electives	6.5
Total	**24**

* Beginning in the 2023-24 school year, incoming freshman will be required to earn one half credit in Personal Finance.

** Marching Band is not offered by SDOC as a credit approved course. However, SDOC will accept a transfer credit from another district who does award credits for Marching Band.

The student must pass a classroom examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Emancipation Proclamation, and the Federalist papers. This instruction must be given for a period of at least one year or its equivalent, either within the required course in U.S. History and Constitution or within another course.

Students must take the U.S. Citizenship and Immigration test as part of the U.S. Government class, provided there is no cost to the school or district for administering the test. Students are not required to meet a minimum score.

The student must pass a high school credit course in science in which an end-of-course examination is administered.

The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in the case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

The student must earn the required number of prescribed units. In order to be promoted each year, students must meet the following requirements.

- 9^{th} Grade – Promoted from middle school
- 10^{th} Grade – Total of 5 units with 1 in English & 1 in math
- 11^{th} Grade – Total of 11 units with 2 in English & 2 in math
- 12^{th} Grade – Must be enrolled in the courses needed to graduate at the end of the spring term of the current school year (following year summer school is not counted as part of the current school year)

3. All students will choose a Career Cluster to plan their course selection. The initial choice of a career cluster does not restrict course selection, nor does it limit a student's ability to change a career choice later. A Career Major is declared at the end of the sophomore year.
4. Students taking Advanced Placement Exams are not required to take a regular Final Exam since they are taking the AP Exam.
5. Teachers are employed and schedules are made based on students' course selections; therefore, it is extremely difficult to change a course once it is chosen.
6. Changes will be made for the following reasons:
   - To meet requirements for graduation
   - In case of a school based error in scheduling (to be determined by the principal)
7. According to the Uniform Grading Scale students who withdraw from a course after the drop date will receive a Withdraw Failing "WF" and a grade of WF (equivalent to a grade of 50) will be recorded on the transcript.

GPA Guidelines

1. All courses attempted by a student will be included in the GPA.
2. Any course taken the second time will be considered in the GPA.
3. Excessive absences will be calculated as a "FA" (numeric grade of 61) for an attempted course in determining a student's grade point average. GPA determination will be based upon numerical values received in classes as outlined by the uniform grading scale policy adopted by the State Board of Education. Students enrolled in honors, advanced placement, and dual credit courses receive appropriate weighting.
4. Students may retake the same course the same difficulty level under the following conditions:
   - Only courses in which a D or F was earned may only be re-taken.
   - The courses in which a D or F was earned, may only be retaken during the current academic year or no later than the next academic school year.
   - The student's record will reflect all courses taken and the grade earned, with the following exception:

Students taking courses for a Carnegie unit prior to their ninth grade year may retake any such course during their ninth grade year. In this case, only the retake grade will be used in figuring the student's GPA and only the ninth-grade attempt will be shown on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

Recognized GPA'S

Valedictorian – highest GPA

Salutatorian – second highest GPA

Cumulative from beginning of high school coursework:

High Honor Graduates – GPA of 4.75 or above

Honor Graduates – GPA of 4.25 or above

Graduation honors will be determined by rank in class at the end of the 12th grade year.

Principal's Honor Roll – All A's for the nine week period.

Honor Roll – GPA of 3.75 or higher with no D's or F's or students with no grades less than B in a nine week period.

Guidance Services

The Seneca High School Guidance Department provides academic, career, and personal-social counseling for students. Students are assigned to counselors by last name. Counselors assist students and parents with academic issues such as course selection, scheduling, grades, and transcripts. Parents may request parent-teacher conferences by contacting the Guidance Office at 864.886.4461. Conferences are typically held Monday – Thursday at 3:50. The Guidance Office will

also assist parents in securing missed assignments for students who miss more than three consecutive days of school. Counselors assist students in developing an Individual Graduation Plan including the selection of courses to complete the student's chosen career cluster and career major. Counselors will work with students in the college selection process and provide information regarding scholarship opportunities. The Guidance Department publishes grade level bulletins throughout the school year detailing scholarship opportunities, upcoming test dates, extra-curricular/summer opportunities and other relevant information. SHS Guidance maintains an up to date website @ https://sites.google.com/a/g.oconee.k12.sc.us/seneca-high-school-guidance/
Parents and students are encouraged to visit the page and sign up for emails and electronic bulletins. SHS Guidance is also on Facebook http://www.facebook.com/SenecaGuidance and on Twitter @SenecaGuidance
Counselors are also available to help students with personal issues as they relate to school matters. Students desiring to see their counselor should do so before or after school or during lunch. A student must have a note from a teacher to see a counselor during class time. This procedure should be followed except in emergency situations.

Guidance Staff

Alicia Ivey, Guidance Clerk
Kristen Gray, Career Specialist and Testing Coordinator
Adam Hunter, Counselor
Karon Nation, Counselor (Department Head)
Alecia Watt, Counselor

School Comfort Team

In the event of a school crisis, the principal of the school may deem extra counseling support in the area of grief counseling to be necessary. The principal will contact the Superintendent to initiate the School Comfort Team. The comfort team is a group of additional school counselors and a group of trained local ministers and volunteers who report to the school to assist with counseling needs during a time of crisis.

Homework Suggestions for Parents

1. Help your child see homework as a valuable activity. Show him/her how it relates to everyday life.
2. Set up a well-stocked, comfortable place for your child to work.
3. Set up a homework time.
4. Reinforce the idea that homework is the student's responsibility, but that you are always there to help.
5. Monitor your child's progress; be consistent in your involvement of the homework process.
6. Utilize teacher CANVAS pages and teacher email.

National Honor Society / Beta Club

The National Honor Society invites students in grades 10-12 who demonstrate outstanding scholarship, character and leadership. In addition, they must have a strong desire to serve in their community and their school. Excellence in scholarship (for the purposes of NHS) is defined as:
Class of 2022 and beyond: a cumulative GPA of 4.5 or higher

The Beta Club invites students (grades 10-12) with cumulative GPA's of 3.95 or higher to join, who demonstrate outstanding scholarship, character and leadership.

Transcripts

Students who have graduated and wish to request a transcript are to make a request via Parchment.

Seneca High School Athletic Department
2024-2025 Student-Athlete Athletic Policy

Mission Statement

It is the mission of the Seneca High School Athletic Department to promote citizenship in our athletes and encourage them to lead the student body by example.

- We will encourage student athletes to be leaders in our school and community:
  - ***Physically*** by offering safe, challenging and competitive programs and by encouraging healthy lifestyles.
  - **Mentally** by encouraging students to set the standard for good behavior, to manage a good academic standing and to become students of their game.
  - ***Emotionally*** by committing to their teams on and off the field, battling adversity when it strikes and by winning and losing with good sportsmanship.
- We will encourage the furthering of the strong athletic tradition at Seneca High School by encouraging students to stay involved with multiple sports, maintain model programs and facilitate reflection on the rich history of athletics at Seneca High School.

Purpose

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Being a member of a Seneca High School athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic team at Seneca High School, you have inherited a wonderful tradition, a tradition which you are challenged to uphold.

Eligibility

To be eligible for high school athletics, the student must be in compliance with the South Carolina High School League at www.schsl.org . After initial eligibility, specific sport coaches may require student athletes to maintain standards higher than those set by the South Carolina High School League.

Jobs

The athlete shall not obligate himself/herself to a job that in any way interferes with team membership requirements.

Law Violations

Any student formally charged by law enforcement with criminal conduct will be required to cease (discontinue or stop) participation in the (any) extracurricular activity pending resolution of the criminal charges. At that point, the matter will be re-examined and a decision will be made regarding any further exclusion from extracurricular activity based on the totality of circumstances**.** Until resolution, at the discretion of the school administration, the athlete may attend team events but not participate in those events.

In the event that any student athlete is involved in criminal conduct, it is the student athlete and his or her parent's/guardian's responsibility to notify school administration immediately. This requirement is

in line with the level of integrity expected of Seneca High School student athletes. If the student athlete continues to participate in athletic events without notifying school administration, the student athlete will be subject to game suspensions and possible removal from athletic participation at Seneca High School regardless of the outcome of the criminal investigation.

Equipment, Fees and Physical Examinations

All athletes will be required to replace lost gear. All athletes will be required to have a signed physical exam and parent permission form before competing in any capacity. All athletes will be required to clear with their coaches regarding gear before entering another sport. The athlete's gear must be accounted for before entering another sport.

School Decorum

An athlete is expected to govern his or her conduct in accordance with the rules and regulations stated in the Seneca High School Student Handbook. If at any time the student conducts him/herself in a way that is detrimental to the team, and/or misrepresents or dishonors him/herself or Seneca High School, punishment can be imposed up to and including removal from the team.
All minor issues such as accumulating 1 to 2 school tardies and minor school disruptions will be dealt with by coaches on an individual basis. Student athletes should expect to be held to a standard above the rest of the student body, and these minor issues **should not** occur on a consistent basis.

Student athletes **should not** be involved in major discipline events which result in **In-School Suspension (ISS)** or **Out of School Suspension (OSS)**. Students who are assigned In-School Suspension or Out of School Suspension will be subject to the following consequences:

In School Suspension

First assignment of ISS:	extra duties assigned by the coach
Second assignment of ISS:	extra duties **AND** next contest suspension*
Third assignment of ISS:	**immediate dismissal from team**

Out of School Suspension

First assignment of one day OSS:	extra duties **AND** next contest suspension*
Second assignment of one day OSS:	**immediate dismissal from team**
Multi-day OSS:	**immediate dismissal from team**

*Regular Season Contest

NOTE: Any OSS assigned after any ISS assignment: **immediate dismissal from team**
Any ISS assigned after any OSS assignment: **immediate dismissal from team**

Lettering

Coaches will furnish to all participants in a particular sport the provisions or criteria for earning a letter in that sport prior to the beginning of that season. Those athletes earning a varsity letter will receive a Certificate of Letter at the team banquet. Appropriate Block "S" letters, inserts, and bars will be awarded at that time. Unexcused absences from team banquet will forfeit athletes from receiving awards and/or Certificate of Letter. Those athletes not earning a varsity letter will receive a Certificate of participation.

Attendance

All team members of each sport will attend all scheduled practices and meetings. If circumstances arise by which a student cannot attend a practice or meeting, the coach must be notified prior to the end of the school day by personal contact, phone call or a written statement from a parent or guardian. Failure to do this will result in an unexcused absence.

Excused absences are those where a coach has pre-approved specific situations for missed practice (Death in the family, family illness, wedding, funeral, religious reasons, college visitations, academic/school-sponsored events, etc…).
After the **third** excused absence playing time and/or contest participation could be affected.

Unexcused absences are those where a coach has not pre-approved situations. Students who miss practice with unexcused absences will be subject to the following:

First Unexcused Absence: extra duties assigned by the coach **AND** next game suspension
Second Unexcused Absence: increased extra duties **AND** next game suspension*

*Regular Season Contest

Third Unexcused Absence: **immediate dismissal from team****
Any Unexcused Absence from Contest**:** **immediate dismissal from team****

***Treated as **quitting** the team when considering participation in other sports*

All athletes are expected to be at practice on time. **Unexcused tardies** to practice will result in extra duties assigned by the coach. Excused tardies for academic reasons must be reported to the coach before the end of the school day. It is expected that athletes will make every effort to get extra help outside of practice time.
Athletes must be present at least ½ day at school on the day of a contest to participate. In the event of illness, injury or family emergency, athletes must notify the head coach as soon as possible. Where some exceptions may apply (e.g. school functions) only the athletic director, principal or his/her designee can make the decision of exemption.

Resolving Conflict between Athletics and other School Events
If an athlete is involved in other extra-curricular activities and a conflict occurs between practice, contest and performance, the following criteria will be used:

1. If a conflict occurs between an academic event and a practice, the athlete may choose to go to the academic event and the coach will record an excused absence.
2. If a conflict occurs between an academic event and a contest, academic events have precedence and the coach will record an excused absence.
3. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution

If a conflict occurs between a practice and contest or performance on the same day but at different times, all coaches and instructors involved will assist the student in developing a plan to solve the conflict. As soon as it becomes apparent that the conflict exists, it is the **responsibility of the student athlete** to notify the coach and instructor of the conflict.

Quitting/Dismissal From Team
Any athlete who **quits or is dismissed from** a team after **the first regular season contest** will be **suspended** from SHS Athletics and may not participate in the following season until the previous season has ended. For example, if a student is dismissed from a fall sport, they may not participate in practice or competition for a winter sport until the fall team has completed its season, to include team playoffs.
If the student athlete quits or is dismissed after only one regular season contest, the student athlete will be suspended for the **1st regular season contest** for the next sport season he/she participates. If the student is a two sport athlete in the next sport season, the penalty will apply to both sports.
If the student athlete quits or is dismissed any time after the second regular season contest, the student athlete will be suspended for the **1st quarter of regular season contests** for the next sport season he/she participates. If the student is a two sport athlete in the next sport season, the penalty will apply to both sports.
For instance, if a student athlete quits or is dismissed from basketball, he or she will not be eligible to try out for a spring sport until the basketball season is complete. If the student athlete makes the team for a spring sport they will then sit out the 1st quarter of regular season competitions of that sport season as a result of quitting or being dismissed from the previous team that he or she was a part of.
Students have **ONE** opportunity in their high school eligibility to rectify game suspensions due to quitting or being removed from a team under the following ***Character Development Plan***. Under this plan, the student will apply to the Athletic Director in writing to be accepted into the **CDP** program. To successfully complete the **CDP** program, the student must complete the following; *25 hours of Community Service at SHS* and *a ten minute presentation on a character topic* (both to be determined by the Athletic Director) to be presented to the Athletic Director and three head coaches at SHS. Upon the

Athletic Director's approval of the completion of the activities, the student will be reinstated to participate in the full regular season of their next sport season.

Sport Specific Rules and Regulations

A coach may have additional Rules and Regulations for a sport. These Rules and Regulations will be in addition to the SHS Athletic Policy.

Individual sport coaches retain full discretion on who is selected to participate as student athletes on their specific sports team.

From time to time, students request to participate in **two sports** during the **same season**. In this case, the parent/guardian of the student must meet with the head coach of both sports. If the two head coaches accept the request, the head coaches will draft a written agreement that must be signed by the parent/guardian, student and each head coach. The agreement will outline student expectations and associated consequences.

Integrity

Any athlete who displays unsportsmanlike conduct towards the opposing coach or the officials will receive a next contest suspension ***in addition*** to any High School League sanctions.

Transportation

Students are required to ride to the bus to each competition and may only be released to their parent or guardian with a signed statement. It is a coach's prerogative to require athletes to ride the bus home from athletic contests if he or she wishes to do so.

Student-athletes are expected to be picked up within 15 minutes of announced practice ending time. Consequences will be communicated between coaches and parents.

Appeals Process

If a head coach wishes to appeal a dismissal from a team, he or she may file a formal appeal in writing to the athletic director within 7 days of the dismissal. The athletic director will set up a meeting with the appeals committee which will be comprised of members appointed by the principal. The coach will explain the reasoning for the appeal in the meeting and then leave the meeting. The committee will determine whether or not to reinstate the athlete. If the principal deems a conflict of interest with any member of the committee in specific appeal, he will replace that member of the appeals committee at his/her discretion.

Personal Health Practices

Because of the tremendous physical and mental danger that drugs and alcohol hold for young people today, we feel that, as coaches, we must provide the leadership to our young athletes by setting high standards so they can avoid this problem. We will take a firm stand against illegal drug use, including anabolic steroids and alcohol use by teenagers. We will not tolerate their use, association with, or the advocation of their use by our athletes. This includes T-Shirts and clothing glorifying and advertising the use of drugs, alcohol, or tobacco products.

As coaches, we pledge to place your son or daughter in a wholesome environment. While we are not in the business of being police, and some abuses may go undetected, neither will we turn our heads and act as if there is no problem. We expect our athletes not only to refrain from alcohol and drugs, but also not to frequent places where teenagers and friends are committing illegal acts (alcohol is illegal for teenagers). If at any time the student misrepresents or dishonors himself, the school, or the team, punishment can be imposed by removal from the team. We hope that our athletes' parents will stand behind us to make sure their son or daughter keeps high standards that will bring honor and respect to them, their families and Seneca High School. The good reputation of a young person that has taken years to build can become a bad reputation in just a short time. We want to be not only good athletes and winners on the field but good citizens and winners off the field. Our athletes must have the intestinal fortitude to just say "no."

Academic All-Region

Academic All-Region is calculated and based on the traditional 4.0 grading scale during the season of participation. These guidelines are set by the Region and not by individual schools.

Student Accident Coverage

The School District of Oconee County provides student accident coverage to all students in kindergarten through 12th grade. It applies to accidents that happen on school grounds (during school hours) or at a school sponsored event. It is secondary coverage that begins after your primary insurance provider has processed the invoices. The coverage is intended to help with the deductible so it will not necessarily cover all remaining charges due to the provider. All remaining charges are the responsibility of the parent / guardian. Additional coverage options are available for purchase if interested. If you need additional information, please contact the front office of your child's school or Scott Orr at 864-886-4400 ext. 6115.

SCHOOL DISTRICT OF OCONEE COUNTY
414 South Pine Street, Walhalla, South Carolina 29691
www.sdoc.org

Dear Parents/Guardians,

Parental involvement is a key factor in a student's success in school. We value your input and interest in your student's educational experiences. It is our sincere hope that you will take advantage of the many opportunities to become engaged in activities in Oconee County Schools.

Communication to parents and guardians is fundamental to ensuring that families are knowledgeable about their students' progress. We hope this handbook provides valuable information for you about our school and district.

Just as important, though, is communication *from* parents and guardians. Let us know how we can meet your needs. Share with us your ideas about how we can continuously improve our schools. Like you, we want what is best for your child. Your ideas can help us provide the best school environment possible.

We appreciate your investment of time, energy, resources, and talent in Oconee County Schools. Thank you, too, for trusting us with your child's education.

Sincerely,

Michael Thorsland
Superintendent

The School District of Oconee County is an Equal Opportunity School System
District and Schools Fully Accredited by the Southern Association of Colleges and Schools