

SOUTH FLORENCE HIGH SCHOOL

**3200 South Irby Street
Florence, South Carolina 29505
Phone: (843) 664-8190 Fax: (843) 664-8184
www.fsd1.org/southflorence**

2009-2010



**NEAL VINCENT
PRINCIPAL**

STUDENT HANDBOOK BELONGS TO:

Name: _____

School of Study: _____

Counselor: _____

Assistant Principal: _____

FLORENCE PUBLIC SCHOOL DISTRICT ONE
319 South Dargan Street
Florence, South Carolina 29506
(843) 669-4141

ADMINISTRATION OFFICE

Mr. Larry L. Jackson, Superintendent

BOARD OF TRUSTEES

Mr. S. Porter Stewart, II, Chairman Mr. Thurmond Becote, Vice-Chairman
Ms. Pat Gibson-Hye, Secretary Mrs. Suzette L. Reynolds
Mr. Alexis D. Pipkins, Sr. Mr. M. Glenn Odom
Mr. Willard Dorriety, Jr. Mr. Jim Canup
Mr. D. Malloy McEachin, Jr.

SOUTH FLORENCE HIGH SCHOOL

Administration

Neal Vincent, Principal

Lisa Grice, Assistant Principal Carol Hill, SLC Facilitator
Charles Jackson, Assistant Principal Felix Jordan, Administrative Liaison
Kimberly Mack, Assistant Principal Steve Mumford, SRO
Jackie Shuler, Assistant Principal Mike Watts, Athletic Director

Guidance

Milton Gamble, Director

Linda Alford, Counselor Bryan DuBose, Career Specialist
Barbara Hicks, Counselor Joanne McPherson, WBL Coordinator
Angel Page, Counselor Nikki Jet, JAG Counselor
Radine Tate, Behavioral Specialist Jackie Blakely, Computer Operator
Beth Graham, Behavioral Counselor Diane Lee, Guidance Secretary
Bev McBride, Career Specialist Tammy Morris, Records Clerk

Secretarial Staff

Judy P. Hanna, Secretary Caroline Mills, Secretary
Alice Calcutt, Bookkeeper Beverly Rogers, Attendance Clerk
Robbin Clover, Clerical Assistant Holly Whitehead, Receptionist

Media Center

Linda Black, Media Specialist Dana Turner, Media Specialist
Dee O'Cain, Media Assistant

Support Staff

Deborah Hemingway, Cafeteria Mgr. Callie Williamson, Nurse
Pearlena Moses, Lead Custodian Hope Camper, Nurse

South Florence High School Telephone Directory

Athletics	664-8194	Band/Chorus	292-1575
Cafeteria	664-8196	Career Guidance	679-6761
District Office	669-4141	Florence Career Center	664-8465
Guidance Office	664-8197	Main Office	664-8190
Media Center	664-8192	NJROTC	664-8199
Nurse	664-2151	Transportation	679-6894

MISSION STATEMENT

The mission of South Florence High School is to prepare students to become responsible citizens and life-long learners who are high achieving.

VISION

In order to accomplish this mission, we envision a school that uses small learning communities to create safe, responsible, involved, supported, and challenged student and adult learners. We will celebrate our achievements and encourage active partnerships with families and the entire community. We will develop the resources and capacities of the school and its individuals in order to cohesively respond to the changing needs of students and the changing needs of society.

The educational process of teaching and learning will be based on respect, academic rigor, and individual self-directedness. In order to promote an effective learning environment, the teachers in the building will collaborate with others, strive to improve their teaching craft, and seek to better understand and support student learners. Interdisciplinary instruction will be valued as a way to reinforce learning. This includes an emphasis on technology and arts integration across the curriculum. The students, for their part, will realize their responsibility as contributing members of both the South Florence and global community. To that end, students will display a solid work ethic, a quest for scholarship, and a respectful attitude towards faculty, staff and their peers.

The adults in this building understand that work of this magnitude requires that we act as caring, reliable, open, and honest individuals and do our work competently in order to earn the trust of others. Working ethically with integrity is a non-negotiable.

SOUTH FLORENCE HIGH SCHOOL GOALS

1. Increase the number of students who graduate in four years.
2. Increase scores on standardized assessments (HSAP, EOC, AP, and SAT/ACT).
3. Increase number of students who pass the HSAP on the first attempt.
4. Increase number of students in Dual Enrollment/AP courses.
5. Increase opportunities for students to participate in service learning, career preparation and arts and technology-infused curriculum.

ALMA MATER

All hail to thee, our Alma Mater,
Guardian of our youth;
Your gold and blue shall lead us on
In honor and in truth.
Your wisdom gained shall be our guide
To conquer and prevail.
Sons and daughters sing,
South Florence High, all hail!

SCHOOL MASCOT

Bruin

SCHOOL COLORS

Columbia Blue and Gold

SCHOOL NEWSPAPER

What's Bruin

SCHOOL YEARBOOK

Ursa Major

SCHOOL LITERARY MAGAZINE

Ursa Minor

CURRICULUM INFORMATION

EARLY DISMISSAL/MINIMUM CLASS LOAD

1. Seniors must take a minimum of six (6) credit-bearing classes each year unless an early graduation application has been approved by the principal.
2. Students in grades 9-11 must take a minimum of seven (7) credit-bearing classes each year plus any required remediation in reading and/or mathematics.
3. Students who have early dismissal must leave the campus within **fifteen (15) minutes** after the ending of their last class or they will be written-up and/or assigned to study hall.

EXAMINATIONS AND TESTS

Cumulative examinations will be administered in all subjects at the end of each course. This exam grade will count 20% of the course grade. A teacher teaching a semester or year-long class may administer a nine weeks test at the end of the first and third nine weeks. The weight of the test cannot exceed 20% of the nine week's grade. For year-long classes, the teacher will administer a mid-course exam at the end of the first semester. The test will count 20% of the semester grade.

Students enrolled in Algebra 1, Algebra 1B, English 1, Physical Science, Biology and/or Applied Biology II, and US History will take a mid-course exam that will count 10% of first term grade. At the end of the course, they will take a state administered exam that counts 20% of their OVERALL grade. Students will not be eligible to exempt the state exam.

STUDENT EXEMPTION OF SEMESTER EXAMINATION (GRADES 9-12)

To promote and encourage academic performance in coursework and increase attendance and acceptable behavior, students in grades 9-12 who meet specified criteria may exempt exams.

Student eligibility will be determined two (2) days prior to the administration of the examination and must be based on course grades up to that point. Students exempt from examinations will report to areas designated by the principal during the examination period. A student, although eligible for exemption, can choose to take the exam

Students cannot exempt an End-of-Course (EOC) examination. Students enrolled in Algebra 1, Algebra 1B, English I, Physical Science, Biology and/or Applied Biology II, and US History will take a mid-course exam that will count 10% of first term grade. At the end of the course, they will take a state-administered exam that counts 20% of their OVERALL grade.

12th Grade Advisory

To exempt a quarter or semester examination, a student in a 12th grade advisory must meet all of the following criteria:

- A quarter average of 90 or higher in the subject
- No more than three (3) absences in the class per quarter *
- No out-of-school suspensions for the semester
- No in-school suspensions for the quarter of the exam

Semester Block – Underclassmen

Underclassmen taking semester block courses may only exempt an examination given at the end of the 2nd or 4th quarter. A student in the 9th, 10th or 11th grade advisory must meet all of the following criteria:

- A course average of 90 or higher in the subject
- No more than six (6) absences during a semester class or no more than three (3) absences during a quarter class *
- No out-of-school suspensions for the semester
- No in-school suspensions for the quarter of the exam

A/B Courses – 9th Grade

A student may exempt the exam given at the end of the course if the student meets all of the following criteria:

- A course average of 90 or higher in the subject
- No more than six (6) absences during the course *
- No out-of-school suspensions for the year
- No in-school suspensions for the semester of the exam

* Absences include all general and medical absences.

MAKE-UP WORK

All work missed due to an absence must be made up within five (5) school days as scheduled by the teacher(s). If a student has more than one graded assignment to make up, the student and teachers will agree on a schedule. Failure to make up the assignment will result in a zero for the work.

1. A student signing out of school prior to a scheduled graded assignment must make up the work the day he/she returns to school unless otherwise assigned by the teacher(s).
2. A student signing into school after a scheduled graded assignment must make up the assignment that afternoon unless otherwise assigned by the teacher(s).
3. A student absent all day due to a school-sponsored activity must make up a scheduled graded assignment the next day. If the absence is for part of the school day and the student returns prior to 3:15 p.m., the assignment must be made up that afternoon unless otherwise assigned by the teacher(s).

4. A student absent the day prior to a scheduled test will take the test on the scheduled day unless new material was covered on the day of absence. The student will then make up the test the following day.
5. A student absent on the day of a previously scheduled book report, paper, etc., must make up or turn in the assignment upon the return to school.

NOTE: In all cases, extenuating circumstances should be taken into consideration by the teacher(s) and they should consult with the principal as needed.

REPORT CARDS AND INTERIM REPORTS

Report cards are issued each nine weeks. The dates for 2009–10 report cards are October 26, January 19 and March 25.

Interim reports are used for progress reports in the middle of a nine weeks' period. These reports will be issued in 2009–10 on September 17 (A), September 18 (B), November 19 (A), November 20 (B), February 15 (A), February 16 (B) and April 26 (A), April 27 (B).

RETAKE A COURSE

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. The student's record will reflect all courses he or she has taken and the grades he or she has earned.

The student may retake the course either during the current school year or during the next school year but no later than that second year. In addition, the student must retake the course before he or she has enrolled in the next sequential course (unless the student is granted approval by school administration to do so).

A student who has taken a course for a Carnegie unit prior to his or her ninth grade year may retake that course regardless of the grade he or she has earned. In such a case, only the retake grade will be used in figuring the student's GPA, and only the retake attempt will show on the transcript.

This rule will apply whether the retake grade is higher or lower than the grade the student previously earned.

WITHDRAWING FROM A COURSE

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

Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the F (as a 61) will be calculated in the student's overall grade point average.

The three, five, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by administration. Withdrawal limitations for distance learning courses will be established by the district.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:

- The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
- The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 61.

If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 61.

TEXT BOOKS

Textbooks issued to students will be checked out using the State Textbook Management System. Each book has a state or locally generated barcode that will be associated with a student's SASI number once checked out. Students are responsible for turning in the books that are **checked out to them**. If a book is lost or stolen, the student must pay for it. Damaged books will also be assessed at the student's expense. All books must be returned in good condition or paid for at the end of the year.

SOUTH FLORENCE GUIDANCE

The Guidance Department offers each student an opportunity to get individual help. The department consists of trained counselors who are interested in and understand the needs and problems of the students.

Difficulties arising from schoolwork, social adjustment, home relationships, etc., can often be worked out between counselor and student. Through the gathering and organization of information about each student, and with the cooperation of the home, it is possible for the counselors to assist the students in making school experiences more meaningful and beneficial. Feel free to contact counselors, especially during independent study time, according to established school procedure. Guidance counselors are available from 8:00 a.m. to 4:00 p.m.

CLASS RANKINGS

Beginning with the graduating class of 2001 and thereafter, the State grading scale and class rank system will be implemented.

Courses carrying Carnegie units will use the numerical grades and assigned weighting for course levels.

The conversion scale will be used on transcripts received from in-state non-public schools and out-of-state schools.

GRADE/PROMOTION REQUIREMENTS

Beginning with the ninth grade class of 1997-98 (Class of 2001), and thereafter, students properly in membership must meet the following promotion requirements:

1. To be promoted to the **tenth grade**, a student must have earned at least five units. These units must include one unit in English, one unit in mathematics and three other units.
2. To be promoted to the **eleventh grade**, a student must have earned at least eleven units. These units must include two units in English, two units in mathematics, one unit in science, one unit in social studies, and five other units. A student will not be promoted from ninth to eleventh grade unless the student was retained in ninth grade previously.
3. To be promoted to the **twelfth grade**, a student must have earned at least sixteen units and be able to earn the appropriate units for graduation by the end of the regular school term.

A student who declares intent to earn six or more units in a specific service occupation area will be eligible to waive one of the required science units.

HONOR GRADUATES

The following assumes a student earns the minimum grade at the lowest level numerically according to the weighted scale.

	Single Cord	Double Cord	Board of Trustees
CP/TP	85 = 3.00	94 = 4.00	97 = 4.50
Honors	81 = 3.00	89 = 4.00	93 = 4.50
AP/IB	77 = 3.00	85 = 4.00	89 = 4.50

RANGE OF WEIGHTS

Single Cord	3.00000 – 3.99999
Double Cord	4.00000 – 4.49999
Board of Trustees	4.50000 – 5.87000

HONOR ROLL

According to Florence District One Policy, all subjects count for honor roll. High school Honor Roll is determined as follows:

Category I - All "A's"

Category II - GPA of 3.00 - 3.99 (4.0 Scale) with no grade lower than "C."

SENIORS MARCHING/GRADUATION

While participation in graduation exercises is an optional activity, it is one that is traditionally desired by the majority of seniors as the highlight of their high school careers. Since graduation marks the end of a student's tenure in high school, the school mandates that all requirements for a diploma/certificate be completed before the day of graduation. Anyone who is unable to complete his high school requirements before the date of graduation will not be allowed to participate in the graduation ceremony. All students who participate in graduation must wear a cap and gown.

STANDARDIZED TESTING

HIGH SCHOOL ASSESSMENT PROGRAM (HSAP) - Beginning in the Spring 2004, HSAP tests will be administered to the following public school students: students who are in the second year of high school after their initial enrollment in ninth grade; students who skipped the ninth grade and who are now in the second year of high school. The HSAP will be administered in the fall and in the spring.

SCHOLASTIC ASSESSMENT TEST (SAT) – The College Entrance Examination Board's Aptitude Test is a three-hour test designed to measure the verbal and mathematical abilities of candidates for college admission.

South Florence school code number for testing is **410755**.

The following dates are the SAT testing schedule for 2009-2010

October 10, 2009

November 7, 2009
December 12, 2009
January 23, 2010
March 13, 2010
May 1, 2010
June 5, 2010

The SAT is administered locally at West Florence High School, with the exception of the June administration, which is given at Wilson High School.

AMERICAN COLLEGE TESTING – The ACT test assesses high school students' general educational development and their ability to complete college-level work. The ACT is 2 hours and 55 minutes with tests in English, math, science and reading.

ACT Testing Dates for 2009-2010:

September 12, 2009
October 24, 2009
December 12, 2009
February 6, 2010
April 10, 2010
June 12, 2010

The ACT will be administered at West Florence High School.

PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT) – The Scholarship Qualifying Test aids students planning to go to college, and it serves as the qualifying test for scholarships awarded by the National Merit Scholarship Corporation. This test is available to students in grades 10 and 11. Students are eligible for the National Merit Scholarship as juniors. The test date is Wednesday, October 14, 2009.

SCOIS

SCOIS: The South Carolina Occupational Information System is designed for Career and Post-Secondary exploration, interest and skill assessments connecting to Career clusters and/or occupations, skill development and academic planning. Students may link to SCOIS using Quick Links on the SF website or <http://community.coin3.com/login>.

User name: Ten digit SUNS number (SC state Identification number)

Password: same as user name.

Site ID: sc16692

Please see a Career Specialist or your guidance counselor if you do not know your SUNS number.

SCHOOL RECORD

Each student is constantly accumulating a personal record. This record begins with the reports of your grade school work and each year your high school work is added. After graduation, your cumulative record is filed in the office where it is consulted when employers or college officials request information. The record contains the following information:

1. Attendance
2. Grades
3. Discipline
4. Extra-curricular activities
5. Letters to and from parents
6. Health record
7. Interest inventory
8. Photographs
9. Mental maturity scores
10. Standardized achievement test scores

TRANSFERS AND WITHDRAWALS

If a student drops out or transfers to another school, he/she must obtain a clearance from the guidance office and clear all the items listed. If these are not completed, the incomplete clearance form is filed with the permanent record and no release of information will be given until all obligations are met.

GRADUATION REQUIREMENTS

- A. To qualify for a State High School Diploma, a student must earn a total of 24 units of credit in state approved courses distributed as follows:

	UNIT REQUIREMENTS
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
U. S. History and Constitution	1.0
Economics	0.5
U. S. Government	0.5
Other Social Studies	1.0
Physical Education or Junior ROTC	1.0
Computer Science	1.0
Foreign Language or Occupational Education	1.0
Electives	<u>7.0</u>
TOTAL	24.0

B. OTHER REQUIREMENTS:

1. For a student in a College Prep program to meet the state high school diploma requirements, one unit must be earned in a foreign language (most four-year colleges/universities require at least two units of the same foreign language).
2. To be Tech Prep completer, four sequential units in an occupational specialty must be earned.
3. To be eligible for the Life Scholarship you must have a GPA of 3.0 and a SAT of 1100 or ACT of 24.

As you make career plans be sure to check with your two or four-year colleges for specific entrance requirements.

Athletes should check NCAA requirements to ensure college eligibility.

Grade Point Conversion Chart

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

GENERAL INFORMATION

ADVISORY

All students are required to attend advisory when scheduled. Cutting will result in disciplinary action being taken. Any students who arrive after advisory must sign in at the attendance office.

BELL SCHEDULE

First bell rings at 8:15 and again at 8:25

PERIOD	CLASS	LUNCH	CLASS
1A/1B	8:30 – 10:15		
2A/2B	10:20 – 11:50		
3A/3B	11:55 – 1:50		
First Lunch		11:55 – 12:20	12:25 – 1:50
Second Lunch	11:55 – 12:25	12:25 – 12:50	12:55 – 1:50
Third Lunch	11:55 – 12:55	12:55 – 1:20	1:25 – 1:50
Fourth Lunch	11:55 – 1:25	1:25 – 1:50	
4A/4B	1:55 – 3:30		

ADVISORY BELL SCHEDULE

First bell rings at 8:15 and again at 8:25

PERIOD	CLASS	LUNCH	CLASS
Advisory	8:30 – 9:10		
1A/1B	9:15 – 10:30		
2A/2B	10:35 – 11:50		
3A/3B	11:55 – 1:50		
First Lunch		11:55 – 12:20	12:25 – 1:50
Second Lunch	11:55 – 12:25	12:25 – 12:50	12:55 – 1:50
Third Lunch	11:55 – 12:55	12:55 – 1:20	1:25 – 1:50
Fourth Lunch	11:55 – 1:25	1:25 – 1:50	
4A/4B	1:55 – 3:30		

EARLY DISMISSAL BELL SCHEDULE

Early Dismissal Dates: Sept 4, Oct 20, Mar 19, Apr 30

First bell rings at 8:15 and again at 8:25

PERIOD	CLASS	LUNCH	CLASS
1A/1B	8:30 – 9:25		
2A/2B	9:30 – 10:25		
3A/3B	10:30 – 12:25		
First Lunch		10:30 – 10:55	11:00 – 12:25
Second Lunch	10:30 – 11:00	11:00 – 11:25	11:30 – 12:25
Third Lunch	10:30 – 11:30	11:30 – 11:55	12:00 – 12:25
Fourth Lunch	10:30 – 12:00	12:00 – 12:25	
4A/4B	12:30 – 1:30		

CHANGE OF ADDRESS

Please notify the Guidance Office of any change of address or telephone

number.

CLEARING THE BUILDINGS

For cleaning and security reasons, among others, it is important that students clear the buildings by 3:40 each day. Students should establish daily prearranged times for transportation so they will not need to use the phone. Only students who are in a classroom under the supervision of a teacher are allowed to remain past 3:40 p.m. No students should re-enter any building after this time without permission. Students who choose to disregard this request will be punished appropriately.

CONSENT TO BE SEARCHED

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

DELIVERIES

Florist and balloon deliveries will not be accepted for students at South Florence High School.

PUBLIC DISPLAY OF AFFECTION (PDA)

Any outward display of affection has no place in the school program. Holding hands will be permitted, but any other show of affection will not be permitted. Students who violate this rule should expect disciplinary action.

ELECTRONIC DEVICES

Radios, CD player, iPods, MP3/4 players, etc. are not permitted in the school at any time. Special permission will be granted when they are needed for instructional purposes. South Florence High School assumes no responsibility for any loss or theft of these devices.

ELEVATOR USE

Elevators are not for student use unless the student has written administrative approval. If a student has a documented medical need to utilize the elevator, he or she should see an administrator to obtain an elevator pass.

FIRE DRILLS

At least once a month, a fire drill will be conducted. During the fire drill, students are to walk, accompanied by the teacher, to a specified area. Students should leave the school in an orderly manner with no talking. Each classroom is provided with a diagram showing the route the students will use.

FOOD AND DRINKS

No food or drinks will be allowed in the hallways, classrooms, gym, etc. These items should be consumed in the Commons Area.

HALL PASSES

Students are not permitted out of class (hallway/restroom/commons/mall area) without a pass signed by the teacher of the period, giving the date, time, and destination. Students are expected to go directly to the destination and return to the classroom without detours.

HEALTH ROOM

The health room is for students who become ill during the school day and is supervised by the school nurse. A student must have a pass from a teacher to be admitted to the health room. A student may receive permission to remain in the health room for a maximum of thirty (30) minutes, after which he/she must either return to class or be signed out by a parent or guardian.

ID BADGES

All high school students in Florence District One are furnished with ID badges and are **required** to appropriately wear them at all times during the school day. Students who lose their badges may obtain new badges for \$6.00 in the Main Office before school and at lunch. Penalties for failure to properly wear ID's are specified in the Pupil Discipline Code. ID badges are required to purchase cafeteria items, to check out library materials and textbooks, as well as for admission to certain school functions. Students must use their individual ID's for all transactions. Improper use of student ID's may result in disciplinary action.

LOCKERS

South Florence has approximately 380 lockers located on the 100 Hall. Lockers will be rented to students on a first-come-first-served basis. Students are requested to be careful in their use of lockers and not to place any valuables in them. Doors should be closed quietly and not slammed. Report any problems with lockers to main office. Lockers are the property of the school. According to South Carolina law, school officials have the authority to open and search any locker for the protection and safety of students. Periodic locker checks will be conducted. Books left in lockers at the end of the year will be returned to the book room and charged against (not credited to) students.

RESTROOMS

Restrooms should be kept clean. School policy prohibits loitering in or near restrooms.

SCHOOL CLOSING

In case of severe weather, the official announcements for school closings may be heard over local radio and television stations. Do not call the school or principal.

SEXUAL HARASSMENT

Sexual harassment is discrimination in which someone is treated differently because of his/her sex. Sexual harassment involves behavior or words that: 1) are directed at a person because of his or her sex, 2) are uninvited, unwanted, and unwelcome, 3) cause a person to feel uncomfortable or offended, 4) create an environment that makes learning difficult, and 5) may be repeated or may be

very offensive on a one-time basis.”

Sexual harassment will not be tolerated at South Florence High School. Such offenders will be disciplined accordingly by the administration.

SLEEPING IN CLASS

Students are expected to remain in an awake posture (sitting up, attentive) while in class. Students who sleep in class should expect disciplinary action.

STOP CARDS

Students are expected to clear their financial obligations. Students who fail to pay their debts will not receive official records or participate in graduation until all debts are cleared.

TELEPHONE

School telephones are for school business and emergencies only. Students may use either of the two designated phones for their personal calls. One is in the mall area; one is in the Main Office. Misuse of these phones may cause a student to be denied phone privileges. Cell phone use is not allowed on campus.

VISITORS

To eliminate disturbances in the instructional program, students may not entertain visitors during school hours. Students are not permitted to sit in parked cars at any time during the day and/or visit with non-students in cars. **All visitors must sign-in at the front desk immediately upon entering the campus.**

ATTENDANCE

LOSS OF YEAR/SEMESTER LONG COURSE CREDIT: Florence School District One's attendance policy prohibits students at South Florence High School from receiving course credit if they have more than six general absences and six medical absences.

STUDENTS ARE LIMITED to six absences with a doctor's excuse and six absences of any other kind (e.g. absences with parent notes, out-of-school suspensions and unexcused absences).

NINE-WEEKS COURSE CREDIT LOSS: Students are limited to three absences with a doctor's excuse and three absences of any other kind.

EXCUSES: Written excuses - either from a parent or a physician - are required for all absences, INCLUDING LATE SIGN-INS AND EARLY SIGN-OUTS. Written excuses must be submitted within three days of the student's return to school. Students must bring written excuses from parents or a health practitioner for all absences. Excuses must be provided to the school within three days of the students' return to school.

School principals have the authority to approve students' absences for school sponsored/approved extra-curricular events. In these cases, students shall be counted as present.

No student will receive an excused absence for a regular season inter-scholastic athletic event or practice. For tournaments or play-offs, students may miss class, with the principal's approval, in order to participate in play-offs or tournaments.

Students may be excused for recognized religious holy days. These days will be included within the six absences. No student will be denied course credit, promotion, or exam exemption because of absences due to recognized religious holy day.

TRUANCY: Excessive unexcused absences can lead to juvenile proceedings in Family Court on Truancy charges. Truancy is unlawful absence and will not be tolerated. Students who are absent without parental knowledge or for unacceptable reasons will be subject to appropriate disciplinary action, including referral to Family Court. When students have three consecutive or a total of five unexcused absences, the school will contact parents and develop a plan for improving attendance.

APPEALS: Students who have exceeded the absence limit may appeal their loss of credit at the end of the semester or school year IF their absences are due to extreme hardship or unusual circumstance. If you have any questions, please contact the attendance clerk.

HOMEBOUND INSTRUCTION: Students with illnesses resulting in confinement to the home or hospital for five (5) consecutive days or more should apply for homebound instruction. Applications are available in guidance or Room 110, Poynor Building, 301 South Dargan Street.

Homebound students may not attend work, part days of school, or school functions during the time they are receiving homebound instruction.

ATTENDANCE RECOVERY CLASS

Attendance Recovery is a voluntary class after school on Tuesday, Wednesday and Thursday from 3:45 – 4:45 for students who have missed over the allowed number of days for course credit. Each 60-minute segment will count as a make-up day for one class period. Students can make up as many as 4 periods in each of their classes in the course of one year. Students must provide their own transportation home.

SIGN INS

Students arriving late, but before 9:00 a.m., should report directly to their first class and will receive a tardy notice. **Students arriving after 9:00 a.m. must be signed in by a parent or responsible adult authorized by the parent who is**

listed on the yellow card - after 9:15 this will be marked as an absence. Any student arriving after the tardy bell will be given a tardy notice, according to the Pupil Discipline Code.

SIGN OUTS

Florence District One policy provides that students may not be dismissed early from classes unless a parent or responsible adult authorized by the parent, that is listed on the students yellow card, reports to the school to sign the student out. Therefore, no telephone sign outs will be accepted except in case of serious emergency approved by the principal. In order to prevent disruptions to the instructional program, students may only be signed in or out between classes.

EARLY DISMISSAL

Students who have early dismissal must leave the campus within **fifteen (15) minutes** after the ending of their last class or they will be written-up and/or assigned to study hall.

LEAVING SCHOOL

After being on school grounds or property (including buses), students are not permitted to leave without authorization from the principal or signing out properly through the attendance office. Students who sign out and return to school must sign in through the attendance office.

TARDIES TO CLASS

Ample time is allowed for students to get from one class to another. Punctuality and dependability are vital parts of the educational process. Therefore, at each change of class, a student not in the classroom when the bell rings will be given a discipline referral for tardiness.

PRESENCE ON SCHOOL GROUNDS

It is unlawful for any non-student to be on school grounds at any time without permission from the principal. Visitors must report directly to the front desk to state their business and to receive a visitor's pass.

STUDENTS WHO ARE ABSENT OR SUSPENDED ARE NOT TO BE ON THE SCHOOL PREMISES WITHOUT PERMISSION FROM THE PRINCIPAL.

Southside Middle School and the Florence Career Center are off-limits except for students who have a class at the career center for that period or the corresponding changing of class. Students on these campuses without permission will be charged with trespassing. (See Discipline Code.)

TRANSPORTATION

BUS STUDENTS

Students must remember that school buses are a part of school, and all school

regulations are in effect for students on the bus. Each student is assigned to a specific bus. No student is allowed to change this bus assignment. Only the bus supervisor can change bus assignments. Students who need to ride a different bus on a temporary basis must bring a written note from a parent stating the need for the change, and the note must be approved by an administrator before boarding the bus.

Students who ride buses are reminded to wait in the designated area. If the bus rider leaves the fenced-in waiting area for any reason, he/she will be denied the privilege of riding the bus and someone will have to come to pick up the student.

CAR RIDERS

Car riders are to wait in the Howe Springs parking area to be picked up each afternoon. Rides should be here by 4:00 PM. No students should be waiting in the area in front of the gym in the afternoons.

PARKING

Student parking is provided, and students wishing to drive to school must purchase and display a current parking permit at the cost of \$15.00. The parking permit allows a student to park in either of two student parking lots, the Howe Springs Road area (early dismissal seniors only) or gym parking areas. All students driving on campus are subject to district parking and driving regulations. (See Discipline Code for details.) The school is not responsible for any damage or theft to vehicles parked in school parking lots. According to South Carolina law, all vehicles operated on campus are subject to search by school officials and law enforcement.

LIBRARY/MEDIA CENTER

The library is open to students before and after school. All students are encouraged to use the resource center and to check out materials. Library materials may be checked out for a period of three weeks and may be renewed for another three week period if desired. A dime per day is charged for a book that is overdue. Reference books, excluding encyclopedias, may be checked out overnight. Twenty-five cents per period will be charged for reference books that are overdue. Damage beyond reasonable wear shall be paid by the borrower. The library/media center is fully computerized, and students are encouraged to take full advantage of the facilities and services provided. A valid South Florence ID badge is required to check out media center materials.

USE OF SCHOOL COMPUTERS AND THE INTERNET

Students and their parents must have a signed acceptable use agreement on file at the school to use a school computer to access the Internet.

The Internet user should be made aware that there are web sites and pages which may contain:

- Objectionable material-obscene, vulgar, profane language, pictures, etc.

- Harassing Communication – “hate” speech, e-mail, etc.
- Illegal activities – advocate criminal acts, violence, drug use, etc.
- School/District policy violations – advocate tobacco use, cheating, etc.
- Commercial solicitation
- Political solicitation
- Copyrighted material
- Inaccurate information

Other important considerations in using the Internet:

- Prolonged use or improper posture could cause physical problems (eyestrain, carpal tunnel syndrome, etc.)
- There should be no assumption of privacy or confidentiality.
- Students will not give out their names, addresses, etc.
- Laws regarding defamation, libel, etc. apply to Internet use.
- Students should not be allowed to set up individual e-mail accounts or participate in chat rooms.
- As with all school activities, teachers have a duty to monitor and supervise Internet use by students.
- Prior to access, all students and parents will be required to read and sign an Acceptable Use Policy (AUP) which addresses areas such as the following:
 - Equipment is for instructional (school) use only
 - Any inappropriate or misuse will be addressed
 - Schools are required to report all criminal activities

Remember:

- Computer use is a privilege and can be revoked
- School computers and the time students are allowed to use them “belong” to the school and can be regulated.

Students who violate the AUP may be expelled (See Discipline Code).

SCHOOL CLUBS AND ORGANIZATIONS

Any school-sponsored activity must be supervised by a member of the faculty and is under the same rules of conduct and regulations that are normally observed at school. All school-sponsored activities must have explicit approval of the principal.

Student involvement in clubs and organizations is a vital component of a high school career. South Florence offers the following activities:

ACADEMIC QUIZ TEAM

The Academic Team participates in the district's Scholastic Search, the Pee Dee Education Center's Academic Challenge programs and Newberry College Academic Tournament. To be on the Academic Team, you must have teacher recommendations and a commitment to practices and working as a team.

BAND COLOR GUARD

Working with the Marching Band, this group performs flag routines at all home football games. Attendance at summer and after school practice is required. The band director conducts auditions for members each spring.

BETA CLUB

The BETA Club is a service club affiliated with the National BETA Club. Special projects include raising money for the March of Dimes, volunteering at the Florence Human Society and at the Children's Miracle Network. This club is open to all sophomores, juniors and seniors who have a GPA of 4.0 and no OSS, ISS or record of expulsion.

CHEERLEADERS

Cheerleaders promote school spirit, inspire sportsmanship, and represent South Florence at athletic events. Please see the cheerleader sponsor for specific rules and requirements.

CHINESE CLUB

The Chinese Club offers students the opportunity to explore the culture of China outside the classroom.

CHESS CLUB

Students have the opportunity to learn and practice chess skills and strategies as members of the Chess Club.

CHORALIERS

Choraliers are a vocal performance ensemble. The Choraliers perform for civic organizations, schools, community and churches in the area. Members must pass vocal auditions which are held in late spring of each year. Choraliers may receive honors course credit as a member of the advanced chorus.

CIVINETTES

This is a service organization open to girls in grades 9-12. Members are expected to attend monthly meetings and participate in school, district, and international events. Civinettes are affiliated with the Palmetto Civitans and Civitans International. Dues will vary from year to year.

DRAMA CLUB

The Drama Club members attend plays as well as help with any school plays. Drama Club is for any student who is taking drama in the current school year or who has taken drama before in high school.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

FILM CLUB

The Film Club is designed to give students the opportunity to analyze, explore and appreciate the language and message of film art.

FRENCH CLUB

The French Club offers students the opportunity to explore the culture of France and other francophone countries outside the classroom. Members attend monthly meetings and any student enrolled in a French class may join the club. Dues vary from year to year.

GOSPEL CHOIR

This group performs at special events throughout the school year. Members are selected by faculty, and applications can be obtained from Mrs. Smith and Mrs. Diggs.

INTERACT

Interact is a service club sponsored by the Rotary Club of Florence that promote giving to needy families, honoring the elderly and educators. To join this club, a student must maintain at least a C average and show evidence of leadership and school involvement.

JUNIOR CIVITAN

Junior Civitan is a "service club for youth" tailored specifically for training young people to become "Builders of Good Citizenship" in the home, the school, the community, and the nation. Its purpose is to develop initiative and leadership, to encourage youth to live a fuller life enriched by unselfish service to others, and to give primacy to daily living of the Golden Rule in all human relationships by precept and example. In order to join the club, a student must show a willingness to serve the school and the community.

KEY CLUB

Key Club is the oldest and largest service program for high school students.

What makes Key Club so successful is the fact that it is a student-led organization that teaches leadership through serving others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities.

LIVE GREEN CLUB

The Live Green Club is designed to encourage students and faculty to take responsibility for their world by recycling and conserving the earth's energy and resources.

MARCHING BAND

The "Marching Bruin" Band performs at football games, pep rallies, parades, contests, and special community functions. Members must audition and must be enrolled in a band class.

MARSHALS

Marshals serve as ambassadors, escorts, guides, etc., at various school functions throughout the year. Academically, they are the top 18 rising seniors and are selected each spring.

MATH QUIZ TEAM

The Math Club involves all grade levels in testing, contests and competition within the school, local contests and state testing. The students learn about different programs to enhance their math awareness and knowledge.

NATIONAL ART HONOR SOCIETY

NAHS is designed specifically for high school students in grades 9-12. In 1978, the National Art Education Association (NAEA) began the National Art Honor Society (NAHS) program specifically for high school students, for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art.

NATIONAL HONOR SOCIETY

South Florence National Honor Society is affiliated with NHS chapters in all fifty states. Students are recognized for their accomplishments in scholarship, leadership, character, and service. Members participate in projects to foster personal development to improve SFH and the community, and to promote the ideals of NHS. Students with a GPA of 4.0 or higher at the end of the previous school year will receive a letter of invitation during the first nine weeks to apply for membership into the Margaret Edwards Chapter of the South Florence High School National Honor Society.

NJROTC

The NJROTC teams, which consist of the Armed Drill Team, the Unarmed Drill Team, Color Guard, and the Academic Team, compete with other NJROTC teams, march in parades, and participate in school sporting events. The cadets participate in both school and community activities such as "Special Olympics," "Ed Op Day," and the Diet Pepsi Run. Membership is based on the same

academic requirements as the sports team, plus aptitude requirements set by a Naval Science Instructor.

SIGMA BETA CLUB

The Sigma Beta Clubs' four major principals of focus are on Culture, Athletics, Social and Educational needs. The Sigma Beta Club offers our membership a unique opportunity to develop values, leadership skills and social/cultural awareness in our youth during their developmental years.

SPANISH CLUB

The Spanish Club is designed to instill a greater appreciation for Hispanic culture. Members are involved in several service projects such as the "adoption" of Hispanic children through the Christian Children's Fund and helping local migrant families. Meetings are held once a month for one-half- hour. Members must be enrolled in Spanish class to be a member of the Spanish Club.

STEP TEAM

One of the most popular clubs at South Florence, this group choreographs and performs innovative routines at Pep rallies and other special occasions. Members are selected by faculty, and applications can be obtained from Mrs. Smith and Mrs. Diggs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The purpose of this organization to cooperate with the school administration in establishing and upholding standards of honor, in promoting worthy activities, and in creating respect for high attainments; to encourage, develop, and extend opportunities for student responsibilities; to stimulate interest and participation in all student activities; and to further good citizenship on the part of the students of the school by fostering sentiments of law and order and developing appreciation of membership in a democracy by providing the responsibilities and privileges for participating in such a democracy in school.

TRI-HI-Y

Members of TRI-HI-Y participate in school, community and YMCA functions and are taught strong values. Membership is open to all tenth, eleventh, and twelfth grade girls who are willing to attend the required meetings and activities. Members help with fund raisers and group projects.

URSA MAJOR

Ursa Major is the yearbook for South Florence High School. It reflects the happenings of the school year. The staff for *Ursa Major* attends camp for four days each summer to learn how to produce a high quality yearbook. Interested students should have a high interest in journalism and be able to write clear, concise, and graceful sentences.

URSA MINOR

Ursa Minor is a literary magazine published by students at South Florence who

are interested in creative writing and journalism.

WHAT'S BRUIN

The SFHS student newspaper is a member of several national and state organizations whose purpose is to provide a voice for student events, achievements, news, and opinions about school, local, national, and world events.

YOUTH IN GOVERNMENT

The YMCA sponsors this national organization. It is based on the state legislative and judicial system. Students attend statewide meetings in Columbia where they utilize the expertise they have gained during their weekly meetings.

ATHLETICS

The South Florence Athletics Department offers the following teams:

Baseball	Softball
Basketball	Swimming
Cross Country	Tennis
Football	Track
Golf	Volleyball
Soccer	Weightlifting

See Coach Watts, Athletic Director, for additional information regarding the athletic program.