

A National Blue Ribbon School of Excellence



T.L. HANNA HIGH SCHOOL

2600 Highway 81 North, Anderson, South Carolina, 29621 • (864) 260-5110 • Anderson School District Five

STUDENT HANDBOOK 2016-2017

This publication, along with the Anderson School District Five Student Code of Conduct and Anderson School District Five Board of Trustee Policies, contains all pertinent policies and rules relevant to Anderson Five students.

IDENTIFICATION BADGES

Students are required to possess identification badges on school grounds. One ID badge is given to each student free of charge. Students may purchase additional badges for \$5 and one day temporary IDs for \$1. Students will not be able to attend class unless they have proper IDs. The ID should not be defaced and it should reflect the current school year on the front. Students are not permitted to wear other students' IDs. Students should be able to present an ID upon request. Students desiring to purchase a meal must present their identification badge. Failure to do so will require the student to acquire a new badge before purchasing a meal.



SCHOOL COLORS:
BLACK, VEGAS GOLD,
AND WHITE

SCHOOL MASCOT:
YELLOW JACKET

SCHOOL SLOGAN

The High School of Excellence

CAFETERIA PROCEDURES/FOOD AND DRINK

Students are permitted food and drink in the mall/cafeteria area only. The cafeteria is operated primarily for students, so no one is permitted to leave campus for lunch. Students who bring lunch must eat in the school cafeteria. No food or drink is to be carried from the mall area/cafeteria. In the cafeteria, no food may be on carpeted areas. Students will be issued I.D. cards which are required in order to purchase a meal. Students should bring correct change and pay cash for lunch. **Students will eat lunch at the cafeteria tables and designated areas only.** All trash must be properly disposed of after students eat lunch. Failure to do so will result in disciplinary action. **Students and parents/guardians are not permitted to order food from outside vendors and have it delivered to the front office.**

The only food/drink permitted in classrooms is bottled water that can be sealed.

HALL PASSES

A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has an official hall pass from an authorized staff member. Students will be considered tardy, absent, or out of area if they do not have a teacher's permission to be out of class and will be subject to disciplinary action.

MISSION

To educate students who are college and career-ready and will positively contribute to an ever-changing world.

VISION

Excellence in teaching and success in learning

SCHOOL PUBLICATIONS

Yearbook: *Tidings*
Literary Magazine: *Wit and Wisdom*

ALMA MATER

*Rising midst the golden cornfields
Grandly to the view,
Reaches our dear Alma Mater
Proudly to the blue;
Swell the chorus ever louder,
Full of cheer and joy;
Hail to thee, our Alma Mater,
T.L. Hanna High.*

GRADE CLASSIFICATIONS

• **9th Grade:** A student entering high school for the first time is considered a ninth grader.

• **10th Grade:** To be classified as a sophomore, a student must have earned minimum of 5 units of credit, including 1 English unit, 1 math unit, 1 science unit, and 2 additional units.

• **11th Grade:** To be classified as a junior, a student must have earned a minimum of 11 units of credit, including 2 English units, 2 math units, 1 science unit, and 6 additional units.

• **12th Grade:** To be classified as a senior, a student must have earned a minimum of 16 units, 3 English units, 3 math units, 2 science units, and 8 additional units.



A 2016 U.S. News and World Report "Best High School" Silver Award Winner

T.L. HANNA BELL CLASS SCHEDULE 2016-2017

Lunch 1		
8:20	9:50	1 st Block
9:45	SW students released to buses	
9:50	10:10	Advisory
10:17	11:50**	2 nd Block
12:00	12:25	First Lunch
12:30	2:00	3 rd Block
2:07	3:40	4 th Block

Lunch 2		
8:20	9:50	1 st Block
9:45	SW students released to buses	
9:50	10:10	Advisory
10:17	11:50**	2 nd Block
12:00	12:45	3 rd Block Part 1
12:45	1:10	Second Lunch
1:15	2:00	3 rd Block Part 2
2:07	3:40	4 th Block

Lunch 3		
8:20	9:50	1 st Block
9:45	SW students released to buses	
9:50	10:10	Advisory/Travel
10:17	11:50**	2 nd Block
12:00	1:30	3 rd Block
1:30	2:00	Third Lunch
2:07	3:40	4 th Block

SWAA Schedule		
8:25	9:45	1 st Block
9:50	10:05	Travel
10:10	11:30	2 nd Block
11:35	12:15	Travel Lunch
12:20	1:40	3 rd Block
1:45	2:00	Travel
2:05	3:25	4 th Block

AVCC Schedule		
8:25	9:55	1 st Block
10:00	11:30	2 nd Block
11:35	12:20	Travel Lunch
12:25	2:00	3 rd Block
2:00	3:30	4 th Block

* A student's lunch is determined by the third block class location.

Board of Trustees

- ♦ Mr. Rick Bradshaw, Chair
- ♦ Mrs. Ann Huitt, Vice Chairman
- ♦ Mr. Sandy Addis
- ♦ Mr. Jay Blankenship
- ♦ Rev. Johnny Donald
- ♦ Mr. John Griffith
- ♦ Mr. Harold Kay
- ♦ Mr. Tommy Price
- ♦ Mr. Paul Zugg

District Office Administration

- ♦ Mr. Thomas A. Wilson: Superintendent
- ♦ Mr. Tripp Dukes: Asst. Superintendent for Testing & Accountability & Elementary Instruction
- ♦ Dr. Veta New: Asst. Superintendent for College & Career Readiness & Secondary Instruction
- ♦ Dr. Jerome Hudson, Assistant Superintendent for Student Services
- ♦ Mr. Mike Mahaffey: Asst. Superintendent for Human Resources
- ♦ Mrs. Amy Heard, Chief Financial Officer
- ♦ Mr. Wess Grant, Chief Operating Officer

School Administration

- ♦ Mr. Shawn Patrick Tobin, Principal
- ♦ Mr. Paul Garrett, Associate Principal
- ♦ Dr. Julie McGaha, Director of Freshman Academy
- ♦ Dr. Karen Threlkeld, Assistant Principal for Instruction
- ♦ Mr. John Cann, Assistant Principal/Athletic Director
- ♦ Mr. Chris Bowen, Assistant Principal

PRESENCE ON SCHOOL GROUNDS

It is unlawful for any non-student (one not enrolled at this school) to be present without approval of the principal. Students suspended or expelled are not to be on school premises without prior approval of the principal. Such violations are considered trespassing.

SOLICITATIONS AND ADVERTISING

Solicitations and advertising are not allowed on the campus without express permission from the principal, except those of school-sponsored functions.

The South Carolina School Safety Act of 1997

This act creates a new criminal offense called, "Assault and battery against school personnel," which is an assault and battery that occurs on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity; it is a misdemeanor. It amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against school personnel as described above. It allows magistrates authority to exceed stated penalties for assault and battery (when offense committed against school personnel) from \$500/30 days to \$1000/1 year. It requires notification and inclusion in the permanent record. If a student is convicted of assault and battery against school personnel or a violent crime, the following is required:

Departments of Juvenile Justice, Corrections, or Probation, Parole and Pardon Services, the agency will immediately notify the school where the student was enrolled or plans to enroll.

- If a student is not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within ten (10) days of conviction.

- The school administrator must notify each of the student's teachers of the conviction every year the student is in school.

- The conviction must be noted in the student's permanent record and must be forwarded to the new school if the student transfers.

- The law provides school officials immunity from civil and criminal prosecution when making a school crime report in good faith.

CAMPUS SAFETY

Individuals entering school buildings and facilities as visitors must report to the front office. If individuals are entering the building beyond the front office, they must submit their drivers' licenses to the LobbyGuard security system. During school events, individuals may be asked to submit to metal detector search procedures to ensure that weapons and other dangerous objects are not brought into buildings and facilities. This is in accordance with Anderson School District Five Policy, JCAC.

In addition, for the safety of others at all athletic events, students may not run onto any athletic field after a South Carolina High School League contest (at home or away). Students also may not have any fireworks or other type of smoke devices on school grounds and/or at athletic events at home or away. Students should enter the school building through the front doors unless otherwise instructed to do so. It is forbidden to prop doors open or hold doors open (other than the outside front doors) for other people.

Use of metal detectors and drug dogs

When the administration has reasonable cause to believe that weapons are in the possession of identified or unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use handheld, stationary and/or mobile metal detectors in accordance with procedures developed by the administration in conjunction with legal counsel. Any search of a student or individual's person as a result of the activation of the detector will be conducted in private in accordance with the procedures.

The District's express intention for this policy is to enhance security by preventing students and/or individuals from bringing weapons or other dangerous objects into the schools. Any student who violates the provision of the Student Code of Conduct, which provides that a student may not possess, use, or transfer dangerous weapons, will be disciplined in accordance with district policy. **Periodically, TLH will have drug dogs search the school and parking areas for drugs. These searches will be unannounced.**

Video and photography notice

There are numerous activities at T.L. Hanna High School that provide opportunities for students to be photographed and/or videotaped. Student publications including the yearbook use photographs and pictures to document student life and various events. Our mass media classes produce news programs that are broadcast over the local channel. Small groups of students in the mass media classes interview students on video for specific class projects. Teachers and administrators maintain web pages on the Internet that may use pictures of students involved in extracurricular activities, classes, athletic events, band shows, performing arts, awards and honors, etc.

Parents that do not want their child to be videotaped or photographed should have completed the form on Registration Gateway during the on-line re-enrollment process. Parents that do not want their child videotaped or photographed and failed to complete Registration Gateway should contact T. L. Hanna High School at (864) 260-5110.

STUDENT CODE OF CONDUCT

The Student Code of Conduct (SCC) has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the Student Code of Conduct with your child and (2) sign and return the signature sheet that you will find in the packet you will be given at the beginning of the school year that will

contain the Code of Conduct along with other materials. Failure to return this signature sheet will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within this document. Should you have any questions when reviewing the Student Code of Conduct, please contact your child's school principal. You may access an electronic copy of the Student

Code of Conduct on the Anderson Five website at www.Anderson5.net. You may also access a paper copy at your child's school or at any Anderson Five school library if you need an additional one.

THE STUDENT CODE OF CONDUCT APPLIES

- All times during the school day;
- At all times on school property;

- While traveling to and from school;
- At any school-related event;
- On any vehicle funded by Anderson Five; and
- While using the Anderson Five computer network.

INFRACTIONS AND CONSEQUENCES

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in disorderly conduct (Level I) three (3) times.

Level I Infractions — Disorderly Conduct

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in disorderly conduct (Level I) three (3) times.

• **Academic integrity and misrepresentation:** A student will be honest and submit his/her own work:

A. Altering Report Cards or Notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses, is prohibited.

B. Cheating: Violating rules of honesty, including but not limited to plagiarism or copying another student's test or assignment, is prohibited.

C. False Information: Making false statements, written or oral, to anyone in authority is prohibited.

• **Attendance:** A student must attend every class every day unless there is a lawful reason for the absence. Students who are tardy, cut school or class, are out of area, or have excessive unexcused absences are in violation of this rule.

In addition to any administrative response, students with excessive absences may be required to comply with the district's recovery procedures or be referred to Family Court. If a student has accumulated three consecutive unlawful absences or a total of five unlawful absences, school personnel will complete a truancy investigation.

• **Cell phone and electronic devices:** Refer to Anderson Five policies IFBGA (Technology Resources), IFBGA-R (Internet Responsible Use and Safety), and JICC (Student Conduct on School Buses)

• **Disruptive behavior (Classroom):** A student will maintain appropriate behavior so as to refrain from disrupting class, school, or any school sponsored activity and be prepared for instruction at all times. A student shall not talk out in class or move from his/her assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease or make rude noises.

• **Dress code and ID badges:** A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang items or articles of clothing. Please refer to Anderson District Five Dress Code.

ID badges must be carried by all students at schools where required. Safety lanyards are recommended.

• **Profanity (overheard or observed):** A student is expected to refrain from all forms of profanity while in school, participating in a school activity or on school property. Profanity is defined as words (or words that sound similar to or can be misconstrued as profane), expressions, gestures (such as flipping the middle finger), or other behaviors that are construed or interpreted as insulting, rude, vulgar, obscene, foul, desecrating, or other offensive forms.

This rule applies to any profane behaviors that occur off school grounds (such as those composed on an electronic text and/or social media networking site) that cause conflict with a student/students while in school, participating in a school activity or on school property.

*Profanity directed at any school staff or authorized volunteer may be treated as a Level II infraction.

• **Refusal to obey/defiance; Failure to complete school work:** A student will obey the lawful direction of any authorized staff member or volunteer while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner, and completing all assigned work.

CONSEQUENCES FOR LEVEL I

INFRACTIONS

- Verbal reprimand
- Withdrawal of privileges
- De-merits
- Detention (before school, lunch, after-school, Saturday)
- In-school suspension
- Referral to outside agency, including but not limited to mental health programs and Tobacco Education Program
- Referral to school or district guidance/counseling services as appropriate
- Referral to school peer jury, peer mediation or peer conferencing
- Teacher, Student, and Parent/Guardian Conference
- Teacher, Student, Resource Person, and/or Administrator Conference
- Individual Behavior Contract
- Mentoring program
- Administrative Discipline Contract
- Documented Teacher and Student Conference focused on expectation violated and practicing expected behavior
- Other sanctions approved by administrators.

Level II Infractions — Disruptive Conduct

• **Aggressive physical or verbal action:** A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. A student shall not approach another person in a confrontational, provocative or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression. A student shall not use profanity or any other derogatory language towards students, staff, or any other authorized school personnel while in school or school sponsored activity.

• **Bullying, harassment, and intimidation:** Bullying and/or harassing behavior are strictly prohibited in Anderson Five. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying. Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to profanity, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person. This includes but is not limited to references to race, color, ancestry, national origin, gender, religion, disability, physical appearance or making offensive statements or gestures.

• **Disruptive Behavior (School-wide):** A student will maintain appropriate behavior so as to refrain from disrupting class, school, or any school sponsored activity and be prepared for instruction at all times. Behavior resulting in a significant school disturbance such as in hallways, the atrium, gymnasium, etc. will be considered a Level II infraction.

• **False Alarm:** In the absence of an emergency, a student shall not call 911, signal or set off an automatic signal indicating the presence of an emergency.

• **Fighting:** A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult may be a Level II, or III infraction depending on the severity and specific situation.

• **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. Subsequent violations or those that cause injury or a disruption shall be a Level III infraction. A student who is physically attacked may act in self-defense without consequence.

• **Self-defense:** Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

• **Gambling:** A student will not play games of skill or chance for money or property. In some instances, violations may be a Level III infraction.

• **Inappropriate Conduct of a Verbal, Physical or Sexual Nature:** A student shall not engage in any sexual behavior on school property or at a school-sponsored activity.

• **Public Display of Affection:** A student shall not engage in physical demonstration of affection for another person while in the view of others, including but not limited to kissing, hugging, snuggling, and holding hands.

• **Indecent Exposure:** A student shall not intentionally expose private body parts, including but not limited to the display of the buttocks (mooning).

• **Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature.

• **Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive. This includes the communication of (by digital or other means) or the intentional display of sexually explicit material.

• **Insubordination:** A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. Insubordination may include, but is not limited to, continual refusal to obey, any action requiring immediate intervention of an administrator, or escalation of the behavior.

• **Stealing (\$50 and under):** A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

• **Threats against others:** A student shall not threaten to strike, attack or harm any person, or cause another person to become fearful by intimidation, through any medium, including threats made in person, through another person at the request of the perpetrator, on the telephone, in writing, through the use of gang paraphernalia, or by any digital communication (cyber-bullying) that pose a disruption to the school environment. The level will be determined by the level of disruption presented by the threat, whether the threat could have reasonably been carried out and whether the threatened person was made fearful.

• **Tobacco:** The district does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electric cigarettes. This restriction applies while students are on school grounds, in the school buildings, on buses or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds.

*Refer to Anderson School District Five Policy JICG (Tobacco Use by Students) for offenses and consequences.

• **Trespassing:** A student will not enter school property or a

school facility without proper authority. This rule includes entering any school during a period of suspension or expulsion.

• **Toy Weapons (Anderson Five Policy JICDAA):** No student may possess, use, or distribute any object, device, or instrument having the appearance of a gun, including, but not limited to, look-a-like guns, water guns, toy guns, non-functioning replicas of guns, and objects that are a facsimile of a real weapon. In addition, students may not possess, use, or distribute any object, device, or instrument having the appearance of a knife. When determining the appropriate disciplinary action for the possession, use, or transfer of such an item, the following factors will be considered on a case-by-case basis:

- age of the student;
- ability of the student to comprehend the requirements of the policy;
- intent of the student;
- effect of the presence of the aforementioned items, i.e., was another person threatened or frightened; and
- past disciplinary record, including violent or disruptive offenses.

Although each situation is unique and will require an individualized review of the circumstances, the administration will adhere to the following guidelines when determining an appropriate disciplinary consequence for the possession, use, or transfer of the items listed above. The District will discipline students for the possession, use, and transfer of the described items at school, school sponsored event, and on school buses.

If a student possesses one of the described items but does not fire or discharge the item, the student may be suspended for at least one school day, and the item will be confiscated.

• If a student displays one of the described items in a nonthreatening manner with no intent to harm or inflict damage upon someone, the student may be suspended for a minimum of two days, and the item will be confiscated. Additional days of suspension may be imposed based on the circumstances surrounding the discharge and the other factors listed above.

If a student displays one of the described items in a threatening manner or uses the item as a weapon, i.e., with the intent to harm or inflict damage upon someone, the student will be disciplined in accordance with the dangerous weapons portion of Policy JICDA.

• **Use of intoxicants; Possession of unauthorized substances:** No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- during any field trip
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed above. All principals/directors will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances. The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute any controlled substance on school grounds.

*Also refer to Anderson Five Policy JICH-R (Drug and Alcohol Use by Students)

• **Vandalism (\$50 and under):** A student will not willfully, with or without malice, participate with others to damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

• **Vehicle use: Reckless Vehicle Use:** A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Driving to school is a privilege, which may be limited or revoked at any time by the school principal.

• **Vehicle Parking on Campus:** A student will not leave an automobile on school premises without appropriate authorization and a visible parking permit. Unauthorized vehicles or inappropriately parked vehicles may be towed.

Vehicle infractions may be a Level I, II, or III infraction depending on the severity and specific situation.

CONSEQUENCES FOR LEVEL II INFRACTIONS

- Verbal reprimand
- Withdrawal of privileges
- De-merits
- Daily check-in with identified staff member
- Detention (before school, lunch, after-school, Saturday)
- In-school suspension
- Out-of-school suspension
- Referral to outside agency
- Referral to school or district guidance/counseling services as appropriate
- Referral to school peer jury, peer mediation or peer conferencing
- Teacher, Student, and Parent/Guardian Conference

Level III Infractions

Criminal Conduct

• **Assault and Battery:** Assault and Battery occurs if a person unlawfully injures another person, or offers or attempts to injure another person with the present ability to do so and moderate bodily injury to another person results or moderate bodily injury to another person could have resulted.

• **Assault and Battery on a Student:** A student shall not physically attack another student. See self-defense as defined in Level II Fighting.

• **Assault and Battery on a Staff Member:** A student shall not physically attack a staff member or adult.

• **Breaking and Entering:** A student will not break into any district property. This will include any unauthorized entry into school property with or without destruction to the property.

• **Bomb Threat:** A student shall not make any report or notification, knowing or having reason to know the report is false (verbal or written), indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

• **Furnishing, selling, and possession of unauthorized or controlled substances:** No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- during any field trip
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents.

No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed above. All principals/directors will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances. The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute any controlled substance on school grounds. *Also refer to Anderson School District Five Policy/Rule JICH-R for consequences for first time and multiple offenses.

• **Possession, Use or Transfer of Dangerous Weapons:** A student will not possess, handle, transport or use any weapon, object that can be reasonably considered a weapon, dangerous object or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. No vehicles parked on school property may contain firearms, knives with a blade of 2.5 inches or more, blackjacks or other items which are generally considered to be weapons. This rule does not apply to school supplies (eg, pencil, scissors, etc) unless used as a weapon.

Prohibited items include, but are not limited to:

- A. Air soft gun, BB gun, pellet gun
- B. Ammunition
- C. Bomb (includes but not limited to destructive devices such as an explosive, incendiary or poison gas)
- D. Box cutter/razor blade
- E. Camouflaged or disguised weapon
- F. *Firearms (Policy JICI; See below)
- G. Fireworks
- H. Knife
- I. **Mace/Pepper Spray (see below)
- J. Any object or substance that could cause injury including but not limited to, slingshots, ice picks, metal knuckles, nun chucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, Tasers, starter pistols, BB guns, flare guns, air rifles, air pistols, air soft pellet guns

or paint ball guns, mace, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.

*It is a felony offense, punishable by a fine of \$1,000 or imprisonment for five years, or both, to carry a firearm on school property. It is a misdemeanor offense, punishable by a fine of up to \$500 or imprisonment for up to 90 days, to carry a concealed dirk, slingshot, metal knuckles, razor or other deadly weapon.

• **Firearms (NOTE: The following is specifically directed by Gun-Free Schools Act 20 U.S.C. 3351)**

The board will expel any student who brings a firearm to school. The term firearm is defined extensively in the U.S. Code, but generally means a gun or other destructive device (explosive, incendiary). The period of expulsion for firearm offenses generally will be no less than one calendar year. The board directs the superintendent to bring recommendations for expulsion for firearm offenses consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

• **Mace/Pepper Spray:** The possession and/or use of mace, pepper gas and any other substance which is generally used for personal defense and which may cause skin and/or eye irritation is prohibited. The possession of such a substance will be considered a violation of disruptive conduct (Level II). The use of mace or any other similar substance, as defined above, may be considered as an assault prohibited under criminal conduct (Level III) depending upon the facts of the incident.

• **Sexual Offenses: Consensual Sexual Activity:** A student shall not engage in consensual sexual activity. "Consensual" means all parties are willing participants in the activity.

• **Sexual Battery:** A student shall not attempt to engage in sexual activity against another person by force, threat or fear.

• **Stealing (\$50 or more in value):** A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner. Stealing resulting in significant financial loss, repeated offenses, or the sale of stolen property may be considered as acts of major stealing.

• **Threatening life, person or family of public official or public employee:** It is unlawful for a person knowingly and willfully to deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or verbal or electronic communication which contains a threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of his immediate family if the threat is directly related to the public official's, teacher's, or principal's professional responsibilities.

• **Use of Fire:** A student will neither set fire nor attempt to set fire to anything on school property or participate with others to damage or destroy school property through the use of fire. This includes striking matches, flicking cigarette lighters or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property.

• **Vandalism — (\$50 or more in value):** A student will not willfully, with or without malice, participate with others to damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

CONSEQUENCES FOR LEVEL III INFRACTIONS

In addition to the consequences stated previously in Level I and II:

- Out-of-school suspension
- Assignment to alternative school/alternative education program
- Expulsion
- Restitution of property and damages, where appropriate, should be sought by local school authorities
- Referral to outside agency
- Referral to local law enforcement

The Dress Code Policy

Purpose: To promote generally accepted standards of decency, decorum, health, safety, and cleanliness among the students in the schools of Anderson School District Five.

Anderson School District Five students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing, or accessory should not be deemed "approved" simply because it is not listed herein. In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

ITEMS THAT CAN BE WORN:

1. Pants, shorts, and skirts that are

worn at the waist

2. Dresses, skirts, shorts, or pants that show no visible skin above the knee — Clothing should not touch the floor and should be worn at the proper waist level. Exceptions to length of shorts may be made for physical education, Special Olympics, field days, etc.

3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home

4. Pants that are worn with equal pant lengths

5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement

6. Shoes or sandals

7. Accessories or clothing that does not pose a safety threat to self or others

8. Clothing that is not see-through

9. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans, pictures, and/or offensive materials

10. Leggings, jeggings, yoga, or exercise pants may be worn with a blouse, sweater or top that comes to at least mid-thigh.

PROHIBITED ITEMS:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings

2. Items advertising alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials

3. Sunglasses worn inside buildings

4. The wearing of any item(s) displaying any gang symbols

5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.

6. Sleeveless tops/shirts

7. Clothing that is see-through

8. Provocative and suggestive clothing

GENERAL DRESS CODE STATEMENTS

1. Sagging pants will not be tolerated.
2. Pajamas and bedroom shoes may not be worn.
3. The school administration reserves the right to prohibit any item of clothing or symbols that are inappropriate or disruptive to the daily operation of the school.
4. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.

For ALL dress code and ID violations, after taking the student handbook test, consequences will be as follows:

1. Call home
 2. Work Detail Detention and call home
 3. A full day of in-school suspension
- At no point will students be permitted to attend class without the dress code violation being fixed.

ATTENDANCE REGULATIONS

State law requires that all children between the ages of five and seventeen be enrolled in school. Regular attendance is necessary for academic progress to be made. The allowed number of absences includes both excused and unexcused absences. Students receiving units of credit in high school do so when they receive a passing average in each class **AND** fulfill the attendance requirements according to state law. A student receiving high school credit must be present in each class as follows:

- Student must attend **42** of each 45-day course
- Student must attend **85** of each 90-day course
- Student must attend **170** of each 180-day course

Attendance is the presence of the student on days when school is in session. **Attendance is kept in each individual class.** Students who are tardy, dismissed early, or absent from class for any approved reason will be marked accordingly, even though they may be counted present for homeroom/daily attendance purposes. Students will be counted present when they are actually at school, on homebound instruction, or present at a school-related activity such as a field trip.

Absences are classified as lawful and unlawful. The following are considered **lawful absences:**

- Illness;
- death or serious illness in immediate family;
- doctor's appointment (with beginning and ending of time of the

LATE ARRIVAL/EARLY DISMISSAL

Late arrival or early dismissal is a privilege for seniors who do not need 8 credits to graduate. If students are scheduled to arrive late or leave early, transportation must be arranged independently. Students who are not scheduled to attend a class during first or fourth block will not be allowed to remain unsupervised on campus during this time. **They must exit campus within 10 minutes (for early dismissal) and arrive no sooner than the advisory period (for late arrival).** If students are found unsupervised, disciplinary consequences may be given, and they will be scheduled in a class during that time.

TARDIES TO SCHOOL

1 st Tardy to School	Warning
2 nd Tardy to School	Warning
3 rd Tardy to School	Warning (Coach Cann will call home)
4 th Tardy to School	3 Days Cafeteria Clean-up or ISS during 1 st block that day
5 th Tardy to School	1 st Block ISS
6 th Tardy to School	1 Full Day of ISS and Loss of Driving Privileges for 5 School Days
7 th Tardy to School	1 Full Day of ISS and Loss of Driving Privileges for 10 School Days
8 th Tardy to School	AIP meeting established and discipline consequences

TARDIES TO 2ND, 3RD, OR 4TH BLOCK

Students will not be sent to the front office for tardies to 2nd, 3rd, or 4th Block Class

1 st Tardy to 2 nd , 3 rd , or 4 th	Warning – Teacher contacts parents/guardian
2 nd Tardy to 2 nd , 3 rd , or 4 th	Warning – Teacher contacts parents/guardians
3 rd Tardy to 2 nd , 3 rd , or 4 th	Teacher assigned detention
4 th Tardy to 2 nd , 3 rd , or 4 th	Referred to administration – student assigned to ISS that block
5 th Tardy to 2 nd , 3 rd , or 4 th	Referred to administration – student assigned to 1 Day ISS and loss of driving privileges for 5 days.
6 th Tardy to 2 nd , 3 rd , or 4 th	1 Full Day of ISS and Loss of Driving Privileges for 10 School Days
7 th Tardy to 2 nd , 3 rd , or 4 th	Meeting with guidance counselors, administration, parents, and student.

appointment verified in writing by the doctor or dentist upon return of the student to school); and

- recognized religious holidays;
- activation or deployment of immediate family members or Military Entrance Processing Stations (MEPS).

The following are considered **unlawful absences:**

- willful absence from school without the knowledge of the parents/guardians, and
- absence from school without acceptable cause with

the knowledge of the parents/guardians.

Students are required to bring and/or parents/guardians are required to send written excuses on the first day back to school after an absence. If an excuse is not provided to the school within 10 days after an absence, the absence becomes permanently unexcused. If a student attends fewer than 85 days in a semester course or fewer than 170 days in a yearly course, a statement from a medical doctor must be provided to the

principal. It is the responsibility of the parent to stay in touch with school officials concerning absenteeism. This excuse should be sent to the homeroom teacher or to the attendance clerk and should contain the following information:

- student's name
- date(s) of the absence(s) and date of the excuse
- reason for the absence(s)
- a parent or guardian's signature
- a telephone number where parent or guardian can be reached.

It will be the student's responsibility to make up missed work within a reasonable length of time as specified by the teacher. Failure to make up missed work can lower a student's average and may lead to loss of credit.

In each class where high school credit is awarded, a student must attend **42** of each 45-day course, **85** of each 90-day course, and **170** of each 180-day course. Principals are authorized to grant credit to students with additional absences provided the absences meet the criteria of lawful absences in this policy, when there appear to be extenuating circumstances.

Class absences due to participation in a school-sponsored activity shall not be counted for purposes of receiving credit. However, students with accumulated class absences at or above the limits for receiving credit shall not be excused from class to participate in school-sponsored activities.

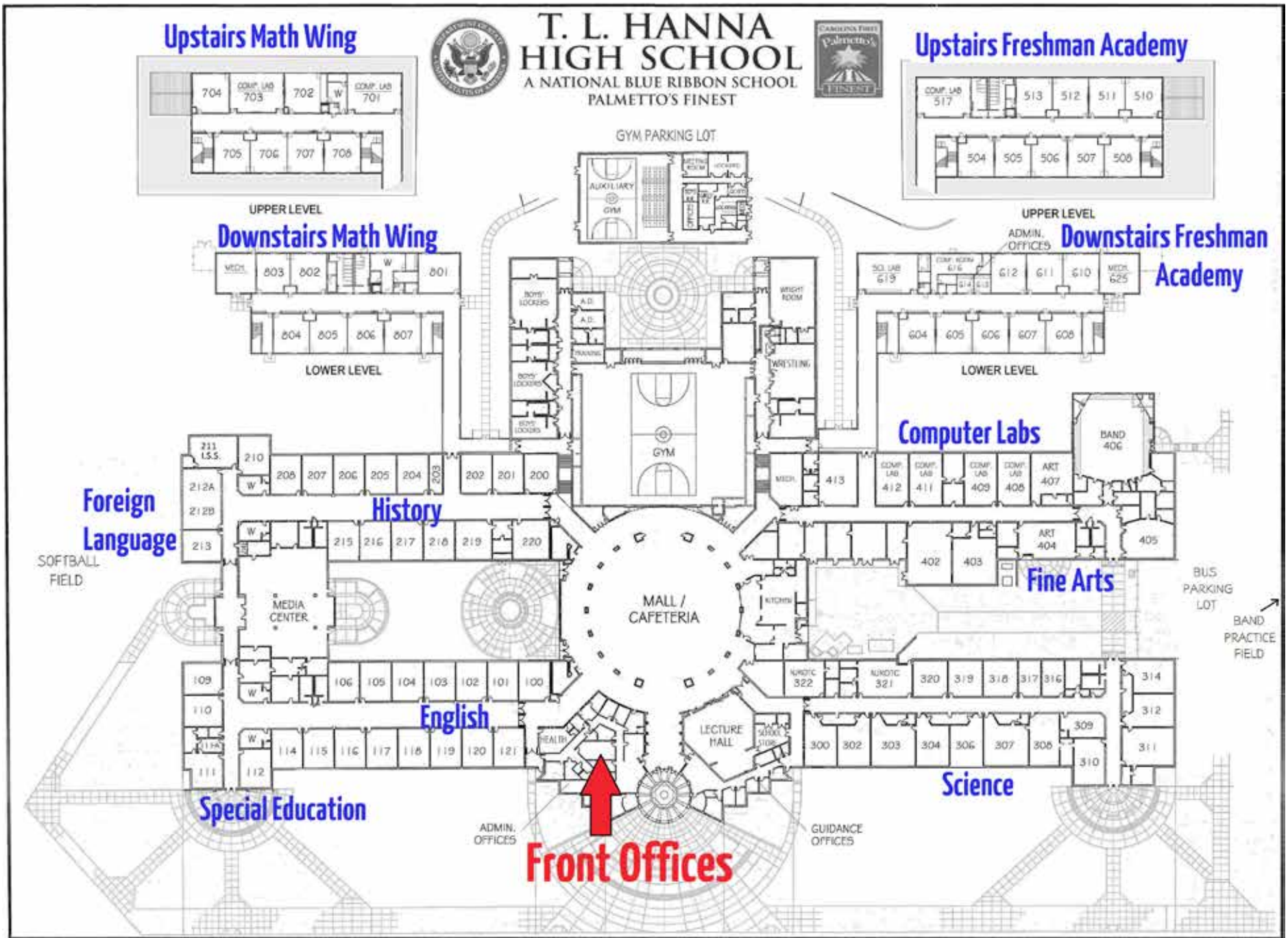
Student Enrollment

Students are enrolled in Anderson School District Five on a probationary basis. When records are received, the school administration may take action to withdraw a student who has been expelled, disciplined for conduct which could cause him/her to be expelled or adjudicated as delinquent for a violent crime in any jurisdiction, the unlawful use or possession of weapons, or the unlawful sale or use of drugs. Serious offenses committed outside of school can result in student expulsion from school. Expungement of expulsions from school records is possible if students maintain exemplary discipline after returning to TLH from expulsion. Students/parents should contact an administrator for expungement details.

ATTENDANCE ZONES

Students must attend the school located in the zone where their parents/guardians reside. Students who change residence during the school year must immediately notify the Guidance Office. Enrollment for new or returning students is temporary until all records are received.

When a special education student transfers from this school to a school outside of Anderson School District Five, the Director of Special Education/designee will send a copy of the student's special education information to the receiving school. This procedure will facilitate the exchange of records between school districts and prevent delays in the provision of free and appropriate public education (FAPE). Any student moving out of the district during the year must withdraw and attend school in his/her new place of residence. Each year some students from other school districts apply to Anderson School District Five for out-of-district permission to attend T.L. Hanna. The amount of out-of-district tuition is set each year by the Anderson District Five Board of Trustees.



ARRIVALS, DISMISSALS AND SIGNING IN/OUT

Arrival to School: Students who arrive at 8:20 or later to school must sign-in at the front office unless they are assigned late arrival. Students with late arrival who arrive after the tardy bell must scan in at the front office.

Dismissal from School: Students who ride a bus must be seated in the mall/cafeteria area at their assigned bus location by 3:46. Students who are car riders or who are being picked up by parents/ guardians must exit the building by 3:46 unless attending Power Hour or a designated school activity.

All students are not to leave school grounds during school hours without permission from parents **and** the front office. Students may not sign themselves out of school. Students taking courses at Anderson Five Career Campus, Southwood Academy of the Arts, or college campuses may leave during their designated travel

LOCKERS: Lockers are provided for the convenience of the students. Lockers are the property of the school district, and students are allowed to use them temporarily for convenience. Lockers are not private storage spaces. School lockers will be subject to unannounced searches by school personnel for safety reasons. Lockers should be kept locked to prevent theft. Combinations should be given to no one, and lockers should not be shared. Students should not attempt to force lockers open or closed. Students should seek the help of an

assistant principal if assistance is needed. Neither food nor drinks should be stored in lockers.

CHROMEBOOK CHECKOUT: All Chromebooks are checked out using a scanning system with the student I.D. badge. Upon returning Chromebooks, each student will receive a receipt. It is the student's responsibility to maintain this receipt. If T.L. Hanna records indicate that a student failed to turn in a Chromebook, the student must provide the receipt to verify the record in order to not be charged.

times. **Students leaving campus are permitted three phone/note from home check-outs per semester.** The first **three** times a student checks out, the student leaving school during the day must do the following:

- download and complete the Early Dismissal Form on the T.L. Hanna website located under the Parents tab or bring a note

from home with the time, date, reason for leaving early, parent signature, and a phone number to be used for verification;

- if a parent forgets to send a note, please contact the school before 9:45 a.m. so a dismissal note can be given to the student during homeroom or lunch;
- take note to the front office for approval by

the administration and receive a dismissal note so the class does not have to be interrupted by phone calls;

- use the dismissal note as the student's pass to leave class;
- all students leaving school grounds must stop by the front office when leaving;
- students coming back to school or arriving late must sign in at the front office.

Because lunch is provided on campus, students are prohibited from leaving during lunch time for the purpose of eating lunch. Once a student arrives on school grounds, he/she is not permitted to leave school grounds before the end of the school day without permission from the office, unless he/she is traveling to another campus for a class. **Upon the fourth checkout, a parent or their pre-listed designee must come into the school to sign the student out in the front office.**

MISS/MR. T.L. HANNA PAGEANT RULES AND REGULATIONS

The Miss and Mr. T.L. Hanna Pageants are an integral part of the rich tradition of T.L. Hanna High School. To participate in both pageants is considered an honor and a privilege. Since its inception in 1972, the Miss T.L. Hanna Pageant allows senior girls to volunteer as competitors for the title of Miss T.L. Hanna. The Miss T.L. Hanna Pageant is a stepping stone to the Miss South Carolina Program. The Mr. T.L. Hanna Pageant, created in 1986, allows senior boys to be initially nominated by the current senior class for participation. The top 25 nominees receive an invitation to participate. Mr. T.L. Hanna nominees must accept their nomination no later than one week after the first informational meeting.

RULES AND REQUIREMENTS

A Miss and Mr. T.L. Hanna contestant must:

1. Be a current graduating senior or an early graduating junior. A fourth year junior cannot participate as a contestant. A fourth year junior can participate on the pageant work crew as long as the student is in good standing pertaining to grades and discipline.
 - Be in good academic standing at the time of application.
 - minimum grade of 70 in all current classes
 - no "FAs" (Failure for Attendance)
 - Grades will be reviewed one week prior to the pageant. If the student is failing a class at this time, the student will immediately become ineligible to participate.
3. Be in good disciplinary standing.

- No OSS during the student's enrollment at T.L. Hanna
- No full-day ISS in the current school year

Academic and Disciplinary status will be reviewed after the first informational meeting. If the student is in good standing, the student will receive a letter of acceptance to participate along with a copy of the rules and regulations. The rules will be signed and dated by the student and parent. The signed rules must be returned within one week of receiving the letter of acceptance.

If the student violates either the academic or disciplinary rules, the student will meet with the pageant coordinator and the principal to discuss participatory status.

Contestants must attend ALL scheduled rehearsals unless the student is participating in a T.L. Hanna athletic or extracurricular activity or has received prior approval by the pageant coordinator to miss a rehearsal.

CAR TRANSPORTATION

Students are permitted to park on school premises as a matter of privilege, not of right. All automobiles parked on campus must be registered by displaying the T.L. Hanna parking tag hung on the rearview mirror and have an Alive at 25 sticker in the back window or risk having the vehicle towed at owner's expense. **In order to purchase a parking tag, all other student fees must be cleared.** Each student that drives on campus must also sign a T.L. Hanna Parking Regulations policy. These regulations state the following:

***Cars will be ticketed and/or towed at owner's expense for violation of parking regulations. Parking is a privilege that may be revoked without a refund for parking violations.**

1. Once a student drives on campus, he or she is considered "at school" and must check out legally in the front office to leave campus. Failure to adhere to this regulation will result in a disciplinary consequence and loss of driving privileges.
2. Students may not loiter (hang out) in the parking lot before, during, or after school. Students must exit their vehicles and report directly to the school building immediately upon arrival to school.
3. Unpaid parking tickets (30 calendar days) will result in loss of parking privilege and/or will result in vehicle being towed at owner's expense.
4. Vehicles at T.L. Hanna High School must have a 2016-2017 T.L. Hanna High School parking hang tag.
5. The hang tag must be hanging from the rearview mirror and the car must be in a marked parking space.
6. Any student vehicle parked

PARKING LOT
 Students may not go to the student parking lot during the school day for any reason without administrator approval. Students who go to the parking lot during the school day without administration approval will have their driving privileges revoked for a minimum of 15 days; in addition, consequences will be enforced for being out of area based on the student code of conduct.

anywhere on campus other than the student parking lot will be towed and parking privileges will be revoked.

7. Radios and sound systems must be kept at a volume that cannot be heard outside the vehicle while the vehicle is within 300 feet of T.L. Hanna High School.
8. Students will not be allowed to go to the student parking lot during the school day to get items left in a vehicle without permission from an administrator. Students who go to the parking lot during the school day, without the administration's approval, will have their driving privileges revoked for a minimum of 15 school days. Additionally, students may be disciplined according to the Student Code of Conduct.
9. Students may not park in spaces marked with a "T" or "STAFF," as these spaces are reserved for faculty.
10. Anderson Five Career Campus/Southwood Academy of Arts students must ride the bus from T.L. Hanna to their

respective campuses and return from their respective campuses via the school bus to T.L. Hanna. Students may not transport other students to the Anderson Five Career Campus or Southwood Academy for any reason. Violation of this regulation will result in loss of driving privileges for 15 school days and 3 days of In-School Suspension.

11. Parking permits cost \$12.00 and are valid for the 2016-2017 school year only.
12. Parking "hang tags" may not be transferred to other students. Any student who allows someone else to use his or her parking hang tag will lose parking privileges for the remainder of the school year. Parking hang tags cannot be shared (one person—per \$12—per parking hang tag purchase).
13. Students must operate their vehicles in a safe and proper manner at all times on all Anderson School District Five campuses.
14. Students must provide evidence that they have completed an Alive at 25 driving course prior to receiving a parking decal.
15. The T.L. Hanna High School parking lot is under the jurisdiction of the Anderson County Sheriff's Department.
16. Any student who has a cafeteria debt of \$30.00 or more will lose his or her driving privileges until debt is paid.

DISCIPLINARY CONSEQUENCES

1. First in-school suspension (full day) or out-of-school suspension (OSS): parking privileges will be revoked for 5 school days.
2. Second ISS (full day) or OSS: parking privileges will be revoked for 10 school days.

3. Third ISS (full day) or OSS: parking privileges will be revoked for 15 school days.
4. Fourth ISS (full day) or OSS: parking privileges will be revoked for 30 school days.
5. Fifth ISS (full day) or OSS: parking privileges will be revoked for the remainder of the academic year.
6. Possession or use of drugs or alcohol on campus will result in parking privileges being revoked for remainder of school year. Additionally, students will receive disciplinary consequences.
7. Weapon(s) as defined by the Anderson School District Five Student Code of Conduct found on a student or in his or her vehicle will result in parking privileges revoked for at least one year and possible permanent revocation. Additionally, the student will receive disciplinary consequences.
8. On campus driving misconduct (burnout, spinning tires, speeding, recklessness, wheelies, etc.) will result in revocation of parking privileges for 30 school days.
9. Leaving campus without properly signing out will result in parking privileges being revoked for a minimum of 5 school days. Additionally, students will receive disciplinary consequences.
10. Transporting another student off campus during the academic day without authorization will result in revocation of parking privileges for 15 school days.
11. Failure to register a vehicle with the school or improperly parking a vehicle (such as parking in an unassigned space) will result in the car being towed at the student's expense.

ALIVE AT 25

The Alive at 25 web site states, "Alive at 25 is a survival course developed by the National Safety Council and is designed to prevent the #1 killer of teens, automobile crashes. Alive at 25 is taught by off-duty deputy sheriffs and municipal police officers. The course is delivered in one 4.5 hour program which focuses on the behaviors and decision-making paradigms that young drivers and passengers display behind the wheel." Following completion of this course, students will receive a decal showing participation in the course which must be displayed on the vehicle in order for students to park on campus. The course will be offered during the summer and on weekends during the school year. There is a charge of \$35 for students to participate in the course and receive course materials.

CELL PHONES/ELECTRONIC DEVICES/EAR BUDS

Cell phones and other electronic devices may be used in classes in the district's **Bring Your Own Device Program (BYOD)**. **Students may use these devices with the teacher's permission only -- in classrooms and the media center for educational purposes only.** Students caught talking on their phones or using earbuds with any electronic device in the building will have the item(s) confiscated. **Students are not allowed to have an earbud(s) or headphones in hallways or when walking through the building.**

Students who use cell phones to cheat, disrupt/interfere with other electronic devices, take pictures inappropriately, etc. will be disciplined appropriately. Students may have a cell phone out in the mall/cafe/tertia area during lunch only; however, if a student is seen talking on a cell phone, taking pictures, or causing any type of disruption with a cell phone during school hours (i.e. music can be heard, clusters of students are gathered around, being used to incite an altercation, etc.), the phone shall be confiscated and the following consequences shall apply:

CELL PHONE VIOLATION	CONSEQUENCE
1 st Offense	Return to student at end of day
2 nd Offense	Hold 1 school day – Parent pick up
3 rd Offense	Hold 5 school days – Parent pick up
4 th Offense	Hold 90 school days – Parent pick up
5 th Offense	Hold remainder of the academic school year

Any student who has their cell phone stolen will be directed to the School Resource Officer. It is imperative that students watch their belongings. Students may be prosecuted for stealing as well as school disciplinary actions enforced according to the Student Code of Conduct.

Graduation and post secondary requirements

There are two types of high school graduation documents that can be awarded

South Carolina High School Diploma Requirements

To receive a South Carolina High School Diploma, a student must do the following:

Complete 24 units of study (see course requirements). No student shall apply to the 24 units required for the state high school diploma more than 6 units of credit earned in summer school, and/or through correspondence courses, and/or adult education programs.

South Carolina High School Certificate Requirements

Anderson School District Five offers the Keys for Success program to students who are earning a high school employability certificate. They work closely with vocational rehab during the workforce transition process and follow a curriculum closely aligned with the Work Keys assessment. Students develop work-place skills with the goals of transitioning successfully to a career.

Course Requirements

Language Arts: 4 units
 Mathematics: 4 units
 Natural Sciences: 3 units
 U.S. History: 1 unit
 American Government & Economics: 1 unit
 Other social studies: 1 unit
 Physical Education or ROTC: 1 unit
 Foreign Language or Career and Technology Course: 1 unit
 Approved Computer Science: 1 unit
 Additional Electives: 7 units

TOTAL UNITS: 24 units

Admission Requirements for Post-Secondary Institutions

All public and private colleges, universities, and technical colleges adhere to admission standards. Students should refer to college catalogs for specific admission procedures and course requirements or seek the assistance of a guidance counselor in determining those requirements. Students should always take the highest level courses they are capable of completing successfully. Students and parents may also reference the Commission of Higher Education at www.che.sc.gov.

Minimum diploma requirements do not prepare a student for admission to college. The responsibility for meeting course and graduation requirements rests with each individual student.

LIBRARY MEDIA CENTER

The mission of the Library Media Center is to support the curriculum needs of the students and staff of T. L. Hanna High School and to encourage lifelong learning. The library collection includes print, non-print, and electronic resources.

All library materials are protected by an electronic security system. With current I.D. cards, students may check out books for two weeks or vertical file materials for one week. Magazines, newspapers, reference books, and

audiovisual materials are for in-library use only. A fine of \$.05 per school day will be charged for overdue books. Students will be billed for unpaid library fines and overdue books at the end of the school year. All delinquent library records must be cleared before students are allowed to graduate.

Library catalogs and many Internet-based electronic programs can be retrieved from the school as well as home computers.

The library is open from 7:40 AM

until 4:30 PM Monday through Friday. Students coming from classes need a pass signed legibly by the appropriate teacher. The pass should indicate that the student will be using the Media Center for the following purpose(s): research, book checkout, study, or Internet use. No food or drink is allowed in the library. The library media specialists may refuse any student permission to remain in the library media center if the student becomes disruptive or refuses to work.

GRADE POINT CONVERSION CHART

The statewide Uniform Grading Scale below is effective for all students who receive Carnegie units. The statewide Uniform Grading Scale is used in the Computation of the grade point average.

10 Point Grading Scale: State Uniform Grading Scale Conversions

NUMERICAL AVERAGE	LETTER GRADE	COLLEGE PREP WEIGHTING	HONORS WEIGHTING	AP/DUAL CREDIT WEIGHTING
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

IMMUNIZATIONS

All students are required by law to have a completed, up-to-date immunization form on file in the health room.

RULES FOR ADMINISTERING MEDICATION AT SCHOOL

Pupils are not allowed to bring medicines to school except as directed below. The procedures that must be followed are as follows: (1) Any medication to be given at school must be sent in the pharmacy-labeled or drug-manufactured original container. (2) Prior to administering medication, a dated request signed by the parent or guardian must be presented to the school office or health room. It shall include the child's name, the name of the medication, and the times of administration. Whenever possible, the expected duration of treatment shall be stated. (3) Each time a new or different medication must be administered at school, it must be accompanied by a request form as stated above. (4) It is the responsibility of the parent or guardian to notify the school office in writing, signed by the parent or guardian, regarding any changes in dosage or times of administration. (5) One medication form per year shall suffice for medications which will be given on a long-term basis or those medications which must be administered in case of exposure to allergens, for example, adrenaline for bee stings. (6) The principal or his/her designees may refuse to administer any medication which, based on his/her individual assessment, has the potential to be harmful, dangerous, or inappropriate. (7) Parents will be responsible to reclaim any unused medication within one week of

the termination of treatment or the last day of school. After this time, any unused prescription medications will be destroyed in the presence of two witnesses and documented.

(8) The school district or personnel will not be responsible for any adverse drug reaction when the medication has been given in the manner prescribed.

Medications (including over-the-counter drugs) shall only be dispensed by the school or by any school personnel in accordance with regulations developed for this policy. Students who bring medication to school to take during the school day must have written parental permission to take the medicine. All medication brought to school will be kept in the nurse's office, unless specified otherwise by a physician for life-threatening conditions and administered to the designated student as directed by parents or a physician.

STUDENT INSURANCE

A low-cost accident insurance program is offered to all students. Parents may choose from school-time coverage and full-time coverage. Accident insurance shall be required for all students participating in physical education, lab sciences, and NJROTC, except in those cases in which they have adequate coverage and their parents/guardians sign a waiver indicating they do not wish to participate in the district accident insurance plan. Students participating in interscholastic athletics shall be offered athletic accident insurance. If their parents already have medical coverage, they must sign a waiver stating that fact with the TLH Athletic Department.



**Palmetto's
 Finest
 Award
 Winner**

Student Government Regulations

1. Students must have a 2.0 GPA to run for office and to remain in office.
2. Students should not have a full-day of ISS or OSS offenses during the previous school year.
3. Students who choose to run for office will be required to submit a package of information that includes two or three recommendations from teachers and administrators, an essay, and additional information about the candidate. Failing to submit this completed packet or meet the requirements will result in the disqualification of the candidate.
4. Election to office automatically obligates a student to fulfill STUCO duties and responsibilities. Any elected student who does not fulfill these obligations may be removed.
5. Students may not have more than two unexcused absences for student council meetings.
6. Class advisors and the Judicial Review Board will jointly decide the status of a student council officer who does not fulfill their obligations.
7. Students must conduct themselves in such a manner as to be a positive representative for T.L. Hanna High School.

Participation in Extracurricular/Co-curricular Activities

In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board of Education policies, school-level criteria, South Carolina High School League rules (where applicable) and law. The district's behavioral expectations extend beyond the classroom and school campus. Therefore, regardless of when and where the charge arises, any student who commits a felony or is charged with or adjudicated/found guilty of a felony may be excluded from participation in extracurricular/co-curricular activities.

Make-up Work

As in any public school, the responsibility for makeup work rests with the student. When an absence is caused by the student's illness, by death in the family, or by unavoidable accident, the faculty will look favorably upon helping the student to make up his/her work. Students must adhere to deadlines set by the teacher.

Accreditation and Discrimination

Anderson School District Five high schools are accredited by the Advance Education (AdvancED)

All district programs are operated without discrimination on the basis of race, sex, religion, national origin, or disability in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable civil rights laws.

Anderson School District Five Nondiscrimination Notice

Anderson School District Five does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion.

Title IX provides that no person shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district. The Title IX Coordinator for Anderson School District 5 is Mike Mahaffey (864-260-5000 Ext 10128).

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 provide that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied that benefits of, or be subjected to discrimination in programs or activities sponsored by the school district. The ADA and 504 coordinator for Anderson School District 5 is Dr. Brenda Harper (864-260-5000 Ext 10107).

2016-2017 Anderson School District Five

JULY							AUGUST							SEPTEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30		
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4			1	2	3			
2	3	4	5	6	7	8	6	7	8	9	10	11	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	
30	31																			

JANUARY							FEBRUARY							MARCH						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7					1	2				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	19	20	21	22	23	24	25	
29	30	31					26	27	28				26	27	28	29	30	31		

APRIL							MAY							JUNE						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1					1	2				1	2	3		
2	3	4	5	6	7	8	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30		
30																				

- Professional Development Day
- School Holiday
- School Begins and Ends
- Inclement Weather Make-up Day (Required by Law)

Dates in red font indicate the end of each 45 day grading period.

COMPUTER RULES

Computer hardware and software are provided for student use. Because this equipment is expensive, great care must be taken when using it. In addition to the following rules, the 1:1 Technology Handbook is available online. The following rules apply whenever students use this equipment:

- Internet can be accessed on Chromebooks, computers in the labs, media center, and classrooms for educational and research purposes. Unless otherwise notified in writing by a parent/guardian, all students will be granted Internet access through the district's secured web server. Students must use designated computers, sign in and out, and follow all rules posted.
- Absolutely no food, drinks, chewing gum, candy, etc. are allowed in a room with computer equipment.
- Students should report any damage to equipment or software immediately to the teacher in charge.
- No magnetic devices are permitted in the computer lab.
- Students will be issued a secure student server account, which will allow access to their student network directories and Google cloud storage. A login name and password will be assigned to the

student for accessing this account. This student directory is to be used only for storing teacher assigned projects and files. Students should not download programs or files that are not assigned by the teacher to the student directory.

- Students are not allowed to share their login names and passwords. Students should always log off the server before leaving the computer. Since student directories contain student assignments and projects, they should not be shared with other students. Copying work from another student's directory, printing copies of work and sharing it with other students, or any other situation in which a student has possession of another student's work is strictly prohibited and will be handled as cheating.
- Students should not send or upload their assigned work unless they have permission from a teacher.
- Students are responsible for the loss, damage, or misuse of computer equipment. Students are also responsible for the misuse of their login name if they do not logoff the computer before leaving.
- When using a computer keyboard and mouse, students should not abuse them in any way. Any damage to equipment,

software, or misuse of printing privileges will be paid for by the student.

- Accessing instant messaging sites, chat rooms, or personal email accounts is strictly prohibited.
- Students will be assigned a specific menu in which they may work. They are not permitted to deviate from this menu. They are not allowed to download or install other programs on the school computers without the teacher's permission.
- If a student accidentally goes to a website not directed by the teacher, then he/she should immediately notify the teacher. Accessing a website that is not directed by the teacher is a serious offense and will be handled as such.
- Transferring assigned work to another device without the teacher's permission is strictly prohibited and will be handled as cheating.
- Students are not permitted in the computer labs without a teacher. Several computer stations are available for individual student use in the Media Center.
- Under South Carolina and federal statutes there are laws that pertain to the security of computer systems. Anyone who tries to install and/or alter software and/or data will be punished to the full extent of the law.

GANG AND GANG-RELATED ACTIVITIES

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any district policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- Clothing:** Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- Communication:** Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- Vandalism or Destruction of Property:** Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Intimidation/Threats:** Requiring payment for protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- Coercion:** Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Solicitation:** Soliciting others for gang membership;
- Conspiracy:** Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity. Unless otherwise specified, Gang and Gang-Related Activities are considered Level II and III infractions.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OFFICE:

Parents and eligible students have the right to file written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. Written complaints should be sent to the following address. The Family Educational Rights and Privacy Act Office
Department Of Education
330 Independence Avenue, S.W.
Washington, DC 20201
This office has the responsibility of investigating, processing and reviewing alleged violations. This office will refer appropriate cases to a review board for adjudication.