

# **A.C. Flora High School**

## **2019-2020 Student and Parent Handbook**



**Principal**  
Susan Childs

### **Assistant Principals**

Brent Davis  
Tiffany Ligon  
Ervin Mack  
Tori Simmons  
Fletcher Spigner

One Falcon Drive  
Columbia, SC 29204

Phone: 803.738.7300

Fax: 803.738.7307

## Table of Contents

A.C. FLORA .....	1
TABLE OF CONTENTS .....	2-4
A.C. FLORA'S SCHOOL HISTORY .....	5
MISSION STATEMENT	
ALMA MATER	
DISCLAIMER .....	6
AGENDA USE	
E-FORMATION.....	7
WEBPAGE INFORMATION	
SCHOOL CALENDAR.....	8
PHONE NUMBERS .....	9-10
STUDENT GOVERNMENT OFFICERS .....	11
ACADEMIC SECTION	
BUSINESS OBLIGATIONS .....	12
GRADE EQUIVALENTS	
GRADING SCALE.....	13
MAKE-WORK	
RE-DO POLICY .....	15
CHEATING POLICY	
PROMOTION STANDARDS.....	16
COURSE REQUIREMENTS FOR GRADUATION.....	17
PROCEDURES/POLICES SECTION	
SCHOOL HOURS	
BELL SCHEDULES .....	19
ATTENDANCE INFORMATION AND PROCEDURES .....	20-22
FIFTEEN MINUTE RULE	
HOMEBOUND	
EARLY DISMISSAL	
DISCIPLINE POLICY .....	23

<b>COMMUNICATION DEVICES</b>	
<b>CELL PHONE USE .....</b>	<b>24-25</b>
<b>ISS REFUSAL</b>	
<b>ID POLICY</b>	
<b>TARDY POLICY</b>	
<b>CUTTING CLASS AND LOITERING ON CAMPUS CONSEQUENCES FOR CUTTING CLASS</b>	<b>25-26</b>
<b>STUDENT HALL PASS</b>	
<b>REPORTING TO EACH ASSIGNED CLASS .....</b>	<b>26</b>
<b>SKATEBOARDING</b>	
<b>LEAVING CAMPUS</b>	
<b>DRESS CODE .....</b>	<b>27-28</b>
<b>AUTOMATED PHONE SYSTEM .....</b>	<b>28-29</b>
<b>PARKING REGULATIONS</b>	
<b>HEYWARD CENTER DRIVING POLICY .....</b>	<b>29-30</b>
<b>BUSES</b>	
<b>A.M. LATE ARRIVAL/P.M. EARLY RELEASE</b>	
<b>VISITORS .....</b>	<b>.30-31</b>
<b>SCHOOL-SPONSORED ACTIVITIES</b>	
<b>ASSEMBLIES .....</b>	<b>31-32</b>
<b>OFF-LIMIT AREAS</b>	
<b>FIELD TRIPS</b>	
<b>EVACUATIONS/SAFETY DRILLS</b>	
<b>PARENT SECTION</b>	
<b>PARENT CLASSROOM VISITATION.....</b>	<b>33-34</b>
<b>LUNCH OPTIONS</b>	
<b>STUDENT DEPARTURE.....</b>	<b>34</b>
<b>FUNDRAISING</b>	
<b>INSURANCE</b>	
<b>MEDICATIONS .....</b>	<b>35</b>
<b>PHYSICALS</b>	
<b>STUDENT SECTION</b>	
<b>POSTING SIGNS/FLYERS ON CAMPUS.....</b>	<b>36</b>
<b>VENDING MACHINE/FACULTY LOUNGES</b>	

<b>TEXTBOOKS</b>	
<b>LOCKERS</b>	
<b>CLUBS AND ORGANIZATIONS .....</b>	<b>37</b>
<b>CLUB MEETINGS</b>	
<b>MEDIA CENTER</b>	
<b>MEDIA CENTER PROCEDURES.....</b>	<b>38</b>
<b>ATHLETICS</b>	
<b>GUIDANCE DEPARTMENT.....</b>	<b>39</b>
<b>COURSE SELECTION AND REGISTRATION.....</b>	<b>40</b>
<b>SCHEDULE CHANGES/INSTRUCTIONAL CONCERNS</b>	
<b>TRANSCRIPTS.....</b>	<b>41</b>
<b>POST-SECONDARY PLANNING</b>	
<b>ELECTRONIC INDIVIDUAL GRADUATION PLAN (EIGP) .....</b>	<b>42</b>
<b>HIGH SCHOOL SCHOLARS PROGRAM</b>	
<b>SCHOLARSHIPS .....</b>	<b>43</b>
<b>WITHDRAWING FROM SCHOOL</b>	
<b>REPORT CARDS/INTERIM REPORTS .....</b>	<b>44</b>
<b>CLASS SCHEDULE TEMPLATE .....</b>	<b>45</b>

## **A.C. FLORA HIGH SCHOOL HISTORY**

A.C. Flora High School, which opened in 1959, was named in honor of Dr. Abraham Cline Flora who served as Superintendent of Richland County School District One for twenty-three years from 1928 to 1951. He was the only South Carolinian ever elected president of the National Education Association.

## **RICHLAND ONE MISSION STATEMENT**

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

### **ALMA MATER**

Here's to thee, dear A.C. Flora,  
Grateful students one and all,  
Sing a song of praise and glory  
That resounds from hall to hall,  
Toward the goals of peace and learning  
Through thy noble paths we're led  
Sounds the joyous cry, "Excelsior!"  
As we ever push ahead.

Higher, higher flies the falcon  
Soaring through the joyful days, Symbol of thy inspiration  
And our aims and hopes always,  
We will ever love and laud thee  
And we'll hold thy banner high  
While we cherish golden memories  
of each happy year gone by.

### **DISCLAIMER**

The Administration reserves the right to make any modifications, additions, and/or deletions to policies during the course of the school year that the Administration determines best serves the safety, well-being, and operation of the school. Notice of such changes shall be made via the school's student television program, web page, newsletter, auto dial phone call and/or announcements sent home. **It shall be the obligation of students and parents to be aware of announced changes and addendums made during the school year.** This handbook provides general information but may not include all possible situations. **The Administration also reserves the right to apply professional judgment in all situations, whether or not they are specifically addressed in the handbook.**

## **HOW TO USE YOUR AGENDA**

The agenda is issued for your use during the school year. If lost, you will be required to buy a replacement at \$7.00. Students are to have their own agenda with them at all times. The agenda

includes the student handbook and acts as an organizational tool. Specifically, the agenda will be used for the following purposes:

1. **Hall Pass: The student agenda book is the only authorized hall pass.** All students are required to have their agenda in their possession with an authorized date, time, and initialing of their teacher any time they are out of class. Students should take the most direct route to and from their destination. No other pass except from an administrator or other official office (ex. Guidance Office) shall be permitted. **A lack of compliance with this requirement may result in disciplinary action.**
2. **Communication:** Agenda should be used as a communication tool between parents and teachers
3. **Grades:** Agenda should be used as a grade record keeping tool.
4. **Attendance:** Agenda should be used to record absences.
5. **Organization:** agenda should be used to record assignment due dates, meetings, school activities, athletic events, etc.

## **E-Formation**

The A.C. Flora PTSO sponsors this periodic e-mail newsletter to enhance communications with parents and others in the Flora community. The goal of E-Formation is to inform you of events and happenings at A.C. Flora High School.

**To subscribe to the E-Formation group, send an e-mail to:**

**[FloraEFormation-ubscribe@yahoo.groupscom](mailto:FloraEFormation-ubscribe@yahoo.groupscom)**

You will receive an e-mail asking if you want to receive it, so please reply (no message necessary).

## **Webpage**

### **DIGITAL ACCESS TO A.C. FLORA**

Often times, digital access affords parents and students a more efficient way to obtain information instead of phone calls and campus visits. We encourage all parents and students to utilize the school's interactive webpage. To download and print out available forms, we recommend using the links from Flora's webpage. **To access the school webpage go to [www.flora.richlandone.org](http://www.flora.richlandone.org).**

## **RICHLAND ONE SCHOOL CALENDAR 2019-2020**

First Day for Students	August 21
Labor Day	September 2
Interim Reports	September 26
End of First Reporting Period (45 days)	October 23
Report Cards Issued/ Parent Conferences	October 30
Student Holiday/Professional Development Day	October 31
Thanksgiving Break	November 26-29
Interim Reports	December 6
Winter Break	Dec.23 – Jan. 2
Teacher Workday	January 3
Students Return from Winter Break	January 6
End of Second Reporting Period (90 days)	January 16
Professional Development Day	January 17
Martin Luther King Jr. Holiday	January 20
Report Cards Issued	January 23
Interim Reports	February 21
Parent Conferences/Early Release	February 28
Student/Staff Holiday	March 20
End of Third Reporting Period (135 days)/	March 25
Report Cards Issued	April 1
Spring Break	May 1
Memorial Day	May 25
End of Fourth Nine Weeks (180 <sup>th</sup> Day)	June 5
Last Day for Students	June 5
Teacher Workday/Last Day for Teachers	June 8

## PHONE NUMBERS

<b>Principal:</b>	<b>Susan Childs</b>	<b>738-7317</b>
<b>Assistant Principal</b>	<b>Mr. Brent Davis</b>	<b>738-7300</b>
	<b>Mr. Ervin Mack</b>	<b>738-7300</b>
	<b>Mrs. Tiffany Ligon</b>	<b>738-7300</b>
	<b>Ms. Tori Simmons</b>	<b>738-7300</b>
	<b>Mr. Fletcher Spigner</b>	<b>738-7300</b>

**IBDP/IBCP Coordinator:** 738-7300

**Main Office:** 738-7300

**Principal's Secretary:** Mrs. Denise Nelson 738-7305

**Guidance Receptionist:** Mrs. Sharon Pace 738-7278

**Guidance Director:** Ms. Moira Porter 738-7290

**School Registrar:** Mrs. Ainsley Price 738-7287

**Media Specialist:** Mrs. Pam Hall 738-7300

**SRO:** Deputy David Adams 738-7329

Deputy Brittany Williams 738-7300

**Attendance Clerk:** Ms. Tessie Andonaegui 738-7300

**Athletic Director:** Mr. Ed Moore 738-7300

**School Nurse:** Catherine Horne 738-7272

**Departments: 738-7300 – Ask for Extensions listed below**

**English** Ms. Jackie Ortner Ext. 2331

**Fine Arts** Ms. Katie Dallas Ext. 2802

**Foreign Language** Mr. Stephen Keller Ext. 2148

**Math** Ms. Michelle Schmoltze Ext. 2344

**Science** Mr. Thomas Sunday Ext. 2201

**Social Sciences** Mrs. Bailey Melvin Ext. 2317

**Special Education** Ms. Valerie Manning Ext. 2335

**JROTC** LTC Dwayne Gatson Ext. 7349

**Physical Education** Ms. Patti Moore Ext. 7299

**Cafeteria Manager** Ms. Monica Jones Ext. 7311



## **STUDENT GOVERNMENT OFFICERS**

### **STUDENT BODY OFFICERS**

PRESIDENT	Taylor Davenport
VICE PRESIDENT	D'Asia Thompson
SECRETARY	Olivia Shuster
TREASURER	Caleb Lanier
REPORTER	Katie Croffie

### **SENIOR CLASS OFFICERS**

PRESIDENT	Connie Overbay
VICE PRESIDENT	Mason Hillard
SECRETARY	Alexia Linden
TREASURER	Hayley Andrews

### **JUNIOR CLASS OFFICERS**

PRESIDENT	Sarah Davis
VICE PRESIDENT	Victoria Johnson
SECRETARY	Nailah Outing
TREASURER	Chris Dash

### **SOPHOMORE CLASS OFFICERS**

PRESIDENT	Benjamin Tanner
VICE PRESIDENT	Jackson Price
SECRETARY	Sarah Long
TREASURER	Campbell McKenzie

### **FRESHMAN CLASS OFFICERS**

PRESIDENT	TBA
VICE PRESIDENT	TBA
SECRETARY	TBA
TREASURER	TBA

**Freshman class elections will be held during the school year.**

## **ACADEMIC SECTION**

### **BUSINESS OBLIGATIONS**

During the school year students will pay for:

- lost library books
- lost textbooks
- laptop fees
- uniforms (JROTC/P.E.)
- other financial obligations

**Students are expected to clear these obligations promptly. If financial obligations are not cleared, a student may be suspended from participation in extracurricular activities or other student privileges such as the Junior-Senior Prom. If a senior student has unresolved financial obligations at graduation time, he/she will not be allowed to participate in graduation exercises. Checks should be made payable to A.C. Flora High School.**

### **GRADE EQUIVALENTS**

**A = 100-90**

**B = 89-80**

**C = 79-70**

**D = 69-60**

**F = 59 and Below**

# GRADING SCALE

The uniform grading scale is effective for all students receiving Carnegie units. Please see the table below for points to be received for numerical grades:

## 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/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

## **MAKE-UP WORK**

A student will be allowed to make up any work or assignments missed due to an excused absence within five (5) class days of the student's return to school. It is the student's responsibility to provide proper documentation to the attendance office immediately upon returning from the absence. If a student misses work or assignments due to an unexcused absence, the student will have two (2) class periods to make up the work. **It is the student's responsibility to contact the teacher regarding work missed due to absences.** All work should be completed even after the five or two class periods so that there is no gap in the student's learning. Work completed after the five or two class periods is considered late and the student may not receive credit for this work.

## **CHEATING POLICY/HONOR CODE**

Cheating includes (but is not limited to) giving or receiving answers for material represented as individual work. Any student caught cheating (including plagiarism) will receive the following:

- 1<sup>st</sup> Offense: A grade of zero on the assignment and a parent conference will be held.
- 2<sup>nd</sup> Offense: A grade of zero, one day OSS and a parent conference will be held and student placed on probation.
- 3<sup>rd</sup> Offense: A grade of zero, two days OSS, a parent conference and other appropriate penalties.
- 4<sup>th</sup> Offense: A grade of zero, three days OSS

### **NOTE:**

The student may not be permitted to participate or remain in activities and/or clubs for the remainder of the school year including: The National Honor Society, Student Council or Athletics. Additionally students will not be permitted to hold leadership roles in any club or organization including JROTC leadership roles. Students will also lose their parking permit (juniors and seniors). Clear evidence of cheating must be presented before the above plan is followed.

## Re-Do Policy

### AC FLORA HIGH SCHOOL Re-Do Policy (2017-2018)

- Students will be allowed to re-do all assignments in the **major** category if the grade is less than 80; students who earn a 69 or below on any **major** assignments are required to redo the assignment in an effort to achieve mastery of the content (RtI). Student's grade will be determined by taking the higher of the first assessment and the re-do assessment. The highest grade a student can earn on the redo is an 80.
- Students are not allowed to re-do nine weeks exams, with the exception of extenuating circumstances. (Must be approved by Ms. Herrington)
- Students are encouraged to attend tutoring (**in class during Falcon Time or during after school tutoring**) and take the re-do test no later than one (1) week from the day he/she received the grade. The final re-do assessment must be given at least a week prior to the end of the quarter.
- Major assessments (ex. projects) completed outside of class that **include a rubric and graded check points** must be turned in on time to qualify for a redo.

## **PROMOTION STANDARDS**

Grade classification is determined only at the beginning of the school year. In order to comply with state law and ensure continuous and appropriate progress through Grades 9-12, the Richland County School District One Board of Commissioners has established Administrative Rule IKE-R attached to the district Promotion and Retention Policy. Students are promoted or retained in grade classification based on these criteria:

### **GRADE 9**

Grade classification as a ninth grade student is determined by the eighth grade promotion standards.

### **GRADE 10**

Grade classification as a tenth grade student requires the completion of six units to include:

- English 1 (1 unit)
- Mathematics (1 unit)
- Additional Credits (4 units)

### **GRADE 11**

Grade classification as an eleventh grade student requires the completion of twelve units to include:

- English 1 and 2 (2 units)
- Mathematics (2 units)
- Science (1 unit)
- Social Studies (1 unit)
- Additional Credits (6 units)

### **GRADE 12**

Grade classification as a twelfth grade student requires the completion of eighteen units to include:

- English 1, 2, and 3 (3 units)
- Mathematics (3 units)
- Science (2 units)
- Social Studies (2 units)
- Additional Credits (8 units)

If a student has sixteen units and is enrolled in course work which would allow him/her to complete the twenty-four units needed for a South Carolina High School Diploma within the school year, the student will be eligible to participate in senior activities and events. However, participating in senior activities and events is not a guarantee that graduation requirements will be successfully met.

## COURSE REQUIREMENTS FOR GRADUATION

<b>SUBJECT</b>	<b>UNITS</b>
English	4.0
Mathematics	4.0
Science	3.0
U.S. History & Constitution	1.0
Economics	0.5
US Government	0.5
Other Social Studies	1.0
Foreign Language or Occupational Education	1.0
Physical Education or JROTC	1.0
Computer Science	1.0
Electives	7.0
<b>TOTAL</b>	<b>24.0</b>

NOTE: These requirements are the **minimum**. Additional coursework may be required to **satisfy college requirements**. For information concerning this, consult with your guidance counselor. \*The State Department of Education may modify this requirement.

# PROCEDURES/POLICES SECTION

## SCHOOL HOURS

**Students are not allowed on campus outside the hours of 7:30 a.m. to 4:00 p.m. unless they are involved in an authorized program supervised by an adult.** Please be mindful that the lack of supervision may place your student's safety and well-being at risk. Again, this policy applies only to students not involved in supervised after-school activities. The school also reserves the right to lock access to any and all parts of the school campus including but not limited to access driveways and roads. Please do not leave students unattended on campus.

**Students may incur in- school or out- of- school suspension for being on campus without supervision during unauthorized times.**

## PICKUP REQUIREMENTS

### Students must be:

- Picked up by 4:15 p.m.
- Picked up in front of the gym only

### Early Release

- Must leave campus
- Violators are subject to additional courses added to schedule or disciplinary action

### Note:

Student participating in an afterschool activity or attending tutoring should report directly to those activities.

Students violating any of the above rules are subject to disciplinary action.



## **REGULAR BELL SCHEDULE**

<b>Period</b>	<b>Class Begins</b>	<b>Class Ends</b>
1 <sup>st</sup>	8:00	9:41
2 <sup>nd</sup>	9:47	11:20
Lunch	11:20	11:55
3 <sup>rd</sup>	12:01	1:35
4 <sup>th</sup>	1:41	3:15

## **EARLY DISMISSAL BELL SCHEDULE**

<b>Period</b>	<b>Class Begins</b>	<b>Class Ends</b>
1 <sup>st</sup>	8:00	8:45
2 <sup>nd</sup>	8:52	9:37
3 <sup>rd</sup>	9:43	10:28
4 <sup>th</sup>	10:34	11:00

## **FIFTEEN MINUTE RULE**

No student is allowed out of class the first fifteen minutes or the last fifteen minutes of class other than for an emergency.

## **ATTENDANCE INFORMATION AND PROCEDURES**

### **State Law**

The 1984 Educational Improvement Act called for a tightening of educational regulations. Parents are reminded that violations of these regulations may result in referral to family court and/or non-promotion or non-credit in each course of grade unless excused by special provisions of the board.

### **Richland School District One Attendance Policy**

Student attendance is essential to student achievement. Students must be present in class in order to receive the instruction necessary for student success. Excused absences are illness, doctor's appointments, legal appointments, death in the immediate family, and suspension days. Having an excused absence does not remove the absence; it allows the student to make up any missed assignments. Students who need to request a waiver of excessive absences may make an appeal

to the school attendance committee. In accordance with school board policy, the school attendance committee will be responsible for approving make-up time for excessive absences.

1. On the A/B schedule, students are allotted **5 total absences** (whether excused or unexcused) in a one-half credit course and **10 total absences** (whether excused or unexcused) in a 1-credit course before losing credit.
2. To be counted present, the student must attend at least half of the class period.
3. For every absence from school or class, including those that occur as a result of early dismissal, the parent or guardian must submit a written reason for the student's absence to the attendance office no later than **TWO** days after the student returns to school. If a student be absent is more than two consecutive days, the parent should contact the attendance office on the morning of the third day.
4. Students who are suspended must get a re-admit form from the appropriate administrator.
5. Any student who needs to leave campus or arrives late during the school day must sign in/out with the attendance office. Students may receive early dismissal for the following reasons: medical or dental appointments, family emergency (to be determined by a school administrator), legal or court appointment, death in the family or illness. If a student becomes ill during the school day, the student should see the school nurse prior to dismissal. The nurse will contact the parent or guardian if she determines the student needs to leave school. The parent or guardian must grant permission before a student is allowed to leave. **Only persons listed in the school's official database can sign a student out of school. When signing a student out, the parent or other person should be prepared to show picture identification. Any student**

**who leaves the campus without signing out will be subject to disciplinary actions.** Students who suffer from chronic illnesses should obtain a physician's note at the beginning of the school year to be placed in the school attendance office and in the nurse's office.

6. Student attendance at approved school-sponsored events during the school day will not be considered a class absence. Students participating in school-sponsored events should file the appropriate form with the sponsoring teacher prior to the event. The teacher will document the attendance of the student at the event with the attendance office within two (2) days.
  
7. Any student who has three (3) consecutive unexcused absences or five (5) cumulative unexcused absences at any point during the school year is considered truant and a truancy petition may be filed with the Richland County Family Court. The parent/guardian will be notified by certified mail.

### **HOMEBOUND**

Students who must be absent from school for an extended period of time due to illness or injury may be eligible to receive homebound instruction. A signed form from the child's physician must be submitted before consideration can be given for homebound instruction. Intermittent homebound instruction may also be available to students who qualify. **The Homebound Form may be picked up from the Guidance Office. Parents should request the assistance of a guidance counselor to arrange this service. Direct all questions to Mrs. Moira Porter, Guidance Counselor. She can be reached at 738-7290.**

## **EARLY DISMISSAL**

Early dismissal for seniors remains a privilege and not a right. **The school expects all seniors, eligible for early dismissal, to vacate the campus by not later than the tardy bell for the next class.** After three infractions, this privilege may be revoked and result in disciplinary action and/or a schedule modification requiring an additional class added to the students' schedule. **Direct all questions to the Attendance Secretary at 738-7300.**

## **DISCIPLINE POLICY**

All discipline measures are outlined in **the Richland One School District Student's Rights and Responsibilities** handbook. This handbook is distributed to each student at the beginning of the school year in their advisory class and should be studied carefully.

**Any items deemed disruptive to the learning environment are not allowed and may be confiscated.**

## **COMMUNICATION DEVICES**

A communication device is defined as a telecommunication device that emits an audible signal, vibrates, displays a message, or summons/delivers communication to the possessor.

**No student may use a communication device during class (7:45 a.m. to 3:15 p.m.). Use is defined as any audible or visible presence.**

A student in violation of this policy will have his/her communication device confiscated. A student who refuses to surrender his/her communication device will be assigned to one day of ISS and one day of

**OSS. The student's parent/legal guardian may pick up the device from school after 3:00 p.m. following the first and second offense. After a third offense, the parent/legal guardian may pick up the device from school at the end of the school year.** The school will not be responsible for investigating or replacement of lost, stolen or damaged communication/electronic devices, to include those in the care custody and/or control of the school.

### **CELL PHONE USE**

Texting and calling by and between students and their parents during the school day are considered a violation of the communication policy similarly as student to student communications via the same technology. Students are not allowed to use phones in the classrooms – no exceptions even for emergencies. In the event of an emergency, students may be sent to the Attendance Office to use the phone.

**NOTE: USE OF A CELL PHONE DURING AN EXAM/TEST WILL BE CONSIDERED CHEATING.**

### **ISS REFUSAL**

In the event a student refuses to attend ISS the parent will be called to pick the student up and the student will be assigned 1 day OSS. Additionally, upon the student's return they will be required to serve the ISS day missed.

### **ID POLICY**

While on campus, all students are required to have a student ID in their possession at all times. Students who qualify for morning, afternoon, and work release are required to possess identified IDs. Please make certain that your student has their ID on a daily basis.

## **TARDY POLICY**

Students are considered tardy if they are not in the classroom at the end of the tardy bell. Any student (non-bus rider) who arrives late to school should report directly to the attendance office.

Students who arrive on a late bus should report to the cafeteria. Any student desiring to eat breakfast will be allowed to do so and receive a pass to class. All students should be in class within six minutes of the time listed on their tardy pass. Students arriving to class more than six minutes after the time listed on their pass will be considered tardy.

**All students who are tardy are subject to disciplinary action**

### **Cutting Class and Loitering on Campus**

Habitual cutting of class and loitering on campus will be treated as a disturbance to the orderly process of school and may result in a request for expulsion.

### **CONSEQUENCES FOR CUTTING CLASS**

1 <sup>st</sup> - Parent Conference	5 <sup>th</sup> - 2 Days ISS
2 <sup>nd</sup> - 1 hours detention	6 <sup>th</sup> - Day OSS
3 <sup>rd</sup> - 2 hours detention	7 <sup>th</sup> & above – 2 Days
4 <sup>th</sup> - 1 Day ISS	OSS and SIT Referral

## **STUDENT HALL PASS**

All students are **required to have their student agenda in their possession** with an authorized date, time, and initialing of their teacher any time they are out of class. Students should take the most direct route to and from their destination. No other pass except from an administrator or other official office (ex. Guidance Office) shall be permitted. **A lack of compliance with this requirement may result in disciplinary action.**

## **REPORTING TO EACH ASSIGNED CLASS**

Students are not allowed to remain in a teacher's class during the time when he/she is assigned to another teacher's class or other area (even if he/she is completing a test or other work). Keeping students after class is over may result in that student being tardy to the next class. Teachers are not allowed to give passes to students to go to another teacher's class.

## **SKATEBOARDING**

Skateboarding is strictly prohibited anywhere on the A.C. Flora campus as clearly stated by the signs in front of the main building, competition gym, and cafeteria.

## **LEAVING CAMPUS**

Any student leaving campus during the school day to include the lunch period without prior authorization is considered "cutting" and result in a minimum of a parent conference and two days out of school suspension. This regulation also applies to seniors leaving campus without proper authorization.

## **DRESS CODE**

In an effort to have a school environment safe, orderly, and conducive to learning, the following dress code will apply:

1. Shoes/Footwear must be worn on-campus at all times.
2. Underwear should not be visible at any time and all pants must be worn above the hips.
3. Clothing that depicts, alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation or inappropriate language is prohibited.
4. No multi-fingered rings.
5. Tube tops, spaghetti straps, halter tops or other dress which exposes the midsection (front or back), one or both shoulders, or underarm area will not be allowed.
6. All clothing should be of an appropriate length. Please take in consideration the length of these items when sitting. All clothing should fit appropriately. Be aware of excessive tightness, low cut tops, and baggy pants.
7. No headgear including bandannas, sweatbands, do-rags, nets, sunglasses, etc. may be worn in any building and will be confiscated.
8. Sunglasses are not permitted inside buildings.

Failure to comply with #7 & #8 shall result in confiscation of these possessions. Return of the hat or other headgear will require parent pick up at the front office for the first offense from 3:00 p.m.-4:00 p.m. After the first offense, headgear confiscated will be kept until the end of the school year.

**A student in violation of the dress code may be removed from class until appropriate attire can be found. The parent/guardian may be called to bring**



**the correct clothes or the school may provide the student with the appropriate attire. Other disciplinary action may be taken, if warranted.**

## **AUTOMATED PHONE SYSTEM**

The automated phone system (APS) will call parents to let them know if their child was absent from school and to deliver important messages from the school. Please be aware that the APS may notify parents even for approved field trips. If you ever have questions, contact the Attendance Secretary. **Parents, please maintain current phone information to insure your students' safety in the event of an emergency.**

## **STUDENT PARKING REGULATIONS**

**All students must complete the Alive at 25 Program to be eligible to park on campus.**

**Students who park on campus are also required to have a displayed parking decal and vehicle registration with the Assistant Principal in charge of parking. Only seniors and juniors are allowed to park on campus in designated lots.**

**IMPORTANT:** Vehicles that are not registered and/or parked illegally will be subject to fines, towing, or disciplinary action. Students may not transfer their parking decals to other students. Students who park along Falcon Drive must follow Forest Acres restrictions.

**Students parking off campus or on Falcon Drive do so at their own personal risk. The school will not become involved in any transaction that takes place off campus.**

**Students are not allowed to go to their cars during the school day without the approval of administration. A.C. Flora High School will not be held responsible for theft of contents, theft of vehicle, or damage to vehicle while parked on campus. All vehicles driven to school by students are subject to search. Playing of loud music is prohibited. Failure to comply with all traffic signs may result in disciplinary actions.**

## **HEYWARD CENTER DRIVING POLICY**

Students may not drive or ride with another student to/from Heyward Career Center in private vehicles without proper approval from Heyward Career Center and the administration of A.C. Flora High School. Violation of this policy will result in loss of driving privileges. Approval forms will be available through an assistant principal.

**AC Flora reserves the right to revoke Heyward Driving privileges.**

### **BUSES**

A school bus driver represents the school's authority and is responsible for the passengers on the bus. The driver has supervision and authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in detention, suspension from school, and/or loss of privilege of riding a bus.

### **A.M. LATE ARRIVAL/P.M. EARLY RELEASE**

**Only seniors who can supply their own transportation are eligible for a.m. late arrival or p.m. early release.** A.M. late arrival students must not arrive on campus 15 minutes before the student's first scheduled class and P.M. early release students must be off campus 15 minutes after the end of the student's last class. Students and parents must sign an a.m./p.m. early/late release form in the Guidance Department. Students that do not adhere to the following times will be sent to ISS and be given detention hours.

### **VISITORS**

**All guests must report to the Main Office upon arrival and present picture identification.** Parents are encouraged to visit A.C. Flora High School at any time. Visitors must wear a Visitor's pass while on campus.

To avoid classroom disruptions, the school requires guest to make prior arrangements with classroom teachers and/or administration. **At no point should any visitor go directly to classroom or any other area. Trespassers will be prosecuted.**

**Note:** Preschool age children and students from other schools will not be issued a visitor's pass without approval from the administration.

## **SCHOOL-SPONSORED ACTIVITIES**

Students who are in violation of the school/district policies while participating in activities on or off campus will be subject to disciplinary actions by the administration. In addition, consequences may be imposed by coaches/sponsors in charge of the activity.

All students shall be prohibited from participation in athletic or academic competitions when they are suspended from school.

## **ASSEMBLIES**

Academic, athletic, and school activity assemblies are held throughout the school year. Students are expected to sit according to grade level and/or by class. All students are to remain in the assembly until permission to leave is granted by the administration. Students who do not follow school rules and proper behavior may be removed and will face disciplinary action.

## **OFF-LIMIT AREAS**

1. Student and Teacher parking lots are off limits during the school day. Permission from an administrator must be obtained to enter the parking area. Failure to comply with this policy will result in disciplinary action.

2. Faculty lounges, workrooms, and restrooms are not to be used by students. Students are not to use copiers in the workrooms or the Main Office.
3. All athletic fields, the Falcon Trail, and other remote areas of campus are off-limits to students at all times unless the students are under direct supervision of a teacher or staff member.
4. During lunch the students are restricted to using the restrooms in the 500 and 400 buildings only. All other restrooms are off-limits unless notified by the administration.

### **FIELD TRIPS**

All school-sponsored trips must be approved by administration in advance. Students must turn in a signed parent permission form to the supervisor of the field trip. If the student misses classes, he or she must get each teacher to sign a class absence notification form. It is the student's responsibility to make up all missed assignments. Students who have poor discipline records and academic progress may not be allowed to participate in a field trip experience.

### **EVAUCTIONS/SAFETY DRILLS**

Safety drills are a serious matter that is practiced on a regular basis. Exit information is posted in each classroom and instruction is given by the teacher in charge. When the signal for a **fire drill** is given, proceed quickly and quietly in the direction shown by the fire evacuation plan or as instructed by school personnel. Stay with your class at all times so all students can be accounted for. Remain outside until the signal is given to return to class.

When a **tornado drill** is initiated, assume a duck and cover position on an interior wall away from doorways, glass, and machinery. Remain in this position until given instructions by the teacher/administrator.

During an **earthquake drill**, assume duck and cover position and wait for further instructions from a teacher/administrator.

NOTE: Anyone found tampering with the fire alarm system is subject to expulsion. **Driving on campus, particularly in the loop in front of the school, during evacuations is not allowed. Teachers are required to take attendance during all evacuations.**

## **PARENT SECTION**

### **PARENT CLASSROOM VISITATION**

A twenty-four (24) hour notice prior to a classroom visit is required. Please schedule appointments directly with your student's teacher and have it approved by an administrator. Your cooperation assures you the opportunity to have a fruitful preservation of your students' classroom performance. Frequently, classroom assignments including but not limited to examinations would be an inappropriate time for visitation.

### **LUNCH OPTIONS**

Students now have several options for lunch. They may retrieve their lunch in the cafeteria, or they can grab a fresh lunch option from the theater or the fresh option vending machines. Students may only eat in the cafeteria or in the designated areas of campus. Students may not eat in classrooms or non-designated parts of campus unless the club/athletic sponsor places an appropriate pass in the student's agenda. **Students should not have food delivered to campus by anyone. Students also should not bring food from eating establishments onto campus. Students are responsible for placing all trash associated with their lunch in appropriate containers. Failure to comply may result in disciplinary action.**

### **STUDENT DEPARTURE**

Students should vacate the premises no later than 4:15 p.m. unless involved in an organized, chaperoned school activity. **A.C. Flora High School cannot supervise or be responsible for students on campus after 4:00 p.m.** A.C. Flora High School reserves the right to call appropriate transportation for students on campus after these hours at the student's own expense. Students who are on campus without a valid excuse are subject to possible disciplinary actions. Students must remain

with their club sponsor while participating in on campus after-school activities. **Neither A.C. Flora nor Richland School District One is held liable or responsible for any injuries or actions against students after the designated 4:00 p.m. time to vacate the premises.**

### **FUNDRAISING**

Any organization representing A.C. Flora must have written permission from the administration to sell items on or off campus. No group or individual may sell any item(s) on campus without approval.

### **INSURANCE**

All students are encouraged to subscribe to the school accident insurance protection plan offered at the beginning of the school year. Students participating in interscholastic athletics, vocational courses, and some other activities (see sponsors of activities for details) are required to have district-approved insurance. Students may also purchase 24 hour coverage. Accidents should be reported immediately to your teacher, nurse or to the main office and all claims must be filed within thirty (30) days of the accident.

### **MEDICATIONS**

Medications should be given at home, if at all possible. If administered at school, medications should be kept in the nurse's office. Parent's consent and doctor's order must be documented with the nurse. Any medications found at school may be confiscated.

### **PHYSICALS**

Though some activities require a physical from a physician, it is recommended that all students participating in any type of physical activity obtain medical clearance from a physician. This includes, but is not limited to involvement in dance, band, JROTC, and physical education.

## **STUDENT SECTION ) add section about ID)**

### **POSTING SIGNS/FLYERS ON CAMPUS**

Only signs or flyers approved by the administration may be distributed or posted on campus. Approved signs and flyers should be posted on designated bulletin boards or cork strips and removed in a timely manner by the person responsible for the flyer.

### **VENDING MACHINE/FACULTY LOUNGES**

Faculty vending machines and faculty lounges are off-limits to students.

### **TEXTBOOKS**

Textbooks are the property of A.C. Flora High School and the State of South Carolina and are issued free of charge to all students. Students are responsible for their textbooks at all times. Should the books be lost, stolen, misplaced or damaged, the student will be responsible for making the appropriate restitution to the school. See front office receptionist for information concerning textbooks.

### **LOCKERS**

Each student will be assigned a locker and given a lock upon request by their advisory teacher. **Student owned locks are not allowed and will be removed without notification.** Students are responsible for all materials and property in their assigned locker. Students should not share lockers or their combination with others. **Lockers are school property and may be opened by school officials at any time.** Misplaced or lost locks will result in a \$7.00 charge.



## CLUBS AND ORGANIZATIONS

Clubs and organizations at A.C. Flora are designed to offer opportunities for exploring, developing, and widening the student's range of interest, and to help students develop leadership skills. Participation in extracurricular activities also enables a student to improve his or her ability to plan and work with others toward a common goal. The faculty sponsor will complete the required forms in the Assistant Principal's office and will determine the guidelines for participation in an activity. All clubs and organizations must adhere to non-discriminatory practices and should not violate directives on separation of church and State. Refer to the school's website and E-Formation for a list of clubs and organizations. (Contact the Assistant Principal if you have questions or concerns).

## CLUB MEETINGS

Clubs typically meet at lunch or after school. Each club has an assigned meeting day and time. No school group or club meeting may be announced without the approval of the faculty member in charge. No meeting, practice, decoration, clean-up, or other group activity will be held without the presence of the club sponsor or a designee.

## MEDIA CENTER

The Library Media Center offers a place for students to do research, check out materials, read, and study. It is open from 7:45 a.m. to 3:30 p.m. Examinations and special events may result in alterations to the daily schedule. **Substitutes are not allowed to give passes to students to go to the Media Center.** Direct all questions to the Media Specialist, Pam Hall at 738-3460.

## **MEDIA CENTER PROCEDURES**

- Library books are checked out for a two-week period and may be renewed. A student ID is needed to check out books.
- Reference books may be checked out for one night only and returned before first period the following day.
- No overdue fines are charged, but lost or damaged materials must be paid for.
- Appropriate library activities are research, reading, studying, and browsing.
- Students are expected to follow all A.C. Flora rules and regulations and to be considerate of other library users.
- Students must sign in when using the library and have an appropriate hall pass.

## **ATHLETICS**

The South Carolina High School League will deem students eligible for participation in athletics. Richland School District One “C” Average Policy will apply to all student/athletes. For information on this policy, contact the school’s Athletic Director.

**Athletic Director: Ed Moore 738-7300 Ext. 7302**

Baseball	Soccer
Weightlifting	Softball
Basketball	Swimming
Bowling	Tennis
Cheerleading	Track
Cross Country	Volleyball
Football	Wrestling
Golf	Lacrosse

## **School Counseling Department**

The A.C. Flora counseling staff provides a comprehensive developmental school counseling program that is designed to address the needs of all students by helping them acquire competencies in personal/social development, academic achievement, and career/vocational development. Counselors are available to:

- Assist students with academic advisement and disseminate career and technology information.
- Work with students in the management of personal/social issues and make referrals, as needed.
- Assist students with the preparation and processing of applications for college admission, scholarships and summer programs.
- Assist students and families in analyzing and interpreting the individual standardized test scores and other pertinent data to determine its impact on student achievement.

### **GRADE LEVEL COUNSELORS/CONTACT INFORMATION**

Viorean Bartley – 9-12 (A-C)	738-7289
James Majo - 9-12 (D-I)	738-7277
Julia Pauciello - 9-12 (H-O)	738-7332
Shayla Broadnax - 9-12 (P-S)	738 - 7292
Moira Porter (T-Z) Guidance Director IB Counselor	738-7290

## **COURSE SELECTION AND REGISTRATION**

During the spring, students and their parents/guardians are invited to select and register for courses for the next school year. Students should carefully select courses during the registration process, including the selection of alternate courses. Student requests determine the courses that will be offered in the master schedule.

### **SCHEDULE CHANGES/INSTRUCTIONAL CONCERNS**

If a student wants to change their schedule, a Schedule Change Form must be completed and submitted to the Guidance Office for review. When a request is made, the student will follow the original schedule until changes are approved and a new schedule is received. Requests to change a schedule should fall under the following conditions:

- **The student has passed a class that is listed on the schedule.**
- **The student has not passed a prerequisite course for a class that is listed on the schedule.**
- **The student is a senior and does not have a course required for graduation listed on the schedule.**
- **A student requests a schedule change for health conditions. A doctor's statement must be provided prior to a change.**
- **A class is cancelled.**

With the first day of enrollment in the course as the baseline, students who withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course beyond this specified time shall be assigned a Withdrawal Fail (WF), and an F (as a 51) will be calculated in the student's overall grade point average.

The 3-, 5-, and 10- day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of the school.

## **LEVEL CHANGES**

If a student wants to change the level of class for which they are enrolled, a Schedule Change Form must be completed and submitted to the Guidance Office for review. Class availability will be factored in level change requests. Students may request a level change in core academic courses within 1 week of the 4 ½ week interim period of a 90-day course, or within 1 week after the 9 weeks (Quarter 1) report card of a 180-day course.

## **TRANSCRIPTS**

Richland District One has joined forces with Parchment – the safe, paperless, and free way to send official transcripts. Through Parchment, students can request their transcript be sent to themselves, colleges/universities, NCAA, scholarships, or other organizations. To access Parchment, go to [www.acfloraguidance.com](http://www.acfloraguidance.com) and click on the “Transcript” tab. Additional information is available in the Guidance Office.

## **POST-SECONDARY PLANNING**

Students are encouraged to plan their course of study based on their career interests and educational goals. Students who plan to attend to attend a two-year or four-year college or university should plan their academic program based on the requirements of the college/university they plan to attend. Guidance counselors are available to assist students in this process. Students are encouraged to take advantage of assessments such as SAT, ACT, WorkKeys, etc. in order to assist in career decisions. Note: students who are registered with the NCAA must have their SAT and/or ACT scores sent directly to NCAA.

Various evening workshops related to college are offered to parents and students on topics ranging from financial aid to NCAA regulations.

Additionally visits by college admissions personnel are available to students throughout the school year. Parents and students are encouraged to go to Flora’s guidance website for updated information, events, and activities.

Various evening workshops related to college are offered to parents and students on topics ranging from financial aid to NCAA regulations. Additionally visits by college admissions

personnel are available to students throughout the school year. Parents and students are encouraged to go to Flora's website and access the guidance webpage for workshops and other updated information related to guidance activities.

**Direct all inquiries to the registrar at 738-7287.**

### **ELECTRONIC INDIVIDUAL GRADUATION PLAN (eIGP)**

An eIGP consists of the state high school graduation requirements and/or college entrance requirements. In addition, course recommendations for successful completion of a major that aligns to post-secondary education and the workplace are included. The purpose of the eIGP is to assist students and their parents in exploring educational and professional possibilities and in making appropriate secondary and post-secondary decisions. The eIGP is part of the career planner. It builds on the course work, assessments and counseling in the middle and high school. The eIGP is not intended to reflect all aspects of the high school experience but it provides a systematic approach to planning for the future. Teacher and parental involvement throughout this process is vital.

### **HIGH SCHOOL SCHOLARS PROGRAM**

Any rising 9<sup>th</sup> or 10<sup>th</sup> grade student, who has the ability and desire for excellence in academics and to contribute meaningfully to the school may apply. To be recognized as a High School Scholar and earn a special diploma, a 4.0 GPA in HW, AW, IW, or EW courses must be maintained throughout their high school experience. No grade below a "C" will be accepted. When computing the GPA for High School Scholars, HW, AW, IW, or EW will be given the same weight toward to 20-unit requirement (for English, for Math, for Science, for Social Studies, and 3 World Languages). One unit of PE/ROTC along with 10 units of electives is also required. Students must also earn 8 points (minimum) for extracurricular activities. These points may be earned through school activities, sports, or community service.

Counselors will work with students to complete High School Scholars paperwork each year. Counselors will also work with students to submit their final application for High School Scholars by the first semester of

their senior year. All High School Scholars are automatically named Academic All Stars.

### **SCHOLARSHIPS**

The primary role of the Guidance Department related to scholarships is to promote awareness of available opportunities. The criteria for the majority of scholarships is determined by outside organizations and colleges. Guidance counselors will be happy to assist students in processing scholarship applications as needed. **Please check the guidance webpage for a listing of available scholarships along with the associated application requirements and deadlines.** If you have questions, please see your Counselor. Please pay special attention to the deadlines that are posted in order to allow time for application processing. **Students are responsible for all deadlines.**

### **WITHDRAWING FROM SCHOOL**

In the event of a student withdrawing, withdrawal procedures must be completed. Listed below are the withdrawal procedures.

- Parent/Guardian must complete a withdrawal form which can be obtained in the registrar's office.
- Books and other school property should be returned as required and all business obligations must be handled before a student can be withdrawn from school.

**Direct all inquiries to the registrar at 738-7287.**

### **CHANGE OF ADDRESS**

To update your address or any other contact information, please see Ms. Abbie Dew.



## **PARENT PORTAL**

For help with parent portal, please contact the head media specialist.

## **REPORT CARDS/INTERIM REPORTS**

All report cards (excluding the final year-end report card) and interim reports are issued to students in their advisory class. Report cards and interims (progress reports) are issued on the dates as indicated on the school calendar. The final year-end report card will be mailed to the address listed in the school's database system. Duplicate report cards and/or interims will not be given to students.

**Please consider report cards and interim reports as school communication with each student's parent regarding the student's academic progress, attendance, and teacher assessments.**

## **CLASS SCHEDULE**

### **A-DAY SCHEDULE**

<b>BLOCK</b>	<b>CLASS</b>	<b>ROOM</b>	<b>TEACHER</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

### **B-DAY SCHEDULE**

<b>BLOCK</b>	<b>CLASS</b>	<b>ROOM</b>	<b>TEACHER</b>
<b>1</b>			

<b>2</b>			
<b>3</b>			
<b>4</b>			

**LOCKER NUMBER:** \_\_\_\_\_

**LOCKER COMBINATION:** \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_