

STUDENT HANDBOOK



2021 - 2022

TABLE OF CONTENTS

| | |
|---|-------|
| Administration Welcome..... | 3 |
| Mission..... | 4 |
| General Information..... | 5 |
| ID Cards..... | 7 |
| Fundraising Activities..... | 7 |
| Emergency Procedures..... | 7 |
| Attendance..... | 8 |
| Make-Up Work..... | 8 |
| Early Dismissal..... | 9 |
| Tardy..... | 9 |
| P.M. Release..... | 10 |
| Vehicle Regulations..... | 10 |
| Bus Transportation..... | 11 |
| School Nurse..... | 11 |
| Bell Schedule..... | 12 |
| Parental Involvement..... | 13 |
| PTSA..... | 13 |
| CAJ Honor Code of Conduct..... | 13 |
| Discipline..... | 15 |
| Student Classroom Conduct..... | 16 |
| Harassment, Intimidation, or Bullying Policy..... | 16 |
| Cell Phones & Electronic Devices Policy..... | 16 |
| Vandalism..... | 17 |
| Dress Code..... | 17 |
| Afterschool Tutoring..... | 19 |
| Health Sciences Magnet Program..... | 20 |
| Guidance Service Information..... | 20 |
| Diploma Requirements..... | 20 |
| Uniform Grading Policy..... | 22 |
| SC Uniform Grading Policy..... | 22 |
| Homework Policy..... | 23 |
| Redo Policy..... | 24 |
| SAT Dates..... | 24 |
| ACT Dates..... | 24 |
| Grading Scale..... | 25 |
| Richland School District One Calendar..... | 26 |
| August-June Calendar..... | 27-37 |

SCHOOL ADDRESS

C. A. Johnson High School
2219 Barhamville Road
Columbia, SC 29204
(803) 253-7092

ADMINISTRATION WELCOME

Welcome Hornets,

It is with great pleasure that the admin team is accepting the charge to serve the “Hornet Family” during the 2021-2022 school year. We look forward to another successful year working with the students, parents, teachers, staff and community that the school serves. This school year we will continue with the theme of E³: Excelling and Exceeding Expectations!” Our school experienced growth last school year and we will continue to embed a “growth mindset” in everything we do this school year to continue improving our school’s performance in all areas.

The continued implementation of Advancement Via Individual Determination (AVID) proved to be highly successful and will expand to our juniors and eventually school wide. AVID will assist in opening windows for our students to succeed beyond high school and engage in practices for a successful transition to college and career paths after graduation. We will continue to focus on growth with our EOCEP (End Of Course) test scores, ACT and WIN assessments by providing students with rigorous assignments during the school day and engaging enrichment activities beyond the school day. Our students will make a commitment to graduate on-time by taking the high school graduation pledge within the first semester of school.

We are excited to continue our work as a school team to provide our students with relevant instruction and test preparation for all assessments and properly prepare them for the demands of life after high school. I am optimistic of the future that awaits our students. Working collaboratively with parents, teachers, and support staff will help us to continue on our journey and progress beyond where we currently are as a school community.

Welcome back to another AMAZING school year Hornet Family! Let’s show everyone our Hornet Pride by excelling and reaching whatever bar is set for use to reach. We will begin this year with a “We CAN DO IT” attitude. As always, “failure is NOT an option for OUR students.

Sincerely,

School Administration

Let Them Feel Our STING Hornets!

RICHLAND ONE MISSION STATEMENT

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

RICHLAND ONE VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring each learner achieves his/her potential in a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.

CA JOHNSON MISSION STATEMENT

CA Johnson High school is committed to ensuring a culture of excellence through expanded opportunities for every learner through innovation, collaboration, compassion, and equitable learning.

CA JOHNSON VISION

C.A. Johnson High School will create a culture of excellence through proactive and continuously evolving program structures that accommodate the needs of its student population and community.

SCHOOL'S ALMA MATER

Dear Johnson High were right and honor
Will forever dwell
We sign a song for Alma Mater
The Name we love so well

Where shades descend upon our way
And doubts make their appeals
We will not let our standards fall
To Shadow our school's ideals

Let us proclaim the loving care
C.A.J. holds for her youth
It's high esteem and easily seen
To be a prevailing truth

Chorus

O Johnson High, whose standards are high,
Beyond the blazing sun,
We pledge to thee our loyalty,
And unite ourselves as one

SCHOOL SPIRIT

School spirit may be divided into four categories:

Courtesy – Toward school staff, fellow students, and sports officials.

Pride – Above all RESPECT YOURSELF. Pride in all the accomplishments of our school (past and present), and in our student body and staff.

Sportsmanship – The ability to win or lose gracefully.

Loyalty – To all school activities and organizations. A loyal student demonstrates “Hornet Pride” in all he/she does. He/she does the most to maintain the highest standards of academic achievement and personal behavior.

SCHOOL MOTTO:

Excellence by Design

SCHOOL COLORS: Green and Gold

SCHOOL MASCOT: “Hornet”

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

PRINCIPLES OF HORNET PRIDE:

We are a PBIS school.....

GENERAL INFORMATION

The school day begins at 7:30 A.M. when students are allowed to enter the building. Students should enter the building upon arriving to school via the cafeteria. **The school day ends at 3:15 P.M. After 3:30 P.M., students are to be picked up at the front of the school. Please avoid pick-up and drop-off in the bus and gym/auditorium or teacher parking lot areas afterschool. Parents must arrange for their children to be picked up from school by 3:30 P.M. daily.** The only exception is if the student is involved in an extracurricular activity, the student will be picked up from the assigned area. Visitors are welcome to our school. However, infants and small children are prohibited from the campus during the school day. Due to interruptions to instruction and classroom routines, student social visits are not permitted. Parents are always welcome. A visitor’s pass must be obtained from the main office to visit a specific area and provisions will be made for a guided tour of the building if requested. For reasons of liability, students are not permitted to bring visitors to school. Instruction cannot be interrupted to give messages or personal items to students. Students may pick up messages and personal items from the Main Office during lunch and class change or at the end of the day. Individuals on campus without proper authorization will be considered as trespassers and the SRO will handle accordingly.

CAFETERIA

The Cafeteria is for the enjoyment of all students. All trays must be placed in the designated area before leaving the Cafeteria. Sitting on tables is prohibited. Books, gym clothes, and other large items are not to be placed on tables. At no time are food and/or beverages to be thrown. All students are responsible for keeping chairs and floors clean. Food and beverages are to be consumed in the Cafeteria or other areas set aside by the administration.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Students will comply with a **state law**, which requires that the Pledge of Allegiance and a Moment of Silence be observed each school day at an established time (the beginning of school). Students who do not participate must have written documentation stating their reasons for not complying with the state law.

INFORMATION TECHNOLOGY CENTER

Hours of operation – 7:30 A.M. – 4:00 P.M. Monday-Friday

Students may use the ITC before or after school and during lunch, or they may come with their classes. According to the District's Acceptable Use Policy, students are allowed to use the Internet for education purposes only – they may not go to sites that are not specifically assigned by their teachers. Students may not play games, download music, install programs or go to blocked sites. Please note that **NO FOOD OR DRINKS** are allowed! The Acceptable Use Policy will be presented to all students, and they must sign that they agree to abide by the district policy. Failure to follow district policy will result in the loss of computer privileges and a discipline referral.

DLE

Parents/guardians are required to participate in the MPP. The full-year MPP costs are: \$30.00 for each student. Parents must sign a contract/agreement form for students to receive a laptop. Laptops will be utilized in many classes as part of instruction.

TEXTBOOKS

All students are responsible for their textbooks and personal belongings. If a student loses a book, an effort for payment of the lost book must be made before another book will be issued. Once the payment or arrangements is made, the student will take the receipt and show it to the textbook coordinator. Students will be charged for books, which are not turned in appropriately at the end of the school year. All fees must be paid before a student is allowed to participate in the graduation ceremony. Neither teachers nor the school can assume responsibility for textbooks left in classrooms or elsewhere on the school campus. Any student accepting use of books automatically assume responsibility for the property and shall be accountable for damages or replacement costs. The school will not assume responsibility for any lost or stolen textbooks and materials issued by the state, district, or school.

FEES

C.A. Johnson offers some courses that require fees for classes. The Air Force JROTC and Health Science Medical Magnet classes have fees and the fees are listed below: *AFJROTC = Activity fee \$25.00 (Uniforms are provided, but if lost or damaged will cost \$85.00 to replace)

*HSM = Activity fee \$40.00 and is non-refundable. The fee covers: club membership and uniforms.

ID CARDS (STRICT ENFORCEMENT)

According to Richland School District One board policy, students must wear ID cards on a lanyard around their necks at all times as a measure of safety and as preparation for the future. ID cards are used for lunch, parking, checking out materials from the media center, attending field trips, and for other school related activities. Students will be sent to ISS until ID is obtained or brought to school by parent or guardian. The initial ID is provided to the student free of charge, but the replacement fee for an ID lost or misplaced is \$10.00. Temporary ID's will be available for \$1.00 and are only good for one day. **Note: Habitual failure to wear an ID may result in OSS and/or further disciplinary actions.**

STUDENT FUNDRAISING ACTIVITIES

C.A Johnson High School will minimally use fund-raising campaigns to avoid compromising the efficiency and effectiveness of the school's educational program. Organizations may undertake such campaigns under the following conditions:

- * No one (students, staff, or outside entities/individuals) may solicit monetary contributions at any time on school grounds or at school sponsored functions without administrative approval.
- * Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program.
- * The principal or designee will approve and supervise each campaign.
- * All fund-raising activities during school hours must have the approval of the principal or designee.
- * Students will not solicit personal contributions to meet the basic needs of school or to finance extracurricular activities.

EMERGENCY PROCEDURES

Fire, Tornado, Earthquake, & Emergency Drills

Directions for emergency evacuations due to fire, tornado, earthquake, etc. are posted in each classroom. When the alarm sounds, the buildings must be cleared rapidly, but in an orderly fashion. Your teacher will tell you the rule for exiting the building and the proper exits to use. The purpose of the drill is to train students to respond in the event of an emergency. It is important that you do the following:

- * Learn the emergency exits for each area to which you are assigned and if an emergency occurs, vacate the room or area rapidly and orderly
- * Follow the directions of teachers at all times. Do not go to your locker.
- * If an alarm sounds between classes, or during lunch proceed immediately to the nearest open area, away from the nearest building.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

According to School Board Policy, all students must have a 2.0 grade point average in the previous semester to participate in any extra-curricular activities. C.A. Johnson High School will continue to offer after-school tutoring programs to help students raise their GPA to ensure eligibility for extra-curricular activities. Meetings are to be set by sponsor. All clubs and organizations must be sanctioned by the administration and approved by the Johnson

Student Government Council. All clubs and organizations must file a copy of their constitution and by-law with the Coordinator for Activities/Facilities.

All clubs/activities must be sanctioned by the administration.

ATHLETICS

- | | | |
|--------------|-----------|---------------|
| Basketball | Baseball | Cross Country |
| Cheerleaders | Football | |
| Softball | Track | |
| Volleyball | Wrestling | |

ATTENDANCE

Student attendance is essential for student achievement. Students must be present in class in order to receive the instruction necessary to make good grades. **All high schools in Richland One are on block scheduling, which means that students have no more than eight (10) class absences for a one credit course and no more than four (5) class absences for a one-half credit course.** In cases of absence due to prolonged illness such as hospitalization, serious car accident, etc., the student may request a waiver for the excessive absences by making an appeal to the school attendance committee. In accordance with school board policy, the school attendance committee will be responsible for approving or disapproving excessive absences for credit purposes. Homebound instruction and school-sponsored trips are not counted as absences for credit purposes. However, all other absences, excused and unexcused, will count toward denial of credit unless approved by the attendance committee. **Teachers will enforce the 30/30 policy in which students are not allowed to leave class during the first 30 minutes and last 30 minutes of class. Students will not be permitted to leave class during Third Block of each day unless there is a medical emergency.**

RETURN AFTER AN ABSENCE

Notes should be brought to the Attendance Office before first period within two (2) days after the student returns from an absence. Parent/guardian note should contain the following information: student’s name, specific reason for absence, date of absence, parent’s home and work phone numbers, a doctor’s statement (if applicable), and a parent/guardian’s signature. Only 3 parent notes will be accepted without doctor’s/court statement. Students must report to the attendance office to receive an admit slip following an absence.

MAKE-UP WORK

A student who has lawful or unlawful absences must make up work missed. The student is responsible for contacting the teacher about making up the work. Students and their teachers will work out a plan for completing make-up work according to the teacher’s classroom policy. If a student was lawfully absent on the day a previously announced assignment was due, the assignment is considered due the next scheduled class meeting. If a student misses a test, arrangements to make up the test must be made at a time convenient for the teacher. Students who are not performing satisfactorily are expected to take advantage of these special help sessions. See the teacher’s course syllabus for specific tutoring/help session procedures and time.

TRUANCY

The Board expects each student to attend all scheduled classes and activities every day he/she is in school, except when excused by the principal or the principal's designee. A student, who reports to their assigned school but fails to attend all scheduled classes and activities, except when officially excused, is considered by the Board to be contributing to the potential disruption of the instructional program and will be written up. A student is truant after three (3) consecutive unexcused absences or five (5) cumulative unexcused absences, the principal or principal's designee shall notify the parents by certified mail that a truancy petition is being filed with the Richland County Family Court.

EARLY DISMISSAL

Once a student reports to school, they are expected to stay for the entire day. Only in cases of funerals in the immediate family or medical appointments that could not be scheduled after school hours should a parent request early dismissal. No students will be dismissed after 2:45 P.M. A good education demands that a student be in a class every day possible. Procedures:

- * Parents are asked to send a written request for dismissal, which includes home/work phone numbers. Parents will then be contacted to verify the request.
- * In the event of illness the student is to report to the nurse and she will contact the parent or guardian.
- * Students are required to present proper documentation concerning early dismissal if the absence is to be excused.
- * Students who leave school grounds without permission and appropriate approval are subject to a minimum 1-3 day suspension.
- * Students 18 years old must be emancipated from their parents to sign themselves out of school. Administrative approval is also required.

TARDY POLICY AND ID POLICY (STRICT ENFORCEMENT)

Procedures:

- 1st Tardy: Warning (ABE Note)
- 2nd Tardy: Parent Contact by Teacher (ABE Note/Classroom Action)
- 3rd Tardy: After School Detention (ABEReferral)
- 4th Tardy: Level One Intervention
- 5th Tardy: Level Two Intervention
- 6th Tardy or More: MTSS/Student Support Team Plan, Social Worker

All tardies will be recorded in ISS with the ISS supervisor, except 1st block until 8:16 A.M.

Student's tardy record will be expunged at the conclusion of each nine weeks.

Tardy students are responsible for completing all missed work!

P.M. RELEASE

The C. A. Johnson High School's Academic Program focuses on the expectation that all students will take 8 courses each year during their high school career. In limited cases, P.M. Release can be discussed and considered on an individual basis following a parent conference with the guidance counselor and completion of appropriate documentation. **This privilege is open to seniors only, (schedule permitting),** who have met standards

for all testing requirements and whose graduation will not be jeopardized due to P.M. Release. PM release is more appropriately used for educational purposes such as service learning, job shadowing/internships, and other educational purposes. Students must have documented transportation (including names and phone numbers) before P.M. release will be granted. Students must sign out in the attendance office and leave campus within 5 minutes of his/her last class. **Students who do not leave campus will lose PM release privileges and be assigned to a class or ISS.**

SENIOR SCHEDULES

All seniors will be required to take a minimum of 6 courses. School Counselors will conduct individual senior interviews with seniors and their parents to review the senior's transcript as well as courses on the student's schedule that will complete requirements for graduation.

TRANSFER & WITHDRAWALS

Students who wish to transfer to or withdraw from C.A. Johnson High School should report to the guidance office with a parent or guardian to receive appropriate paperwork and instructions to do so.

TRANSCRIPTS

Active students receive the first transcript free, but must pay \$5.00 for each additional transcript. All inactive students will be assessed a fee of \$5.00 for all transcript requests. Fees must be paid before the transcripts are sent.

VEHICLE REGULATIONS

Students driving cars to school must park in the designated Student Parking Lot ONLY on the Gordon Street side of the building! All other parking areas on campus are off-limits to students. Parking violations will result in a \$5.00 ticket. **Persistent parking violations and students who do not park in the Student Parking Lot are subject to having their vehicles towed or have a wheel immobilizer placed on the vehicle. In order to park in the Student Parking Lot, a valid parking decal must be purchased for \$25.00.** The decal must be hung on the rear view mirror. Parking permits expire at the end of each school year. Any student parking on campus must complete "Alive at 25" defensive driving course. Both the student and the parent/guardian must sign the application form (containing detailed parking rules and regulations). There will be absolutely no loitering in the parking lot. Sitting in or on parked cars is strictly prohibited and playing loud music is prohibited! Students must park their vehicles and immediately leave the parking area. Students are not allowed to cars during school without administrative approval. KEEP VEHICLES LOCKED! Reckless driving and continued disregard of parking regulations will result in suspension and/or loss of driving privileges to C.A. Johnson High School. Campus Speed Limit is 5 miles per hour.

TRANSPORTATION TO CAREER CENTER

A bus is provided for all students who attend classes at Heyward. While driving to Heyward is discouraged, a student may be permitted to drive a car to Heyward under the following conditions: Application submitted and approval granted by administration and parent permission on file. **Under no circumstances are student drivers permitted to transport themselves or other riders to and from Heyward without approval.**

BUS TRANSPORTATION

Bus transportation is available to all students in Richland District One. Information may be obtained from the transportation office at (803) 691-5578. Students are expected to conduct themselves in accordance with the State and District transportation policies.

Riding the school bus is a privilege, which can be denied.

BUS POLICY

Based on the "Regulations of Student Transportation" set forth by the State Department of Education and the South Carolina School Transportation laws, the following rules are to be observed:

- * Each student must be seated on his assigned bus and remain seated until the bus reaches his/her stop.
- * No one is to stand in the step well or aisle while the bus is in motion.
- * No part of the body may extend from the windows.
- * Students must sit in their assigned seat, face the front of the bus, and keep feet out of the aisle.
- * No student is to interfere with another person or another's property.
- * Each student is expected to be ready for the bus. The bus cannot wait for those who are late.
- * No throwing of objects or fighting will be allowed.
- * No littering or defacing the bus or seats will be tolerated.
- * Tobacco, drugs, or any illegal substance cannot be brought onto the bus.
- * Each student is expected to avoid the use of profanity.
- * The rear exit is to be used for emergency use only.* Students must wear a mask when riding a Richland One School bus (Covid-19)
- * The bus driver is a school official. Do not interfere with the bus driver's operation of the bus. The driver shall be responsible for the conduct of the students while riding in the bus and shall report to the school officials any misconduct. The principal or his designee may suspend a student from riding the bus for misconduct. Article 3, Section 21-816 South Carolina School Transportation Laws.

SCHOOL NURSE

Students are reminded of the immunization requirements of the State. According to SC State Law, students in Kindergarten through grade 12 must update immunization (shot) records. No Shots – No School.

C. A. Johnson has a full-time Registered Nurse. The nurse: Distributes prescribed medication with the written consent of the parent/guardian and the referring physician, treats acute and manages long-term illnesses, performs EPSDT screens (Medicaid physicals) and some other physicals, provides health counseling, and makes referrals to local medical agencies. In the event a student becomes ill during the school day, the following steps should be followed: Step 1: The student must go to class first (if reasonably able to). Step 2: The classroom teacher must sign the student's agenda to enter the nurse's office. Step 3: The nurse will check the student in and verify their pass. Step 4: If the nurse decides that the student needs to go home, a parent will be called; the student will return to class (if reasonable to do so) and wait for the attendance secretary to notify him/her of the parent's arrival.

NON-PRESCRIBED MEDICINES

The medication must be properly labeled and/or contained. Written permission from parents/guardians to administer non-prescribed medicines must be on file with the school nurse.

INJECTIONS

Injections should be given at home if possible, and not at school. There are rare exceptions. Licensed prescriber's orders and parent/guardian consent must accompany all medications, including injections, before they are given. The parent/guardian will supply the equipment and medication necessary for injections. Only a Registered Nurse may give injections.

BELL SCHEDULES

Bell Schedules will resume as normal

LOST & FOUND

Information about lost and found is located in the main office. You may check for lost items before and after school. All items will be donated to charity if not claimed by the end of the school year. School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school and are the responsibility of the student if brought on school property.

INSURANCE

It is suggested that students obtain accident insurance and C.A. Johnson will offer supplemental insurance this year in addition to any family medical insurance. Students in certain vocational classes require school insurance. Students participating in interscholastic athletics' must purchase athletic insurance. Any accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school office. Claims must be made within 30 days of the accident.

STUDENT DEBTS

The student debt policy is designed to reduce our school's debt to the State Department of Education and Richland School District One finance office. Student may receive debts for textbooks, ids, and other school related items that come with a fee if lost, stolen or damaged. Students with outstanding debts are prohibited from participating in senior graduation activities, some school activities, and election to student leadership positions. Students and parents can check on debts with the bookkeeper.

LOCKERS

Lockers will not be issued until further notice.

PARENTAL INVOLVEMENT

C.A. Johnson High School has an active Parent Teacher Student Association (PTSA) and School Improvement Council (SIC) and all parents and students are encouraged to join annually. The PTSA sponsors several school initiatives throughout the school year and with your help, they will be able to continue with these efforts. The PTSA membership fee is \$10.00 per year or \$5.00 per year for students. The SIC organization does not have annual fees and parents are strongly encouraged to join as well. In addition to the PTSA and SIC,

parents are encouraged to support and be actively involved with the school's other various programs to support our school's overall growth and well-being. To help foster a continuous collaboration between school and home, C.A. Johnson has a parent involvement coordinator that can be reached by calling the school's primary number (803) 253-7092.

PTSA OBJECTIVES

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To maintain open lines of communications between home and school.
- To secure adequate laws for care and protection of children and youth.
- To foster closer relations in the home and the school, that parents and teachers may cooperate intelligently for the education of children and youth.
- To develop between educators and the general public united efforts as well as secure for all children and youth, the highest advantages in physical, mental, social, and spiritual education and well-being. PTSA and SIC officers are elected annually.

HONOR CODE OF CONDUCT

Statement:

In an effort to establish a common understanding at C.A. Johnson High School, the faculty, staff, administration, and student representatives encourage all to achieve the highest level of their ability in academics, personal honesty, and integrity.

This Honor Code of Conduct has been established to create an environment where all act honestly and responsibly in all aspects of school life. In presenting this honor code of conduct based on integrity and ethics, it is our goal to create a vision of what we would like our school and community to become. (Honor Code: Adopted from WJ Keenan High School in Richland School District One)

DEFINITION OF VIOLATIONS:

Cheating encompasses, but is not limited to, the following:

Willful giving or receiving of information that is unauthorized, unfair, dishonest or provides advantages in school work over other students.

Attempted cheating.

Plagiarism encompasses, but is not limited to, the following:

Presenting, as one's own the works or the opinions of someone else without proper acknowledgement.

Students may utilize plagiarism software in the media center.

Borrowing of the sequences of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

Lying encompasses, but is not limited to, the following:

Willful and knowledgeable telling of an untruth or falsehood, any form of deceit, attempted deception, or fraud in an oral or written statement.

Stealing encompasses, but is not limited to, the following: Taking or appropriating without the right or permission to do so, and with the intent to keep or make use of wrongfully, the school work, or materials of another students or the instructional materials of a teacher.

CONSEQUENCES

1st offense – zero on assignment, and exclusion from National Honor Society and Beta Club, upon review of administration

2nd offense – zero on assignment. 1 Days ISS/Intervention

3rd offense – zero on assignment. 1 days OSS/Behavior Contract

Media Center Usage: Penalties will result when the Richland County School District One Acceptable Use Policy is violated.

CONSEQUENCES

1st offense – 2 days ISS and 2 week loss of privileges

2nd offense – 1 days OSS, behavior contract, loss of privileges 30 days

3rd offense – 3-5 days OSS and loss of privileges

DISCIPLINE

ENFORCEMENT OF POLICIES, RULES & REGULATIONS

Students at C.A. Johnson High School are required to conduct themselves at all times in a manner that is in the best interest of the entire school community. It is not reasonable for the school to anticipate every possible scenario regarding school discipline; therefore, the school reserves the right to adopt, adjust or create consequences, within the guidelines of school board policy, as necessary to handle discipline situations. Examples of adjusted consequences may include imposing work details or adjusting for student handicapping conditions. Student conduct which disrupts the orderly operation of school, class, or involves substantial disorder and/or the invasion of the rights or safety of others will not be tolerated and will be handled according to RCSD1's Code of Conduct Policy. Students are further reminded that all school rules and regulations will be enforced daily, at school sponsored activities, and on the school bus. Students are expected to obey bus drivers in the same manner as they would teachers and administrators. Special Note: Bullying, Intimidation, or Harassment will not be tolerated and will be handled in accordance with RCSD1's policy.

INTERVENTIONS/GUIDANCE REFERRALS

Guidance Referrals are designed to help school counselors target specific issues that may hinder a student's academic achievement. Guidance referrals on behalf of students may be completed by faculty and staff members, the administration, and/or parents/guardians.

ANGER MANAGEMENT/CONFLICT RESOLUTION

Anger Management: Students are guided to practice three basic steps to control their anger and to establish self-control. (1) Express oneself in a non-aggressive manner, (2) Suppress any tendencies to overreact by redirecting the anger toward a positive goal, and (3) Practice calming strategies that are automatically triggered when one feels himself losing control.

Conflict resolution: If you cannot have an open, honest communication with a person, ask an adult to help. Know the triggers of conflict and violence, and promote peace between yourself and others. Listed are common causes of conflict: Gossip and rumors, dirty looks, an invasion of privacy or harassment, jealousy, diversities among people (race, religion, culture, economic status, etc.), try to avoid these emotions or actions.

Always practice self-control and never let yourself get manipulated into violence. You have nothing to gain and everything to lose. Not striking back (verbally or physically) is not an easiest way, but it is the smartest way to handle controversy. Master these skills now, and you can use them throughout your lifetime.

IN-SCHOOL SUSPENSION

In order for students to continue receiving education in an alternative location, In School Suspension was put into place. An administrator may assign students to ISS in lieu of an

out of school suspension. If a student is removed from class or enters school late they will report to ISS until released by administration.

SUSPENSION

Every reasonable effort will be taken to keep the student with a disciplinary problem in the school environment. However, there are some offenses, which warrant immediate suspension because of the nature or repetition of the offense. Whenever a student is suspended, the parent will be notified. Parents are responsible for keeping all contact information current. Those students sent home until a parental conference can be held are considered suspended. Students will not be readmitted to school after a suspension without a parent/guardian conference unless this requirement has been waived by the principal/suspending administrator. Suspension means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a bus.

THREE STRIKES POLICY

If a student is in violation of a serious offense at C. A. Johnson High School, the administration reserves the right to use the Three Strikes Policy (Three prior suspensions for serious offenses). At that point the student will be referred to MTSS, which begins the process for possible expulsion provided there are additional serious offenses that would require suspension from school. This does not include the acceptable use policy (AUP).

MULTI TIERED SYSTEMS OF SUPPORT (MTSS)

Multi-Tiered Systems of Support (MTSS) was established as an integral part of the educational process to ensure the academic success of every student. Its primary focus is to provide support for students who display significant academic, behavioral, and/or social emotional problems. The team meets and develops an intervention plan that addresses the specific needs of a student.

EXPULSION

Once behavioral interventions have been exhausted or a severe discipline violation has occurred, the student will be recommended for expulsion. A hearing will be scheduled and the decision of the Hearing Board is final. Expulsion results in the same restrictions as suspension, except the period of time is for the remainder of the school year or permanently.

STUDENT CLASSROOM CONDUCT (STRICT ENFORCEMENT)

The classroom environment is one that should be conducive to learning and C.A. Johnson High School will make every effort to maintain this as a standard practice in our building. The teacher expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The administration has given teachers more autonomy to handle disruptions in the classroom, to include having students removed from the classroom until a parent conference is conducted and assigning lunch detention. Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of these policies and rules will result in disciplinary actions. C.A. Johnson High School has established behavior expectations that are posted throughout the building.

HARRASSMENT, INTIMIDATION OR BULLYING POLICY CODE JICFAA

To ensure a safe and civil school environment where all students may learn and achieve high academic standards that is free from harassment, intimidation, or bullying. Any student who engages in the prohibited actions as outlined in the policy will be subject to disciplinary action including suspension or expulsion. Bullying is defined as a gesture, electronic communication, or a written, verbal, physical and sexual act that is reasonably perceived to have the effect of: harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage: or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of school. Bullying may also be referred to as harassment or intimidation. Cyberbullying is the use of electronic information and communication devices such as e-mail, instant messages, mobile phones, pagers, message boards, chat rooms, and defamatory websites to bully or otherwise harass an individual or group through personal attaches or other means. Any student that feels they have been subject to harassment, intimidation, or bullying should make a report to an adult and file a written complaint. Complaints will be investigated and handled according to district policy if evidence supports further actions.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones (paging devices) are strictly prohibited during the instructional day from 8:00am -3:15pm with the exception of breakfast/lunch only in the designated "free zones" (cafeteria). Cell phones (paging devices) nor accessories should be visible during the course of the school day and is considered a violation of the cell phone policy. In accordance with Richland County School District One Board policy, a student who uses a paging device outside of the permitted areas and allotted times will have their device confiscated. Students are expected to immediately comply with staff attempting to confiscate cell phones or other electronic devices. Failure to surrender the device will result in out of school suspension.

GAMBLING/PLAYING CARDS

Gambling, including any form of card games/playing (this includes computerized card games) is strictly prohibited on campus at any time. Playing cards should not be brought to school.

VANDALISM/THEFT

A student should not willfully nor maliciously damage, destroy or steal property belonging to another person, district or private property. Violations include suspension and/or recommendation for expulsion and restitution for repair or replacement of item(s).

APPROPRIATE STUDENT DRESS

Student dress should not distract from the learning environment; therefore, clothing deemed distracting and overly suggestive will not be permitted. Failure to follow the dress code will result in a referral. The administration reserves the right to require a student to change clothes or to handle the misconduct with disciplinary action. If a student is sent home to change the absence will be unexcused. The following guidelines will be observed: All students must come to school in appropriate dress.

No hats, scarves or headwear on students (male or female) inside the building.
No bare midriffs, halter tops, tank tops, see-through shirts, blouses, dresses or any attire, which reveals cleavage. No mini-skirts, excessively tight and form-fitting clothing (spandex, stretch pants and biker shorts). Skirts must be of adequate length that is below the middle fingertip when standing straight.

No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.

No bandanas, or identified gang related paraphernalia are permitted.

Any endorsement of tobacco or of an alcoholic beverage will not be permitted on clothing worn to school. Proper shoes must be worn at all times. Bedroom shoes, flip-flops, slides, and shoes with cleats are not deemed proper.

Sunglasses/shades or flip lens glasses are not permitted in the school building unless medically necessary. Students with a medical necessity should see a school administrator for clearance.

Male students must wear their pants on their waist! No sagging pants allowed!

Clothing worn inside out or backwards is not permitted.

Special dress or costumes for special occasions may be worn only with prior approval of the administration.

(RCSD1's entire dress code policy is posted in ISS and the attendance office)

OFF LIMITS AREAS/STUDENT PARKING

While on campus, certain areas are considered unauthorized and students should refrain from going into these areas. Unauthorized areas include: bus parking lot, dugouts/athletic fields, gym, teacher's workroom/lounge, and the student parking lot.

CLOSED CAMPUS/OFF LIMITS POLICY

C.A. Johnson High School has a closed campus policy. Students are not allowed to leave the campus for lunch nor should fast foods be brought to the campus for students. Off limit areas include: hallways during class and during lunch, gym area during lunch, any outside area of the building. Students must remain in the cafeteria for their lunch period. Students who travel to Heyward are not to bring restaurant food back for themselves or others. Any food purchased while off campus should be consumed prior to returning to campus. Failure to follow this rule may result in out of school suspension.

SCHOOL RESOURCE OFFICER

The School Resource Officer acts as a liaison between City of Columbia Police Department, the school, and the community. The officer is also familiar with the community agencies that offer assistance to youth and their families. The officer will make referrals as necessary. As an employee of City of Columbia Police Department, he or she will take law enforcement action as required against intruders on campus and at related school functions. He will assist the principal in developing plans and strategies to prevent and minimize dangerous situations, which may result from student disorder.

STATE OF SOUTH CAROLINA STATUTES

The Safe Schools Act of 1990 created new penalties and set up new reporting requirements aimed at creating "safe school zones" where students will be free to learn without the threat of illegal drugs and violence. The law increases penalties for carrying weapons on school property; creates a separate criminal offense for buying illegal drugs on campus; requires school districts to report on violence and crimes in schools; and makes it illegal to threaten a teacher or principal. The school's jurisdiction may extend within sight and sound of the school building or if the student's conduct reaches into the school and is detrimental to the good order and best interest of the school.

EMERGENCY

C.A. Johnson High School has an emergency preparedness policy, which requires staff and students to become familiar with the procedures outlined in the Richland One Emergency and Crisis Management manuals. The procedures discuss actions to be taken in the event of the following emergencies. Bomb threats, death on campus, explosions, earthquakes, fires, hurricanes, tornadoes, severe thunderstorms, ice, snow, floods, weapons, intruders on campus, and student unrest. Our off campus evacuation site is RCSD1's Adult Education Center.

SEARCHES

59-63-1110 – Consent to search person or his effects. Any person entering the premises of any school in this state shall be deemed to have consented to a reasonable search of his person and effects.

59-63-1120 – Searches by school administrators or officials with or without probable cause. School administrators and officials may conduct reasonable searches on school property of lockers, desks, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

NOISE

97-10-12 – It shall be unlawful for any person to create, assist in creating, or permit the continuance of any unreasonable loud, disturbing or unnecessary noise in the unincorporated areas of the county.

WEAPONS & DANGEROUS OBJECTS

A student may not knowingly possess, handle, use or give to someone else a knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun or any other object that reasonably can be used, or thought of, as a weapon. In every case, the principal shall: File a report with the appropriate law enforcement agency and turn any confiscated materials over to that agency at the time the report is made. Student will be suspended and recommended for expulsion.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexually oriented words or actions that hurt or humiliate people. It does not matter how the words or actions are intended. They have no place in school – or anywhere people believe in fairness and respect for one another. Students are encouraged to report sexual harassment. It will be investigated and addressed according to Richland School District One Board Policy.

RSD1 SUBSTANCE ABUSE POLICY

A student may not possess, use, distribute, be under the influence of, or assist with the possession, use of distribution of, any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or other intoxicant of any kind. The use or possession of a drug obtained by prescription from a doctor or dentist is not against the rules if the person using or possessing the drug is the one for whom it was prescribed. (See Policy JCDAB/JCDAC). In every case the principal shall file a report with the appropriate law enforcement agency and turn any confiscated material over to the agency at the time the report is made; suspend and recommend expulsion until the satisfactory completion of an appropriate rehabilitation program. (Refer to Part III. Section II.D.)

TOBACCO PRODUCTS

All Richland One facilities are designated as smoke-free environments. Violators will be handled as the district policy/administrative rule provides.

C.A. Johnson High School Student Support Services Afterschool Assistance

Afterschool & Athletic Academic Tutorial Time

The E³ T2 program offers students who may benefit from after-school tutorial services an opportunity to return to their regular teacher for extra help. Students must register with their teacher prior to attending any session to see if they need to report. After-school tutorial service is available from 3:20 until 4:20 P.M. on Tuesday, Wednesday and Thursday. Transportation home, as well as an afternoon snack, will be provided. Athletic Study Hall is available to ALL athletes throughout the school year, Monday – Friday. After-school hours are from 3:20 P.M. – 4:20 P.M.

School Volunteers - Community Partners & Parental Involvement

All school volunteer MUST complete a Richland One Volunteer Application prior to participating in activities involving on-going contact with student. ALL school volunteers and community partners are encouraged to let the receptionist in the main office know that they are a volunteer so that this information can be entered in V-Soft correctly during regular school hours. Their name badge will indicate VOLUNTEER instead of VISITOR. For additional information about volunteering or partnering with C.A. Johnson High School, please contact the school's parent and family engagement specialist at (803)253-7092.

HEALTH SCIENCES PROGRAM

The Health Science Program is designed to cultivate the next generation of creative health career professionals and technical leaders for South Carolina by offering highly-motivated, high achieving students the opportunity to complete a competitive program of study in one of four different health care fields of study while in high school. Students will gain the experience of networking and being exposed to internships and job shadowing activities with medical professionals or in medical facilities with trained individuals in a health care field of concentration.

The focus is to develop the next generation of competitive health care professionals by offering motivated SC high school students an innovative and accelerated path toward exposure to college health care related programs of study and pathways of study. Educational Partners: University of South Carolina, Midlands Technical College, Providence Hospital and Palmetto Health (just to name a few).

For more information or to see if you qualify for the Health Science Program, please see your guidance counselor or stop by the program's office.

GUIDANCE SERVICES

See your designated counselor.

A variety of guidance related services are available to every student at C.A. Johnson High School. Students may schedule appointments by making arrangements with the guidance secretary. Parents/guardians are also encouraged to consult with their student's guidance counselor. Conferences are often helpful when a student is experiencing academic social, or personal problems and when setting goals for the future. Students are urged to see their counselor whenever an academic or personal problem arises. Guidance referral forms are available with the guidance secretary. Information given to guidance counselors is strictly confidential unless a student's safety is an issue. Services offered by the Guidance Department include: academic advising, individual counseling regarding personal problems or concerns, group counseling focusing on issues of concern to teens and information about colleges/universities and technical schools; Assistance with substance abuse issues; Information about careers; Information about academic and career testing; Information about financial aid and scholarships; Information about grades, report cards, and transcripts; Career planning and development of career folders are also available.

STATE HIGH SCHOOL DIPLOMA

To receive a diploma from the State of South Carolina, the student who entered high school during or after 1997 shall earn a minimum of 24 units as follows:

| AREA | UNITS REQUIRED |
|---|----------------|
| English | 4 |
| Mathematics | 4 |
| Science | 3 |
| Other Social Studies | 1 |
| U.S. History | 1 |
| Economics | ½ |
| American Government | ½ |
| Physical Education or AJROTC | 1 |
| Electives (Must include Comprehensive Health) | 7 |
| Computer Applications | 1 |
| Foreign Language (CP) or Vocational | 1 |

In addition to state requirements Richland School District One requires students to take a course in personal health and demonstrate keyboarding proficiency.

GRADE CLASSIFICATION

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 coursework 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 met successfully.

UNIFORM GRADING POLICY

On November 8, 1999, the State Board of Education gave final approval to the following uniform grading scale, which was recommended by a statewide task force of

superintendents, teachers, guidance counselors, principals, school board members, and higher education officials. This policy went into effect at the beginning of the 2001-2002 school year and is retroactive to all students enrolled in Carnegie Unit courses. The new policy governs any course that a student takes to earn a high school diploma including middle school courses such as Algebra I. According to directions from the SDE Uniform Grading Policy, any course dropped by a student after five (5) instructional days is to be recorded as a failure, and a failure is to be computed into the student's grade point average (GPA). This policy applies to all courses.

A = 90 – 100 B = 80 – 89 C = 70 – 79
 D = 60 – 69 F = 59 – Below I = Incomplete

Failure due to Attendance

WP = Withdrew Passing WF = Withdrew Failing

EA = Course Grade "A" No Credit EB = Course Grade "B" No Credit

EC = Course Grade "C" No Credit ED = Course Grade "D" No Credit

Courses awarded previously in pass/fail system will be given a numeric value and figured into the student's transcript.

Dual credit courses, whether taken at the school site or off campus, must be sanctioned by the home school. No correspondence or internet-based course work can receive additional weighting.

SC UNIFORM GRADING POLICY UNIFORM GRADING SCALE

All report cards and transcripts will use numerical grades for courses carrying Carnegie Unites. The table below shows numerical breaks for letter grades and weighting of grades for specified courses.

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 |

HOMEWORK

Homework will be a required activity at C.A. Johnson High School. All teachers in the core courses (Math, English, Social Studies, and Science) will assign homework weekly.

Elective courses will assign homework as needed. Homework expectations:

- * Parents should expect daily homework assignments, and should ask students about their homework.
- * Assignments should require a minimum of thirty (30) minutes for completion.
- * Students must receive meaningful feedback concerning work completed.
- * Homework must be meaningful and give the purpose for the assignment.
- * Assignments must reinforce instruction and enhance reading skills and is not intended to be punitive in nature.

REDO POLICY

The school-wide Redo Policy should enhance students' academic mastery of coursework. At their discretion, teachers may go beyond this minimum policy. This is for every nine (9) weeks.

An assessment score of less than 70 qualifies for Redo; however, it is expected that students who scored 60 or less on an assessment take advantage of the opportunity to redo the assessment. A student who misses an assessment on the date it was scheduled does not automatically qualify for an opportunity to redo the assessment. The make-up policy will then go into effect and will be coordinated between the teacher and student. Note: The redo policy is not intended to be used as a regular practice by students, but is available if needed. Students may redo one (1) major assessment and two (2) minor assessments and are allowed (1) opportunity to redo each assessment.

Major assessments are: example--- (test, exams, and projects)

Minor assessments are: example--- (quiz, workbook problems, writing assignments, daily activities, and classroom assignments)

If the redo grade is lower than the initial assessment grade, teachers will record the highest grade up to an 80.

Students will have (5) school days from the day the original graded assessment/assignment is returned to them to redo the assessment/assignment.

Students must conference with the teacher and attend a tutorial on the subject matter prior to attempting to redo an assessment/assignment and will complete redo during after school tutoring, ISS after school, or during lunch (time permitting). Teachers will use their discretion when to assign redo for lunch.

Redo Policy guidelines will be included in the course requirement forms and student handbook. A copy will be provided to parents during Open House and report card pick up. A copy of the policy will be displayed in each classroom.

LITERACY

Literacy is an integral component in the overall development of every educated citizen. C.A. Johnson High has embedded enrichment and instructional activities into our curriculum throughout the school year for students to practice reading, listening, speaking, and writing skills. Reading and writing practices and activities will play an important part in all classes. Students will also have opportunities to participate in various literacy-based activities several times during the school year.

SAT TEST DATES (TENTATIVE)

| | |
|------------------|-----------------|
| August 28, 2021 | October 2, 2021 |
| November 6, 2021 | December 4 2021 |
| March 12, 2021 | May 7, 2022 |
| June 4, 2022 | |

ACT TEST DATES (TENTATIVE)

| | |
|--------------------|-------------------|
| September 11, 2021 | October 23, 2021 |
| December 11, 2021 | February 12, 2022 |
| April 2, 2022 | June 16, 2022 |
| July 16, 2022 | |

GRADING SCALE

To establish consistent communication and expectations, all teachers will utilize the same grading percentage scale. This will help students and parents to understand the same expectation is schoolwide.

The 5 categories are the ones that will be utilized for the upcoming year. The only exception is for ROTC and their scale is listed below as well.

SCHOOLWIDE GRADING OVERVIEW FOR ALL COURSES EXCEPT ROTC

| CATEGORY | PERCENTAGE | CATEGORY OVERVIEW |
|-------------------------|------------|--|
| CLASSWORK/PARTICIPATION | 25% | <ul style="list-style-type: none"> o Work done in the "classroom" o Warm-Ups, Exit Tickets, etc. o Laboratory Investigations o Performances o Recitations |
| TEST | 30% | <ul style="list-style-type: none"> o Summative Assessments o At least 3 every nine weeks |
| PROJECTS | 20% | <ul style="list-style-type: none"> o This is not 1 grade. Students should be given multiple grades for a project, i.e., grade for submission of topic, submission of research, submission of outline, etc. <ul style="list-style-type: none"> • Allows students multiple ways to get a grade in this category. o Extended Learning Opportunity |
| QUIZ | 15% | <ul style="list-style-type: none"> o At least 4 every nine weeks |
| HOMEWORK | 10% | <ul style="list-style-type: none"> o Practice and reinforce concepts |

SCHOOLWIDE GRADING OVERVIEW FOR ROTC ONLY

| CATEGORY | PERCENTAGE | CATEGORY OVERVIEW |
|-------------------------|------------|---|
| CLASSWORK/PARTICIPATION | 30% | <ul style="list-style-type: none"> o Work done in the "classroom" o Warm-Ups, Exit Tickets, etc. o Performances o Physical training, etc. |
| TEST/UNIFORM WEAR | 40% | <ul style="list-style-type: none"> o Summative Assessments o Uniforms o At least 3 every nine weeks |
| PROJECTS | 15% | <ul style="list-style-type: none"> o This is not 1 grade. Students should be given multiple grades for a project, i.e., grade for submission of topic, submission of research, submission of outline, etc. <ul style="list-style-type: none"> • Allows students multiple ways to get a grade in this category. |
| QUIZ | 10% | <ul style="list-style-type: none"> o At least 4 every nine weeks |
| HOMEWORK | 5% | <ul style="list-style-type: none"> o Practice and reinforce concepts |