

Buford Buzz

On the back
Athletic eligibility rules

Putting Our Children First!
Buford High's Official 2020 Handbook

Can't Hide that Jacket...



We Must Do Our Best!

"Starting a new school year may be a little scary, but it's important to remember that we're all in this together! This year is what you make of it! There are so many opportunities that can be yours right now! So seize the day, live

life to the fullest, and have an amazing year!"



Tucker Sellers
Student Body President

Great things happening here

Nearly \$4 million in scholarships

...Our 2020 graduates earned \$4,020,000 in scholarships

FFA Named SC Gold Chapter

Fourth Year in a Row

...At the 93rd SC FFA Convention, Buford was named SC Gold Chapter for the third year in a row and brought home a Governor's Citation for Growing Leaders. The FFA was led by teachers Gayle Posipanko and Justin Reynolds. Assistant Principal Kinsey Long received an Honorary State FFA Degree during the state convention.

Together, we'll make 2020-21 great!

Greetings, students of BHS! I am very excited to get the chance to welcome each of you back for the 2020-2021 school year here at Buford High School! I am honored to have the chance to serve once again as your principal! As we look forward to the start of this school year, I think it is important to know that there may be some things that we have to do a bit differently than we ever have due to circumstances that are far outside of our control. My goal has always been to focus on what we can control, rather than what we cannot, and develop a strong set of plans to do our absolute best! In the end, that is all you can ever ask for in life! With that being said, I want to ensure each of you that I feel more confident than ever in our staff's ability to support you and all of your many endeavors here at BHS! This is in spite of the many challenges that may stand before us. I am reminded of the term T.E.A.M. (Together, Everyone Achieves More...) when I think about what it will take to make this a successful year at BHS! I know that we will accomplish all of the goals that lie before us if WE can continue to meet the challenges that lie ahead of us with a T.E.A.M. approach!

As I have shared before, my goal is to provide each of you with an environment that is centered upon high expectations in the areas of academics, behavior, and attendance. I continue to share with our community that I will never apologize for having high expectations for our students as we work together to build "The Ideal Buford Graduate." However, we will always seek to provide each of you with the support that you need to be successful in this environment. The content of this handbook is intended to give you all of the information that you need to make this year a successful one! Please continue to lean on our staff and your fellow students as we work together to make this the best school year yet!

I am looking forward to an exceptional year here at Buford High School! I know that we will take advantage of the opportunity to show the world what Jacket P.R.I.D.E. is all about, each step along the way! Please don't hesitate to reach out to me at any point with any questions or concerns you might have! We are here for you! Have a great school year! Go Jackets!



Michael Belk
Principal
Email: Michael.Belk@lcsd.k12.sc.us
Phone: 803-286-7068



Academics

How our courses are organized

Our curriculum is designed to emphasize how important career planning is and has 16 clusters of study and 28 majors.

Within each major are recommended courses for a four-year College Prep or a two-year College Prep focus.

Four-year College Prep recommendations are for careers requiring a bachelor's degree or more.

Two-year College Prep recommendations are for careers requiring specific occupational skills up to an associate's degree (two-year college degree).

Either option is the "right" choice, depending upon

YOUR career goals.

Each cluster lists career-related requirements to help you select the BEST courses for the foundation, knowledge, and skills you need for your career goals.

Also listed are suggested electives that provide important experiences for a well-rounded high school education.

Before you begin selecting the courses you will take next year, please read all the Academic sections in this handbook CAREFULLY!

Note: These are minimum requirements for four-year public college admission in South Carolina. Students should check with the college of their choice to see if there are additional requirements.

What colleges require you to take

English4 units You must have at least two courses with strong grammar and composition components, with at least one in American literature and one in English literature. Completing college prep English 1, 2, 3 & 4 will meet these requirements.	Fine arts 1 unit You must have one unit in appreciation of, history of or performance in fine arts.
Foreign language2 units You must have two units of the same foreign language. Some colleges require 3 units.	Computer science 1 unit One unit must be taken as a computer science elective. A college preparatory course in computer science – a course involving significant programming content, not simply keyboarding – is required.
Lab science3 units You must have at least 2 units from two different fields selected from biology, chemistry or physics. Your third unit may be from one of these fields or from any lab science for which biology or chemistry is a prerequisite. Courses in earth science, physical science or introductory or environmental science for which biology and/or chemistry is not a prerequisite won't meet this requirement.	Elective 1 unit You must have one unit as an elective. A college-prep course in Computer Science – a course involving specific programming content, not simply keyboarding – is strongly recommended for this elective. Other acceptable electives include college prep courses in English, fine arts, foreign languages, social science, humanities, laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite) or math courses above the level of Algebra 2.
Math 4 units Courses include Algebra 1 for which Applied Math 1 & 2 together may substitute if you successfully complete Algebra 2. You must also take Algebra 2 and Geometry. A fourth higher-level mathematics course must be selected from Pre-calculus, Calculus, Statistics or Discrete Math and should be taken <u>during your senior year</u> .	Physical Education/JROTC 1 unit You must take at least one unit in either physical education or JROTC
Social studies3 units You must have one unit of U.S. History, a half unit of economics, a half unit of government and one additional unit of social studies.	Exceptions for college requirements A state college may grant an exception for <ul style="list-style-type: none">a student not meeting the prerequisites if the failure to meet prerequisites is beyond the student's control ora student who takes Tech Prep courses and meets all other admissions criteria.

How you're assigned to a grade

To be classified as a Freshman Mastery of the requirements for Grade 8 specified in the promotion policy ***
To be classified as a Sophomore Successful completion of 5 units ***
To be classified as a Junior Successful completion of 10 units ***
To be classified as a Senior Successful completion of 16 units Must be able to schedule all other required classes for graduation

What the state requires for a high school diploma

English – 4 units
U.S. History – 1 unit
Economics – 1/2 unit
Government – 1/2 unit
Other Social Studies – 1 unit
Mathematics – 4 units
Science – 3 units
Computer science – 1 unit
Physical Ed or JROTC – 1 unit
Foreign language –1 unit for college prep
or
Vocational – 1 unit for tech prep
Electives – 7 units
Total required for graduation 24 units

Class of 2022 NEW promotion standards

- **To advance from 9th to 10th grade**, student will need a minimum of 5 units to include one English and one math.
- **To advance from 10th to 11th grade**, student will need a minimum of 10 units to include to English, two math, and one science.
- **To advance from 11th to 12th grade**, student will need a minimum of 18 units, which equates to passing ¾ of his/her classes by the beginning of his/her senior year.

Want to walk in graduation?

If you want to be eligible to participate in graduation exercises, **you must** have completed all requirements for a South Carolina high school diploma/certificate. You must have earned **all 24 required units**.

You're responsible

YOU are responsible for ensuring **YOU** have met **ALL** diploma requirements and/or college entrance requirements.

Academics

What’s an IGP anyway?

Your Individual Graduation Plan (IGP) helps you and your parents explore educational and professional possibilities.

It also helps you make appropriate decisions about what to take in high school and what you want to do after high school.

The IGP is part of your career folder, and your career folder builds on the courses you take, on how you do on tests and exams and on the counseling you receive in middle and high school.

The IGP is not intended to reflect all aspects of your high school experience.

Developing your IGP

◆ In 6th grade

- Career specialists, school counselors and advisors will work with you individually and in groups to determine your interests, clusters of study, majors, post-secondary choices and high school options.
- The counseling includes information on academic and professional goals, career activities,

and access to career resources.

- Your teachers and parents being involved throughout this process is vital.

◆ In 9th grade

- Students choose a cluster of study and majors to explore.
- Students declare a major, focusing their elective choices in a particular area.
- Students review and update their IGP developed in the eighth grade.
- Students begin to explore post-secondary opportunities.

◆ In 10th grade

- Students declare a major if they have not done so in the ninth grade.
- Students have the opportunity to participate in extended learning opportunities.
- Students review and update their IGP.

Locked into a cluster? Nope.

You're never locked into a specific cluster or major. You can change majors if your professional interests change. You can use the curriculum framework – with its clusters of study, majors and career assessment information – to make these decisions.

- Students begin to develop post-secondary goals.

◆ In 11th grade

- Students review and update their IGP with particular attention being given to post-secondary goals.
- Students have the opportunity to participate in extended learning opportunities.
- Students have the opportunity to participate in career shadowing.

◆ In 12th grade

- Students complete requirements for a major.
- Students have the opportunity to participate in extended learning opportunities.

To graduate with a major

To graduate with a major, **YOU MUST** complete the required units of study from the offerings identified on district templates (usually four units) to make these decisions.

What's a complementary course?

- ◆ Complementary courses are drawn from both academic and professional-related courses that support the major.
- ◆ Complementary courses are chosen based on their reinforcement of skills students must master relative to the major.
- ◆ Students are encouraged, but not required, to enroll in complementary courses to make these decisions.

How does an IGP help me?

The IGP identifies learning experiences outside the classroom designed to make learning relevant and to give students an awareness of work associated with the major.

Frequently asked questions about majors

What is a major?

A major is concentration of coursework in a specialized area. A major means you've completed at least four required units of study as well as complementary electives. Majors help students focus their course selection in a specific area. There are 28 majors in our framework. These are shown under each cluster of study on the framework chart.

When do you declare a major?

In the eighth grade, you – along with your parents – meet individually with counselors and choose a career cluster that interests you. In ninth grade, you select a major to begin focusing your academic and elective choices in a specific direction.

Can you change a cluster or major?

You can change a major if you find the one you selected is no longer your area of interest. You are never locked into a specific cluster or major. Successfully completing four required courses as outlined on district IGP templates constitutes a major.

Do all students have to declare a major?

Students need to declare a major by the end of the ninth grade; however, completion of a major is not a requirement for a South Carolina High School Diploma.

Can I have more than one major?

Yes, with careful planning beginning in the eighth grade, you can complete more than one major.

Is it possible to complete a major and take other electives?

Yes, you can take electives like fine arts, physical education, JROTC and still complete a major. In fact, the district highly recommends you explore a broad range of experiences and interests during high school. You'll have plenty of time during your high school career to complete a major and take other areas of interest.

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Dizzzclaimer

Due to time constraints in the printing of this handbook, some policies may change after the printing deadline. We will make every effort to inform all parties of these changes as they are made.

Our guidance counselors: Ready to help

Every student is encouraged to use our guidance services for help in the areas below:

Academics

- Registration assistance
- Career or educational planning and information
- Test score interpretation

Personal

- School matters
- Social issues
- Personal matters

Appointments

- You must make appointment to meet with a guidance counselor.



Lisa Cauthen
Director



Paula Stegall Lail
Test coordinator/
Career Specialist



Eron Watts
School counselor

Our mission

Shape sound minds and sound bodies.

Vision

We envision a school where

- ✓ the student's character development is as important as his/her academic development.
- ✓ students and teachers are respected.
- ✓ students are facilitators of their own learning and achievement.
- ✓ all learning styles are accommodated.
- ✓ students are all equally accepted regardless of their different backgrounds.
- ✓ all students are provided equal access to educational experiences and technologies.

Beliefs

We believe that

- ✓ All students in our school need an equal opportunity to learn in a safe, comfortable environment that promotes student learning.
- ✓ Students learn best when they are actively engaged and are held accountable in the learning process.
- ✓ All staff should have similar and consistent expectations for student achievement, character and behavior.
- ✓ Students learn more when provided with a variety of instructional approaches where all learning styles are accommodated.

Buford Buzz

The official handbook of Buford High

Buford Buzz is published by Buford High School. For additional copies, call the school office at 286-7068 between 8 a.m.-4 p.m. or write Buford High School, 4290 Tabernacle Road, Lancaster, SC 29720.

District non-discrimination policy – The Lancaster County School District does not discriminate on the basis of race, color, national origin, age, sex, religion, immigrant status, limited English speaking status and /or disability admission to, access to, treatment or employment in its programs and activities. The following district staff has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 inquiries: Dr. Kathy Durbin, Student Services Director, 302 W. Dunlap Street, Lancaster, SC 29720, 803-285-8439

Title IX & Title II of ADA inquiries: Lydia Quinn, Chief Operations Officer, 300 South Catawba Street, Lancaster, SC 29720, 803-286-6972 • Fax: 803-416-8866

Board of Trustees Chair: Bobby Parker
Superintendent: Jonathan Phipps
Principal: Michael Belk
Assistant principals: Kinsey Long, Martin Orr
Handbook Staff: Earline Bowers, Lorie Sellers

This Student Handbook serves as a guide for students. The handbook is designed to help you be aware of your privileges and obligations in your life at Buford High. It is your responsibility to maintain creditable standards and to promote a better total educational program within our school and community.

In addition to this handbook, you will receive a school district *Learning* newsletter that provides specific information regarding attendance, discipline and instructional policies. Please familiarize yourself with these policies and share the information with your parents.

Academics

Our uniform grading policy

The state legislature and the State Board of Education adopted a uniform grading system effective August, 2016.

The policy mandates a numerical grading scale for Grades 1-12 and a process for weighting courses.

The grading scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 & below

- Each grade, 51-100, has a different weight.
- Honors courses – also called Pre-AP – have an extra 0.5 weight
- Advanced Placement courses and Dual Credit have an extra 1.0 weight.
- All Pre-AP courses, 8th grade Pre-AP Algebra I and 8th grade Pre-AP English I will have honors weight.

Grading scale & weights

Numeric Average	Grade	College Prep	Honors	AP/IB/ Dual Credit	Numeric Average	Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	5.000	5.500	6.000	75	C	2.500	3.000	3.500
99	A	4.900	5.400	5.900	74	C	2.400	2.900	3.400
98	A	4.800	5.300	5.800	73	C	2.300	2.800	3.300
97	A	4.700	5.200	5.700	72	C	2.200	2.700	3.200
96	A	4.600	4.100	5.600	71	C	2.100	2.600	3.100
95	A	4.500	4.000	5.500	70	C	2.000	2.500	3.000
94	A	4.400	4.900	5.400	69	D	1.900	2.400	2.900
93	A	4.300	4.800	5.300	68	D	1.800	2.300	2.800
92	A	4.200	4.700	5.200	67	D	1.700	2.200	2.700
91	A	4.100	4.600	5.100	66	D	1.600	2.100	2.600
90	A	4.000	4.500	4.000	65	D	1.500	2.000	2.500
89	B	3.900	4.400	4.900	64	D	1.400	1.900	2.400
88	B	3.800	4.300	4.800	63	D	1.300	1.800	2.300
87	B	3.700	4.200	4.700	62	D	1.200	0.625	1.125
86	B	3.600	4.100	4.600	61	D	1.100	1.600	2.100
85	B	3.500	4.000	4.500	60	D	1.000	1.500	2.000
84	B	3.400	3.900	4.400	59	F	0.900	1.400	1.900
83	B	3.300	3.800	4.300	58	F	0.800	1.300	1.800
82	B	3.200	3.700	4.200	57	F	0.700	1.200	1.700
81	B	3.100	3.600	4.100	56	F	0.600	1.100	1.600
80	B	3.000	3.500	4.000	55	F	0.500	1.000	1.500
79	C	2.900	3.400	3.900	54	F	0.400	0.900	1.400
78	C	2.800	3.300	3.800	53	F	0.300	0.800	1.300
77	C	2.700	3.200	3.700	52	F	0.200	0.700	1.200
76	C	2.600	3.100	3.600	51	F	0.100	0.600	1.100

- 8th grade Pre-AP Algebra I counts as an Algebra I credit.
- 8th grade Pre-AP English I counts as English I Honors credit.

Policies for withdrawing from a course

- A student who withdraws from a course within the first three days in a 45-day course or the first five days in a 90-day course will not receive a failing grade.
- The first day of a student's enrollment in a course begins the three to five-day grace period.
- A student who withdraws from a course after three days in a 45-day course or five days in 90-day course will receive a WF (Withdrawal due to failure), and the F (as a grade of 51) will be calculated in the students overall grade point average.
- The three and five-day grace periods for withdrawing from a course without penalty do not apply to course or course-level changes approved for distance-learning courses.
- Policies for distance-learning courses will be established by local districts.

WF/WP

- in accordance with the policies below:
- The student will receive a WP (Withdrawal but passing) if he/she is passing the course. The grade of WP will carry no units and no quality points to be factored into the student's GPA.
 - The student will receive a WF if he was failing the course. The grade of WF will carry no units but will be factored into the student's GPA as a 51.
 - If a student fails a course due to excessive absences, an FA will be recorded on his transcript. The grade of FA will carry no units but will be factored into the student's GPA as a 51.

How class rank/GPA are computed for transfer/home school students

The school will use the procedure below to assist in determining the grade point average and class rank of a student who transfers to Buford High and for those who enter from a home-school situation.

The procedure will help us ensure fairness to the entering student and to students already attending Buford.

- A transfer student and home-schooled student transferring during his/her freshman year will be treated as if he/she were at Buford for his/her entire school career.
- Transfer grades will be determined by converting letter grades to numerical grades using the S.C. Uniform Grading Scale or by taking numerical averages from the

- transferring school.
- The GPA and rank-in-class a student brings with him/her will be used with grades earned at Buford to determine the student's Buford GPA and class rank.
 - For a student to receive honors credit for a transfer grade, the transcript from the previous school must indicate the course was honors.

Home-schooled students may be asked to take Buford High prepared final exams if questions arise about the academic content in the home-school curriculum. The exam will be used to determine proper placement for the next semester.

Graduation Recognition
For a student to be recognized at graduation as one of the "top three," he/she must have been enrolled at Buford for 5 consecutive semesters before graduation.

The "top three" are the students who traditionally speak at graduation.

Administration will have the option of allowing an extra graduation speaker.

Junior Marshals
To qualify as a junior marshal, a student must have been enrolled full-time at Buford High during 3 semesters prior to the end of the junior year. Administration will have the option of allowing an extra Junior Marshal.

Academics

Look! You get cool, FREE stuff when you do well in school

We want to reward you for doing well in school.

That's why we created our Student Academic Incentive Program.

Any student who maintains a 4.6 grade point ratio or above earns a GOLD I.D. Card at the beginning of the school year.

GOLD Card privileges will include, but are not limited to,

- \$10 off all sports pass
- FREE parking pass
- CHOICE parking in the faculty parking lot
- 1/2 off prom ticket

Free admission to the homecoming football game

Free admission to the basketball senior night

Any student who maintains a 4.25 grade point ratio or above earns a SILVER I.D. Card at the beginning of the school year.

SILVER Card privileges will include, but are not limited to,

- FREE admission to the homecoming football game.
- FREE admission to the basketball senior night.

Jacket P.R.I.D.E

Jacket P.R.I.D.E. is an incentive program and rewards students doing the right thing! We will run a Jacket P.R.I.D.E. schedule at the end of each grading period. Students will have choice activities and incentives that are held in the Multi-Purpose Building Gym IF.....

- Students are not on the recovery list
- Students are passing all their classes
- Students are in the 0-1 referral range for the reporting period
 - 0-1 for level 2
 - 0 for level 3-5

Attendance

Our rules about missing school

Absences

- The State Board of Education has established the definition of lawful and unlawful absences beyond those specifically named in state laws.
- Additional regulations are necessary for orderly student enrollment to provide for uniform dates of entry.

Lawful absences (Legal)

- A student who is ill and whose attendance at school would endanger his/her health or the health of others may be temporarily excused from attendance.
- A student who has an immediate family member who is seriously ill or who dies may be excused from attendance.
- A student may be excused from attendance in school in accordance with the district school board policies.
- A student may be excused from attendance for recognized religious holidays of his/her faith.

Unlawful absences (Illegal)

- Unlawful absence is defined as a student's willful absence from school without knowledge of the parent or guardian, or a student's absence from school without sufficient reason, with knowledge of the parent.
- A student is allowed 3 absences in 1/2 unit classes and 6 absences in unit classes.
- Only the Lancaster School District Board may grant credit to a student who exceeds these totals.

Excuses

- A student should bring a written excuse for all absences – both excused and unexcused
 - signed by the parent or guardian,
 - giving the student's name,
 - date of absence,
 - reason for absence and
 - the telephone number where a parent may be reached during the day.
- All excuses should be presented to the first period teacher or the attendance secretary on the day the student returns to school; teachers will send excuses collected to the office for entry on the students attendance record.
- A medical excuse must specify whether the student is excused for the entire day.

Arriving at & leaving school

- All students are to exit their vehicles when they arrive at school in the morning (You cannot stay in parking lot or sit in vehicles).
- All students are to go to the commons area until the first bell rings.
- No student is to go to the student parking lot in the morning or during school without permission from an administrator.
- Once school is dismissed at the last bell, all students should exit the building and clear the parking lot unless doing work for a teacher or taking part in a sport/practice.

Late arrivals

- If a student arrives at school after 8:45 am, he/she is considered absent for first period and must report to the office to sign in before going to class.
- If a student is late due to a medical appointment, a medical excuse must be presented to the attendance clerk upon arrival to school.
- If a student misses more than 15 minutes during any block, he/she is considered absent for that block.

Early dismissals

- In the event a student needs to be dismissed early, the student must bring a parent note to office before the start of the school day for an early dismissal pass.
- The note must include the following information: date, reason for early dismissal, time to be dismissed, parent/guardian's signature, and a telephone number at which the parent will be called to verify the note.
- If the student does not have a parent note, only individuals listed on the emergency student information card will be allowed to come to the school to sign out the student for early dismissal.
- Students must always sign out with the office before leaving campus.
- This applies whether the student brought an early dismissal note or was notified by the office during the school day.
- Failure to sign out in the office before leaving school will result in a cutting/skipping offense.
- If the student returns to school, he/she must report to the office to sign back in before reporting to class.
- Due to the difficulty of verifying early dismissal requests, telephone dismissal requests are not accepted.
- Students cannot be dismissed during Jacket P.R.I.D.E. nor Flex Time.

Section 504 of the Rehabilitation Act of 1973

- Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities.
- To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities.
- A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse and other school staff.
- If the student is eligible, the team develops an individual accommodation plan.
- The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.
- Title II of the ADA inquiries
Dr. Kathy Durbin, Student Services Director, 300 W. Dunlap St., Lancaster, SC 29720, 803-285-8439, Kathy.Durbin@lcsd.k12.sc.us
- Title IX Coordinator
Lydia Quinn, Chief Operations Officer, 300 S. Catawba St., Lancaster, SC 29720, 803-286-6972, Lydia.Quinn@lcsd.k12.sc.us
- Individual with Disabilities Education Act (IDEA)
 - Students, ages 3-21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program.
 - A team decides if a student qualifies for services under IDEA. The team includes the student's parent or legal guardian, teachers and other school staff.
 - The team develops an Individualized Education Program (IEP) if the student meets federal and state requirements.
 - The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team.
 - IEP may include health services for the student during the school day if needed.
 - Contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720 to learn more about the IDEA.

Know the rules for student parking

- Gold Card holders will be allowed to park in choice spaces in the front parking area provided they display the proper parking pass.
- All students must have completed the **Alive at 25** course to park in any Lancaster County School District student parking space.
 - All students **MUST** take the **Alive at 25** course to purchase a parking pass.
 - A student only has to take and pass the **Alive at 25** course one time.
 - The cost of the **Alive at 25** course is \$40.
 - A student will be issued a certificate upon successful completion of the **Alive at 25** course.
 - A student should get a credit on your car insurance if the certificate is presented to the insurance company.
 - To enroll in the **Alive at 25** course, go to <http://www.scaliveat25.org> or call the **Alive at 25** office at 803-732-6778. The website will have available classes and locations as well.

- The cost for a parking pass is \$20 for the entire school year.
- Parking passes are available in the main office. The student will need to bring their driver's license, show a copy of their Alive at 25 certificate, and know the color, make, model & license plate information of the vehicle they will be driving.
- A parking pass must be visible on the mirror or dash of the car at all times while parking on campus.
- If a student is parking on campus without a pass, a ticket will be issued with the consequences below.
 - **1st offense**Warning
 - **2nd offense**.....\$5 fine
 - **3rd offense**.....\$10 fine
 - **4th offense & subsequent offenses**\$15 fine & possible towing
- Larger trucks are encouraged to park in the spaces along the recreation softball field and the last row near Tabernacle Rd.
- The administration reserves the right to assign numbered spaces. Unfortunately, the school only has a limited number of parking spaces available. For that reason, the passes will be issued on a "first-come, first-served" basis.
- Once the parking spaces are sold out, **NO MORE WILL BE MADE AVAILABLE.**
- If you do **not** have a parking pass, you will **not** be allowed to park on the school campus.

Student pick-up

For separated or divorced parents, the law stipulates that we can't decide which parents may pick up the child. We must release the child to either parent, regardless of which parent registered the child, unless the custodial, enrolling parent has a court order on visitations or pick-up. In that case, we must retain a copy of the court order in our files.

Recovery for absences

- ◆ Students who miss more than 6 days in a semester course, or 3 days in a ½ semester course, must serve recovery.
- ◆ Attendance recovery is a means for students to recover absences during the school year. More than six absences will require attendance recovery on an hour for hour basis.
- ◆ State regulations on attendance allow for the building principal to consider exceptions for a limited number of absences that fall under these categories:
 - Medical absences
 - Bereavement due to death of immediate family members
 - School activities
 - Court proceedings
 - College visits
- ◆ The recovery of absences should begin as soon as a student returns to school and owes time.
- ◆ A recovery schedule will be provided to students and staff at the start of the school year. Generally, recovery is held on Mondays, Tuesdays, and Thursdays after school from 3:30-4:30 p.m.
- ◆ Students are expected to attend recovery and fulfill the expectations associated with recovery, at the times and locations communicated in the recovery schedule at the start of each semester.
- ◆ Students are expected to be prepared for recovery by bringing assignments from their teachers.
- ◆ Students will be expected to complete academic work during recovery. Failure to do so will result in a student's dismissal from recovery.



Homework/make-up work requests

- ◆ If a student has to be absent from school for any reason and requests make-up work, the teacher is given 24 hours to get the assignments/work to the office.
- ◆ The 24-hour period is because of teachers' teaching schedules and their lack of free-time during school.

Student I.D. required

- ◆ Every student must have his/her school I.D. in his/her possession at all times while on school property.

What happens if you're tardy

- Each student must be in 1st block by 8:30 a.m. each morning, or he/she will be counted tardy.
- A student arriving after 8:30 a.m. must go to the main office to sign in to receive a tardy pass. Students will not be allowed to enter 1st block without a tardy pass from the main office.
- If a student misses more than 15 minutes of any class, he/she will be counted absent for that class.
- Tardies for 2nd, 3rd and 4th block will be managed by the classroom teacher.

Tardy consequences

- **3rd tardy** – Parent notification by classroom teacher
- **4th tardy** – Administrative referral – 1-block ISS for that class
- **7th tardy** – Parent notification by classroom teacher
- **8th tardy** – 1 full-day ISS
- **11th tardy** – Parent notification by classroom teacher
- **12th tardy** – 2 full-days ISS
- **Additional tardies** – OSS and the potential for a behavior contract

School delays or closings for bad weather/special emergencies

- Notifications about a school delay or closing will be announced
- ◆ on local radio & TV stations
 - ◆ on the district website – www.lancastercsd.com
 - ◆ by a Blackboard Connect call
 - ◆ on our Facebook page

Student health

Rules for taking medicine at school

If under exceptional circumstances a child is required to take medication during the school day and the parent cannot be at school to administer the medication, the school nurse or principal's designee will administer the medication in compliance with these regulations.

- All medication must be in its original container and taken to the nurse upon arrival at school.
 - The container must be marked with the child's name.
 - The original prescription label for inhalers and epi-pens must be on file in the nurse's office.
- The district prescription medication form must be completed and signed by the parent before medication can be brought to school or consumed on school property.
 - This form is available from the nurse or the attendance secretary.

Permission to Dispense Prescription Medication
Student Services

Student information

Student's first name _____ Middle name _____ Last name _____
School _____ Grade _____ School year _____ Birth date _____
Is student allergic to any food, medicine or other items? ☐ No ☐ Yes (List allergy) _____

By signing this form, I understand that (Check each item to indicate you understand)

☐ Medications should be administered by a parent/guardian before or after school hours, when possible.
☐ Initial dates of a medication that the student has never taken before should **NOT** be given at school.
☐ Medication to be given at school must be accompanied by this form.
☐ Medication must be given in a container that appropriately identifies the medication and must be accompanied by a note signed and dated by the prescribing health care provider. The note must include the student's name, directions for proper administration and the name, address and phone number of the prescribing health care provider.
☐ A separate form for each medication to be given at school, even if more than one of your children needs the medication at school.

Medication information

Medication name _____ Dose _____ Frequency _____ Time to be given at school _____
Routes: ☐ By mouth ☐ By injection ☐ Other _____ Is this medication a controlled substance? ☐ No ☐ Yes _____
Anticipated number of days medication will be given at school: ☐ Rest of school year ☐ _____ days ☐ _____ weeks
Special storage requirements: ☐ None ☐ Refrigerate ☐ Other _____ Possible side effects: _____

Health care provider information

Print health care provider's name _____ Office phone _____ Office fax number _____
Address _____ City _____ State _____ ZIP _____

Permissions (Check each item to indicate you understand)

☐ I give permission for my child, named above, to be given the above medication as prescribed.
☐ I give permission for the school nurse to contact the health care provider named above or the pharmacist who filled the prescription to discuss this medication and my child's health.
☐ I give permission for the health care provider named above, the pharmacist and/or their designated employees to provide information about this medication and my child's health to the school nurse, principal and/or teacher designated by the health care provider.
☐ I give permission for this "Permission to Dispense Prescription Medication" to apply if I transfer my child to another school in the district during the current school year.
☐ I understand the school will require that I agree to discuss rules about medications before this medication will be dispensed.
☐ I understand that I am responsible for notifying the school if my child's medications change in any way.

Printed name of parent/guardian _____ Signature of parent/guardian _____ Daytime phone _____ Date _____

300 South Catawba Street, Lancaster SC 29720
SLS-PHA Revised 8/11/12

- If over-the-counter medication, such as Tylenol, is to be administered at school, the student must bring the medication and the completed Permission Form to Take Over-the-counter medication to the office.

Students with Special Health Care Needs

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

Individual Health Care Plans or Individual Health Plans (IHP)

Students with special health care needs — chronic health conditions requiring treatments, procedures, medications and/or monitoring – must have IHPs performed by school personnel. Students with inhalers and epi-pens must also have IHPs.

- Each medication administered must have a separate permission form and cannot be combined on one form.
- The school nurse or school personnel will
 - inform appropriate staff members of the medication
 - keep a record of the administration of medication
 - keep medication in a secure place
 - return the unused portions of the medication to the parent, guardian or student unless instructed otherwise.
- The student's parents must inform the school nurse or school attendance secretary of any changes in the child's health or medication.
- The school reserves the right to refuse requests to administer medication under special circumstances.

Discipline

Your behavior affects your success

The Discipline Code

Any student or students who knowingly and willingly encourage, aid, advise, assist or cause any other student or students to violate the provisions of the Discipline Code shall be subject to the same penalties as the student or students who actually commit the violation.

Determining punishment

The principal and teacher – at their discretion – may determine appropriate punishment for misconduct not specifically covered in the Discipline Code (refer to District Learning Newsletter).

Attending school/events

At the principal's discretion, and following the Discipline Code, a suspended student may not be allowed to return to school until a conference occurs between the principal/designee and the parent/guardian.

Furthermore, a student who is suspended out of school may not participate in any school activities or be on the campus for any reason during the suspension without the principal's permission.

Student Assistance Team

At the discretion of the principal and the procedures below set forth in the Discipline Code, a student may be referred to the Student Assistance team, may be required to attend counseling with the School Intervention Program or may be referred to the Department of Youth Services.

Searches

- The principal or his designee has the right to search students or students' lockers if he feels that he has reasonable cause.
- Lockers are considered to be school property which students are allowed to use and are subject to unannounced search.

Cheating

We expect all students to conduct themselves ethically and honorably and to earn their grades through

Telephone – Cell Phones

- Students are allowed to have a cell phone or other personal electronic device in school as long as the device remains off and is not visible during instructional time.
- A student may use a cell phone during class time only with teacher permission.
- Students may use their cell phones and devices before and after school, during their assigned lunch, and during class changes, as long as use doesn't disrupt school environment.
- Students may not use their cell phones to take photos or videos at any time during the school day.
- Students may not use cell phones while in the office, guidance area or in the hallways during class time. In cases of emergency, students are allowed to use the telephone in the office.
- Failure to abide by the rules above will result in confiscation of the device and a parent/guardian will be required to attend a parent-scheduled conference with a school official before the device is returned.
- **First offense** – the confiscated device will be held until a parent meets with a school official.
- **Second offense** – the confiscated device will be sent to the Safety Director and held for a minimum of 10 school days. The parent must call the Safety Director to make an appointment.
- **Third Offense** – the confiscated device will be sent to the Safety Director and held for a minimum of 30 school days. The parent must call the Safety Director to make an appointment.
- **Fourth offense** – the confiscated device will be held for the remainder of the school year and eligible for return after the last school day. The device will be stored for up to 180 days after confiscation if a conference isn't held and the device is unclaimed.
- **If the device isn't claimed** after 180 days, the district will dispose of it as abandoned property.
- **Repeat offenders** are subject to confiscation as well as disciplinary action ranging from in-school suspension to out-of-school suspension.
- **Refusal to hand over phone** to an administrator will result in 3 days of OSS.

work they perform. Our staff will not condone nor will we tolerate any student submitting work not produced solely by the student's own initiative.

The behaviors below are cheating:

- **Plagiarism**, including searching for answers/essays from the internet to copy and turn in as your own ideas
- **Copying** another student's test/assignment
- **Letting** your work be copied.
- **Cheat sheets**, including electronic devices
- **Passing** notes during an exam, having someone do your assignment for you (homework, project, book report, etc.),
- **Stealing** exams
- **Using bribery**, blackmail, threats and/or intimidation in pursuit of a better grade.
- Students caught cheating will face the consequences below.
- A zero for the assignment with no make-up opportunity
- Communication to parents/guardians regarding the incident
- A referral placed in student's permanent record to record the cheating event

Repeat offenders

Any student who achieves status as a repeat offender will have a conference with the administration and further disciplinary action may occur.

PDA

No public display of affection.

Throwing

No throwing objects of any kind.

Details on discipline code

The policies here are intended to apply to grades 8-12.

Specific details of the District Discipline Code are explained in The Learning Newsletter each student receives as the school year begins.

Students and parents should read this newsletter to be familiar with the discipline codes.

Off-campus behavior

Any off-campus behavior that impairs or has a debilitating effect on the ability of school officials to maintain appropriate discipline at school will be subject to disciplinary actions.

Discretion on discipline

The administration or disciplinarian has the right to use his/her discretion regarding punishment.

Littering

- ◆ Students are expected to use containers for paper and trash.
- ◆ Any students who litter, thereby contributing to an undesirable atmosphere, will be subject to disciplinary action.

Lockers

- ◆ Lockers are school property and subject to periodic inspections.
- ◆ You must use your assigned locker.
- ◆ Each locker has a combination lock.
- ◆ If you lose the lock, you will be charged \$5 to replace it.
- ◆ It is your responsibility to make sure your locker is locked when unattended.
- ◆ Lockers are located on the hallway of the main campus.
- ◆ 100 Hall – 1-218 • 200 Hall – 219-364 • 300 Hall – 365-550

Food & drink

- ◆ All food and drink purchased from the cafeteria should be consumed in the cafeteria during assigned times.
- ◆ NO food or drink will be permitted in the classrooms!
- ◆ Water can be consumed in classes as long as it is in a clear container.
- ◆ No outside food shall be brought in for student consumption during lunch.

Cafeteria/Commons

- ◆ **Breakfast prices**
 - Regular price \$1.25
 - Reduced 30¢
- ◆ **Lunch prices**
 - Regular price \$2.45
 - Reduced 40¢
- ◆ When you are in the cafeteria, your conduct should be courteous and above reproach.
- ◆ Students are expected to
 - talk in a normal voice and remember proper manners;
 - keep cafeteria lines orderly.
 - show your student ID to the faculty member on duty.
- ◆ After finishing breakfast or lunch, students are expected to clean up their tables and empty all trash and debris into the proper containers.

Care of the building

- ◆ The vast majority of students at Buford High take great pride in their school and its equipment.
- ◆ No student is expected to stand by and see his property damaged or defaced without taking proper steps to remedy the situation.
- ◆ Any student reported and found guilty of vandalism will be punished according to discipline code.

Using Chromebooks

- ◆ Students must adhere to all Chromebook policies and procedures as stated in the district student acceptable use regulations for technology.

Student Dress Code

A student cannot. . .

- ◆ Wear tops exposing the stomach, being too tight or see-through or strapless, being too low in the front, exposing cleavage, or being too low in the back, male or female.
- ◆ Wear tank tops.
- ◆ Wear studded belts, gloves, or large chains.
- ◆ Wear pajamas, flannel pants, or bedroom shoes.
- ◆ Wear leggings, jeggings, tights, hose, yoga pants—any leg covering without a zipper (spandex) or any pants that are too tight and are a distraction – unless top worn is 4 inches above the knee – NO FORM FITTING CLOTHES.
- ◆ Wear skirts, any slits, dresses or shorts with a hemline more than 4 inches above the knee.
- ◆ Wear the waist of slacks, shorts, or skirts lower than the natural waistline (above the pelvic bones).
- ◆ Wear clothing with profane or obscene words or gestures.
- ◆ Wear clothing or carry items that advertise alcoholic beverages, have sexually explicit terms, express ethnic slurs, no gang related items, or

1st offense

Go to ISS until proper clothing is attained

2nd offense

1-day ISS

- anything that closely resembles these types of items, nothing fully covering the head.
- ◆ Wear any clothing with holes in it that is more than 4 inches above the knee.
- ◆ Wear bandannas, headbands, sweatbands, hats or headdresses, including hoods, inside the school building at any time, except to athletic events.
- ◆ Wear any other items identified by the principal that in his /her judgment have an adverse effect on discipline or the effectiveness of the instructional program.
- ◆ Have blankets or quilts in classrooms.
- ◆ No undergarments should be visible.
- ◆ Shirts must be worn at all times even during athletic events and practices or classes.

2020-21 School Calendar	
August 2020	
August 31	First school day for students
September	
September 7	Labor Day- schools closed
October	
October 1	First high school reporting period ends
October 8	High school report cards issued
October 19	Professional development - no students attend
November	
November 3	Election Day – schools closed
November 4	First elementary & middle reporting period ends Second high school reporting period ends
November 12	Elementary/middle/high school report cards issued
November 25	Teacher workday – Comp for parent/teacher conferences (No students– Make-up day, if needed)
November 26-27	Thanksgiving holidays – schools closed
December	
December 10	Third high school reporting period ends
December 17	High school report cards issued
December 23-January 1	Winter break - schools closed for students (Elementary schools may choose to set 1/2 teacher workday during Winter Break. Otherwise, elementary 1/2 workday will be Jan. 19)
January 2020	
January 1	Winter break
January 4	Schools re-open
January 14 & 15	Exams - (no extracurricular activities on Jan. 14 & 15)
January 15 (Early dismissal)	– Second elementary & middle reporting period ends – Fourth high school reporting period ends – First semester ends
January 18	MLK Holiday--schools closed (not a make-up day)
January 19	Teacher workday - no students (Make-up day, if needed - Comp for parent/teacher conferences)
January 20	Second semester begins
By January 21	Report cards issued for all levels
February	
February 15	Professional development - no students attend
February 22	Fifth high school reporting period ends
March	
March 2	High school report cards issued
March 12	Teacher workday - no students (Make-up day, if needed - Comp for parent/teacher conferences)
March 25	– Third elementary & middle reporting period ends – Fifth high school reporting period ends
March 8-19	Ready to Work (R2W), Make up – TBD - 11th grade
April	
April 1	Elementary/middle/high school report cards issued
April 2-9	Spring break - closed (April 5-6 guaranteed; April 7-9 make-up days, if needed)
May	
May 3	Seventh high school reporting period ends
May 3-14	AP exams
May 11	High school report cards issued
June	
June 9-10	High School exams - Early dismissal June 9 & 10 (no extracurricular activities on June 9 & 10)
June 10 (for High School)	Eighth high school period ends Second semester ends Last student school day for high school
June 10 & 11	Graduation (June 12 rain date)
June 10 & 17	1/2 teacher workday (scheduled in afternoon after early dismissal time)
June 16 & 17	Elementary & middle exams - Early dismissal June 16 & 17 (no extracurricular activities on June 16 & 17)
June 17 (for elementary & middle)	Fourth elementary & middle reporting period ends Last student school day for elementary & middle
By June 24	Report cards to all students

Flex Time

Flex Time will be implemented daily from 1:30-2:00. Flex Time is intended to ensure students have additional opportunities during the day for:

- Remediation
- Retesting
- Enrichment
- Make up missing work
- Study hall
- Clubs
- Assemblies
- Computer lab access
- Media center access

All students must be in a teacher’s room based on the opportunities listed above. Students not in a flex session when the bell rings, will report to the cafeteria. Students may not sign out during flex time unless there is a previously scheduled appointment that is communicated at the beginning of the day with front office staff.

The following rules apply to students during Flex Time:

- No cell phones
- You must sign in to each flex room using your Chromebook
- You have to be working on academic work. If you don’t have any work, READ.
- Once you are in a flex room, you must stay in that flex room for the duration of flex time.

Athletic eligibility – General requirements

- ◆ A student must live with his parent or parents or legally appointed guardian, except as authorized by the SC High School League.
- ◆ A student must attend the high school serving the attendance area in which his parents or guardian reside, except as authorized by the SC High School League.
- ◆ A student that turns 19 before July 1, going into his senior school year, is ineligible. If that student turns 19 after July 1st, he may complete the season in progress.
- ◆ A student must have a valid birth certificate certified by the SC High School League.
- ◆ A student may not participate in interscholastic competition for more than four school years, beginning at the time of entry into the ninth grade.
- ◆ A student who transfers from one member school to another without a corresponding change of residence by the parents or guardian will be eligible after 1 calendar year from the date of entry.
- ◆ Must have a physical dated April 1, of the current school year. The doctor has to use the official physical form (may obtain one from school office) and use blue ink. The form must be signed and dated by the doctor, parent and student.
- ◆ A student must meet academic requirements as specified below:
 - To participate in interscholastic activities, a student in grades 9-12 must achieve an overall passing average and either
 - A.** a student must pass at least 5 units of credit applicable toward a diploma, 2 of which must be in the spring term and/or summer school of the previous year or in the fall **or**
 - B.** if the student is eligible fall term, he/she must pass the equivalent of 2 units of credit in the fall. If the student is **not** eligible fall term, he must pass the equivalent of 2 1/2 units of credit.
- ◆ Each student’s overall passing average shall be determined by a numerical average of all courses taken during the previous term.
- ◆ A passing average shall be consistent with the district’s established grading systems.

Fire & Disaster Drills

- ◆ Fire and disaster drills will be held regularly as required by law.
- ◆ Drill instructions are posted in each class and will be reviewed with each student at the beginning of school.
- ◆ Drills must be orderly and quiet.
- ◆ Remain with your class and walk to your assigned area and remain there until the all clear signal is given.
- ◆ All students and staff members must participate in fire and disaster drills.

Visitors & Loitering

- Buford High is always pleased to welcome visitors; however, in the best interest of students, the regulations below govern all visits:
- ◆ All visitors must report to the main office, sign the register and get a visitor’s pass.
 - ◆ No person – other than students or employees – will be allowed to circulate in the building or on the grounds during the school day unless he/she has principal/designee permission.
 - ◆ Parent conferences may be arranged through the guidance office.
 - ◆ Coming on school property without principal/designee permission is considered trespassing and will be dealt with accordingly.

Bell Schedules

Regular schedule

- ◆ 1st Block8:30–9:55 a.m.
- ◆ 2nd Block 10–11:25 a.m.
- ◆ 3rd Block & Lunch
 - 1st Lunch..... 11:25–11:55 a.m.
Class for 1st Lunch12–1:25 p.m.
 - 2nd Lunch 11:30 a.m.–12:55 p.m.
Class12:55 –1:25 p.m.
- ◆ Flex Time 1:30 -2 p.m.

- ◆ 4th Block 2:05-3:30 p.m.
- *Due to COVID-19 all schedules will run 1 hour later*

Jacket P.R.I.D.E schedule

- ◆ 1st Block8:30–9:45 a.m.
- ◆ 2nd Block9:50–11:05 a.m.
- ◆ Lunch & Jacket P.R.I.D.E
 - Group A (All 9th & 12th graders)
Lunch 11:10–11:57 a.m.
Jacket P.R.I.D.E12:02–12:50 p.m.
 - Group B (All 10th & 11th graders)
Lunch 11:10–11:57 a.m.
Jacket P.R.I.D.E12:02–12:50 p.m.
- ◆ 3rd Block 12:55-2:10 p.m.
- ◆ 4th Block 2:15-3:30 p.m.
Get bookbags

**Due to COVID-19 all schedules will run 1 hour later*

Two-hour delay schedule

- ◆ 1st Block10:30-11:34 a.m.
- ◆ 2nd Block11:39 a.m.-12:43 p.m.
- ◆ 3rd Block & Lunch
 - 1st Lunch..... 12:43 p.m.–1:13 p.m.
Class for 1st Lunch1:18–2:25 p.m.
 - 2nd Lunch1:20–1:50 p.m.
Class (1st half)12:48–1:20 p.m.
Class (2nd half)1:55–2:25 p.m.
 - 3rd Lunch1:55–2:25 p.m.
Class12:48–1:55 p.m.
- ◆ 4th Block 2:30-3:30 p.m.

**Due to COVID-19 all schedules will run 1 hour later*

Assemblies

- ◆ Assembly programs are an important part of school life and can be justified as often as they contribute to the total learning process of the student body.
- ◆ It is expected that an atmosphere of respect will be maintained throughout all assemblies.
- ◆ Applause is always in good taste except during assemblies with religious significance.
- ◆ Whistling, shouting, yelling and foot-stomping are never in good taste and reflect unfavorably upon the students and the school.
- ◆ This type of conduct is considered to be disrespectful and will be handled accordingly.
- ◆ Students are expected to be present for all assemblies unless they have a medical excuse.
- ◆ All students are expected to stand and participate in the singing of the Alma Mater.

Public Address Announcements

- ◆ All announcements must be approved before being read over the P.A. system.
- ◆ Daily announcements will be made twice, at 8:30 a.m. and 3:25 p.m.

Alma Mater

Here’s to Buford High School;
she’s brave and bold.

Here’s to her colors;
maroon and old gold.

Here’s to Alma Mater;
she’ll stand by you.

Here’s to Buford High School;
we’ll always love you.