

Ashley Ridge High School
“Home of the Swamp Foxes”



Student Handbook

2021 - 2022

9800 Delemar Highway
Summerville, S.C. 29485
(843) 695 - 4900

This agenda belongs to: _____

Phone Number: _____

Counselor: _____ Administrator: _____

Ashley Ridge High School Personnel_____

Administrative Staff

Ms. Brooke Matthews, Principal
Mr. Justin Buckingham, Assistant Principal
Mrs. Heidi Guerry, Assistant Principal
Mrs. Drew Hensley, Assistant Principal
Mr. Mikkail Jenkins, Assistant Principal
Mr. Anthony Pieretti, Assistant Principal
Mr. Eric Seitz, Assistant Principal
Mrs. Ebony Summers-Fogel, Assistant Principal
Mr. Randall Tucker, Athletic Director

Departmental Instructional Leaders

Mrs. Adair Craig, Math
Mrs. Kelly Robinson, Mrs. Ashley Smith, English
Mrs. Lindsey Jutzeler & Mrs. Leigh Ann Carter, Science
Mrs. Keirstan Harris, Social Studies
Mrs. Stacie Elwood, CATE Career Technology Ed.
Mrs. Sonya Bolen, Special Education
Mrs. Gina Faas, World Languages
Mrs. Janet Brown, PE
Mrs. Catherine Ellis, Fine Arts
Major Bill Clark, JROTC
Mrs. Jennifer Traeger, Media Center

Guidance Staff

Mrs. Vira James, Director of School Counseling
Mrs. Sarah Gibson, Counselor
Mrs. Lauren Chiarchiaro, Counselor
Mrs. Brittani Keene, Counselor, P&I
Mrs. Kathryn Nicholson, Counselor
Mrs. Shelby Achilles, Counselor
Ms. Jennifer Collins, Counselor
Mrs. Carolyn Pastor, Counselor
Mrs. Toya Richardson, Counselor, P&I
Ms. Pat Bradley, CDF

Support Staff

Ms. Wendy Rourke, Systems Operator
Mrs. Mandy Cattie, Guidance
Ms. Barbie Crubaugh, Guidance/Registrar
Mrs. Dena Sellers, Finance/Administrators
Mrs. Lauren Quintero, Payroll/Substitutes
Mrs. Yvonne Russell, Receptionist/Student Information
Mrs. Lori Christopher, Mrs. Lisa McDonald, Nursing
Mrs. Kathleen Jones, Discipline/Homebound
Mrs. Tammy Johns, Athletics

Mrs. Debbie Howard, Mrs. Anita Jackson, Attendance
Ms. Tawana Barnes, Prevention and Intervention
Mr. Larry Brock, Technology
Corporal Pittman – Student Resource Officer
Deputy Hunt – Student Resource Officer

Telephone Numbers

Main Office	843) 695-4900
Fax (Main Office)	843) 695-4905
Guidance Office	843) 695-4900 ext. 52020
Attendance Office	843) 695-4900 ext. 52032
Athletic Department	843) 695-4900 ext. 52061
District Office	843) 873-2901
Transportation	843) 873-6196

Ashley Ridge High School Mission Statement

Ashley Ridge High School is committed to providing educational opportunities in a safe, supportive environment which fosters pride, inspires excellence, promotes respect, and builds strong relationships.

Swamp Fox Non-Negotiables

1. We treat others the way we want to be treated.
2. We keep working until we are successful.
3. We leave everything better than we found it.
4. We attend each class every day.
5. We graduate in four years.

Beliefs

Public education is the most important function of Ashley Ridge High School because educated and highly skilled individuals are the most important assets of our community; therefore, we believe:

1. Learning is required.
2. Students will be involved and successful.
3. Failure is not an option.
4. We care!

School Hours

The instructional school day begins at 8:55am, and ends at 3:55pm. In the morning buses arrive between 8:30 and 9:00am. Students will not arrive at ARHS before 8:30am. Students who drive to school should not remain in the parking lot, but should come inside the school upon arrival. In the afternoon buses depart at 4:15pm. Students on campus after 4:15pm are asked to be with a teacher or coach under supervision. Any students still waiting on a ride after 4:20pm should wait near the front office. The front office will close at 4:30pm.

Closed Campus

ARHS has a closed campus. Once a student arrives on campus by bus or vehicle, he or she is not allowed to leave without being signed out through student information by a parent or guardian. Under certain circumstances students may sign out with prior parental and administrative approval. Students who leave campus without permission are subject to disciplinary action.

School and Personal Property

Students are responsible for the proper care of all school issued materials such as textbooks and uniforms. Charges will apply for any damages to or loss of these items. Students are also asked to take care of the school itself by placing trash in the proper receptacles and by notifying the office if restrooms or areas of the school need attention.

Pledge of Allegiance

All public schools in South Carolina must designate a time each day to recite the Pledge of Allegiance. Students are asked to stand during the pledge and to pause in the hallways out of respect.

Alma Mater

The **alma mater** is the title given to the official song or anthem of a school, college, or university. The Ashley Ridge Alma Mater is focused to affirm the singer's devotion to, and fondness for, Ashley Ridge High School. Each Friday the Alma Mater will be played and sung by the student body.

The Cardinal and Gold

To our school we lift our hearts,
 And we sing thy praise.
 Ashley Ridge we will be true,
 Pride never fails.
 Gold and cardinal through and through,
 Swamp Foxes will reign.
 We will always love and cherish
 Ashley Ridge.

Bell Schedules _____

Regular Bell Schedule

Period	Time	
1 st Period	8:55 – 10:25	Announcements
2 nd Period	10:30 – 12:00	
ILT	12:00 – 12:45	ILT/Lunch/SLT
3 rd Period	12:50 – 2:20	
4 th Period	2:25 – 3:55	Announcements

Homeroom Bell Schedule

Period	Time	
Homeroom	8:55 – 9:05	Announcements
1 st Period	9:10 – 10:37	
2 nd Period	10:42 – 12:08	
ILT	12:08 – 12:53	ILT/Lunch/SLT
3 rd Period	12:58 – 2:24	
4 th Period	2:29 – 3:55	Announcements

Activity Bell Schedule

Period	Time	
1 st Period	8:55 – 10:17	Announcements
Activity Period	10:17 – 11:02	Activity
2 nd Period	11:07 – 12:28	
ILT	12:28 – 1:03	ILT/Lunch/SLT
3 rd Period	1:08 – 2:29	
4 th Period	2:34 – 3:55	Announcements

First 3 Days of School Bell Schedule

Period	Time	
Homeroom	8:55 – 9:25	Announcements
1 st Period	9:30 – 10:52	
2 nd Period	10:57 – 12:18	
ILT	12:18 – 1:03	ILT/Lunch/SLT

3 rd Period	1:08 – 2:29	
4 th Period	2:34 – 3:55	Announcements

Student Rights

Title IX (Educational Opportunities and Course Offerings)

Dorchester School District 2 does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendment of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access of students to educational programs, course offerings, and student activities.

Our Civil Rights

The Ashley Ridge High School program of study does not discriminate against individuals due to their race, sex, color, creed, religion, or national origin.

Family Rights and Privacy Act

The Family Rights and Privacy Act is a law that intends to protect the accuracy and privacy of student educational records. In that regard, please note the *following:

1. The definition of educational records includes all records, files, documents and other materials containing information directly related to your child.
2. Without your prior consent, only you and authorized individuals will have access to your child's educational records. However, unless you make a request in writing to the contrary, we may release without consent directory information contained on your child's educational records: name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous educational agency or institution attended. Your written request should be received by the school within ten days of your child's enrollment in this school.
3. You may make an appointment with the school to inspect and review your child's educational records.
4. You may receive a copy of the Dorchester School District Two's policy on: Student Records from the school office or the District Office at 102 Green Wave Blvd., Summerville, SC 29483.
5. You may obtain copies of educational records on the basis of 25 cents per page, other than the first copy of a transcript to another educational institution, which will be sent without charge.
6. You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading or inappropriate information.
7. Challenges may be addressed to the principal.
8. The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.

The rights described herein are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Student Information _____

Announcements

(school sponsored events, activities, information only)

Intercom announcements will be approved by an administrator. Each announcement will be made once daily. General announcements will be made on the intercom. Information for students and staff is also available on the school web site as well as individual teacher sites. The Pledge of Allegiance will take place during 1st period each day and announcements will follow the Pledge. Students should listen to all announcements because many of them refer to scholarship information, club meetings, athletic events, and other pertinent information beneficial to individual students. Additional announcements and information will be displayed on the campus television network in the cafeteria and hallways.

Assemblies-Auditorium

We are proud of our auditorium. Our students are expected to show respect to people who perform there. The building must be cared for so that it can be used by the community as well as the school. Guidelines for the auditorium are:

1. No food or drink is permitted in the auditorium.
2. No gum is permitted in the auditorium.
3. Do not put feet on the seat backs or in the seats.
4. Applause guidelines
 - a. Do not applaud for religious music.
 - b. Applaud for good performances, fellow students, speakers, at the end of an act in a play, and at the end of a play or performance.
5. It is never appropriate to conduct yourself in a rude manner, make loud noises, and/or arrive late to a performance. **Cell phones are not allowed in the auditorium.**

Cafeteria/Lunch Periods/SLT

1. Ashley Ridge High School does not provide for an "open" lunch period. Students are not allowed to leave campus and return during lunch. ***Such actions are considered "leaving campus without permission" and carry disciplinary action.**
2. Line up quickly but DO NOT CUT IN LINE.
3. Leave the tables, seats, and floor clean by carrying all trash to the trashcans. Failure to follow this rule will result in disciplinary action for littering.
4. Students may not order food to be delivered to ARHS for lunch, nor are commercial food products allowed in the cafeteria or courtyard areas.
5. Lunch or breakfast may be paid for in cash or check at serving lines. Students must have an ID to purchase food in the cafeteria and kiosks at the end of each hall.

6. Parent or guardian may put money on an account by first creating an account online with myschoolbucks.com. Breakfast \$1.45; Lunch \$2.45.
7. Free / reduced lunch applications can be picked up in the front office or at any station in the cafeteria. They must be returned to the front office within the first 10 days of school.

Change of Address and Telephone Numbers

Please notify the Attendance Office of any change of address or telephone number immediately. This allows Ashley Ridge High School teachers and staff members to provide information to students and parents in a timely manner. Note: A current power bill must be provided in order to change an address.

Classroom Rules

All students must follow the teacher's classroom rules even though the rules may differ from teacher to teacher. These rules are explained and posted in each classroom

Tele-Communication Devices (includes cell phones)

To facilitate 21st century learning, personal electronic devices have become a tool to supplement the learning that occurs in school. A personal electronic device is any device that students have in their possession, which electronically communicates, sends, receives, stores, reproduces or displays voice, images and/or text data, or communication. This includes, but is not limited to, cellular and smart phones, music and media players, personal gaming devices, tablets, laptop computers, and personal digital assistants. Appropriate use is required to maintain the integrity of instruction on campus. Any violation of the policy will result in disciplinary actions, which could result in the suspension of privileges and/or other additional consequences.

When may communication devices be used?

1. Prior to 8:55
2. During class exchanges
3. During ILT
4. After 4:00 unless in an after-school class or detention

Where communication devices may be used?

Common Areas: cafeteria, courtyard, hallways, but not classrooms/ instructional areas including media center. Students may use communication devices in offices only with the permission of the staff member present.

Who is responsible if the device is lost or stolen?

The student must secure his/ her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School

personnel and /or administrators are not responsible for the loss, theft, or damage of any cell phone or device brought on school property.

Student Use Expectations and Responsibilities:

1. Communication devices should be powered off during class time. Devices heard or seen in use during instructional times or in instructional areas, including in silent mode, will be confiscated and returned to a parent for a \$25 fee. Student will also receive disciplinary consequences.
2. The student who possesses a personal electronic device shall be solely responsible for its security and care. Dorchester District Two will not provide electrical charging outlets to recharge devices.
3. Student possession of personal electronic devices on the school's campus, including athletic fields, school buses, school sponsored activities, and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices appropriately on campus before school begins, during transition times, during lunches, and after school ends.
4. **To assure order in campus operation, accessories such as headphones and ear buds are only allowed to be used by the student in the cafeteria before school and in the cafeteria during lunch periods, provided the student is still able to respond to auditory commands communicated by school personnel. Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance. These accessories are expected to be secured and out of sight during class transitions in the hallway and within the classroom unless the teacher has granted permission for instructional use.**
5. Making phone calls during transition times is prohibited.
6. Student use of personal electronic devices shall be prohibited in areas including, but not limited to, locker rooms, bathrooms, or dressing/changing areas.
7. **Students shall not use personal electronic devices to capture video, audio, or photos of other people at school unless used under the guidance of a teacher and related to curriculum objectives. The posting of those photographs and/or video will result in disciplinary consequences.**
8. Students shall not use personal electronic devices during classroom instructional time to access and/or view Internet websites that are otherwise blocked to students at school. District wireless networked system blocked sites include, but are not limited to, social networking sites and YouTube. Electronic devices should be powered off and put away before walking into the classroom/instructional area.

9. Students’ use of personal electronic devices that disrupt the instructional day will result in disciplinary action and/or confiscation of the personal electronic device.

10. When a personal electronic device is confiscated, it will only be released and/or returned to a student’s parent/legal guardian.

11. If students use communication devices to illegally enhance their own academic performance or another student’s performance (cheat), the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of their attendance in Dorchester County Two schools.

12. If students use the communication devices to engage in illegal or unethical behavior such as bullying, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct and may be banned from having such a device for the remainder of their attendance in Dorchester County Two schools.

Unauthorized Use

Unauthorized use of personal electronic devices resulting in the confiscation of the personal electronic device and/or disciplinary actions with the school and possible law enforcement includes, but is not limited to, the following:

Possessing, viewing, sending or sharing photos, video, or audio information having sexual, violent, derogatory, or threatening content on school grounds, at school events, or on school buses. Transmitting school materials for unethical purposes such as cheating. Using devices to bully, harass, or tease another person.

Consequences for Violations

If communication devices are used in a manner violating the Student Code of Conduct and Student Use Expectations and Responsibilities 1-12, consequences will include:

Offense	What happens to the device?	Discipline Consequences
1	Parent picks up after the device was confiscated and pays a \$25 fee	1 day In-School Suspension (at the discretion of the administrator)
2	Parent picks up at readmit conference with Administrator	1 day In-School Suspension and/or 1 day Out-of-School Suspension and/or (at the discretion of the administrator)
3	Parent picks up at readmit conference with Administrator	3 days Out-of-School Suspension and/or School Probation and/or Loss of Extra-Curricular Activities

	(30 days) (at the discretion of the administrator)
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Each student is under the direct control of all staff members and their substitutes. Failure to turn over a communication device immediately to a staff member when requested will result in severe disciplinary action. The offense is no longer the device only, but is now also refusal to obey the directive of the school official. Consequences may include:

Offense	Discipline Consequences
1	In-School Suspension the remainder of the school day and 1 day Out-of-School suspension (at the discretion of the administrator)
2	3 days Out-of-School Suspension and School Probation (at the discretion of the administrator)

Computer Acceptable Use Policy

In that Dorchester School District Two offers Internet access, this document contains the Acceptable Use Policy for use of the district’s computer system. Each student must have a signed Acceptable Use Policy on file in order to use any technology at Ashley Ridge High School.

Educational Purpose

The system has been established for a limited educational purpose. The term “educational purpose” refers to career development activities and classroom activities assigned by teachers. The system has *not* been established as a public access service or a public forum. Dorchester School District Two has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the disciplinary code and the law in your use of the system.

District Policy, AR IJNDB-R, Use of Technology Resources in Instruction Student Internet access

All students have access to the Internet resources through their classroom, library or school computer. Students will not access any chat room.

Unacceptable uses

Personal safety

A student will not post personal contact information about him/herself or other people. Personal contact information includes address, telephone, school address, work address.

A student will not agree to meet with someone he/she has met online without parent approval. The student's parent should accompany the student to this meeting.

A student will promptly disclose to his/her teacher or other school employees any message he/she receives that is inappropriate or makes the student feel uncomfortable.

Illegal Activities

A student will not attempt to gain unauthorized access to the system or to any other computer system through the system or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

A student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

A student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.

Students may not use the system for political lobbying, but may use the system to communicate with elected representatives and to express opinions on political issues.

System security

A student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use said account. Under no conditions should a student provide his/her password to another person.

A student will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

A student will avoid the inadvertent spread of computer viruses by following the district virus protection procedures for downloading software. Students will not install any programs on any computer. If programs are needed to view a specific site, the software can only be installed by authorized staff personnel.

Inappropriate language

Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.

A student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

A student will not post information that could cause damage or a danger of disruption.

A student will not engage in personal attacks, including prejudicial or discriminatory.

A student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, he/she must stop.

A student will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for privacy

A student will not re-post a message that was sent to him/her privately without permission of the person who sent the student the message.

A student will not post private information about another person.

Respecting resource limits

A student will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than two hours per week.

A student will not download any files without permission.

A student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

A student should check his/her e-mail frequently, delete unwanted messages promptly and stay within the e-mail quota if you have been assigned an e-mail account for educational purposes.

Plagiarism and copyright infringement

A student will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

A student will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If a student is unsure whether or not he/she can use a work, then they should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate access to material

A student will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of student access is to conduct research and both teacher and parent have approved.

If a student mistakenly accesses inappropriate information, immediately tell your teacher or another district employee. This will protect the student against a claim of intentionally violating the policy.

A parent should instruct his/her child if there is additional material they think inappropriate for access. The district fully expects the student to follow parental instructions in this matter.

Student rights***Free speech***

A student's right to free speech, as set forth in the disciplinary code, applies also to communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the district may restrict student speech for valid educational reasons. The district will not restrict student speech on the basis of a disagreement with the opinions the student is expressing.

Search and seizure

A student should expect only limited privacy in the contents of his/her personal files on the district system. The situation is similar to the rights of a student in the privacy of his/her locker or car. Routine maintenance and monitoring of the system may lead to discovery that the student has violated this policy, the disciplinary code or the law.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the disciplinary code or the law. The investigation will be reasonable and related to the suspected violation. Parents of a student have the right at any time to request to see the contents of the student's e-mail files.

Due process

The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the system. In the event there is a claim that a student has violated this policy or disciplinary code in his/her use of the system, the student will be provided with a written notice of the suspected violation and will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on the student's use of his/her Internet account.

Limitation of liability

The district makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. The district will not be responsible for any damages student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal responsibility

When a student is using the system, it may feel like the student can more easily break a rule and not get caught. This is not really true because whenever a student does something on a network, he/she leaves little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

Disciplinary Actions

In the event there is a claim that you have violated this policy or disciplinary code in your use of the system, you will be provided with a written notice of the suspected violation and will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code. Examples of offenses and suggested consequences are listed below. Other punishments may be deemed necessary by the principal. *Restrictions may be placed on your use of the computer.*

Minor computer offenses (changing computer settings, not following proper computer procedures, etc.) = ISS, loss of computer privileges, OSS

Major computer offenses (unauthorized access, password violation, disrupting the system, etc) = Out of School Suspension (OSS)

Offenses of a pornographic nature = OSS, loss of computer privileges, expulsion hearing.

Students involved in credit recovery via APEX will be dropped from the credit recovery program for AUP violations. Students involved in credit recovery sign a parental permission form that outlines the acceptable computer use guidelines.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Concerns and Complaints

Students, parents, and all staff members have the right to approach the District Two Board of Trustees to seek a solution to a problem or concern. The proper and requested method of resolving problems is to begin with the person directly involved. If the problem remains unresolved, persons with the complaints should proceed to the next authority level in the proper manner. If, after meeting with the principal, the supervisor, and the superintendent, in that order, the problem is still unresolved, those persons with a concern should contact the superintendent in writing to request a meeting with the school board.

Distribution of Literature

No pamphlets, posters, or literature of any kind may be copied or distributed on school grounds without prior approval by the Principal of ARHS.

Fees

Each year, upon registration, a fee is collected from each student in Dorchester School District 2. The fees are retained in an account for the school the student attends. The principal of the school authorizes expenditures from those funds for the direct benefit of the students. Fees may not be charged to students eligible for free lunch and must be prorated for students eligible for reduced price lunches, if the parent or guardian of these students so request. All fees should be paid in a timely manner. Failure to pay fees will result in report cards being held. For seniors, all obligations must be paid in order to participate in the graduation ceremony. Examples of supplies or services purchased are as follows: consumable text materials; science equipment and supplies; art materials; musical instruments; physical education supplies; student incentives; computer software; audio visual equipment and resources; supplemental reading materials; maps; math manipulatives; Artists in Residence programs; special mailings; and specialized student programs.

Technology Fee	\$20.00
Registration Fee	\$20.00
Parking	\$50.00

Fire Drills and Other Evacuation Plans

Each classroom teacher will review fire drills and other evacuation plans with his/her classes. Students must be quiet during emergency situations or drills. Students and teachers should stay with assigned groups in assigned areas.

Fund-Raising

No class, club, or other group may begin a campaign to raise money without approval in advance by the principal of ARHS. Students may not bring outside fund-raising items to school to sell. Fundraising approval forms must be completed and signed in advance.

Furniture

All furniture should remain in assigned areas. Students are permitted to move furniture only with staff approval. Students will not sit on the tops of tables or desks. If a student breaks a piece of furniture, the student will pay to have it replaced.

Hall Passes

No student is to be in the hall at any time without a pass signed by the teacher except at class change. A hall pass should have the student's name, destination, and time left. A student found in the hall without a hall pass will face disciplinary action.

Health Information/School Nurses

Illness at school: Students who become ill **must report to the school nurses.** The Nurse's office is located downstairs (next to the front office) Indications of serious illness will be referred to the office, parent, and/or doctor. **Students must sign out at Student Information before leaving school grounds.** Students should not stay in the restroom when they are ill. Because of new health requirements, any child who is injured at school and is bleeding, may be required to go home and change if he/she has blood on his/her clothing. Students who have been in a fight may be asked to have blood tests for HIV and Hepatitis B.

Chronic Health Conditions: Parents are requested to notify the school nurses if their child has asthma, epilepsy, diabetes, bee sting or fire ant allergies, or any other chronic medical condition that we need to be aware of in order to provide care for their child. Students who may need to carry their inhalers on their persons or diabetic students who may carry glucometers and self-monitor blood sugars need to have forms completed by their physicians stating these needs. These forms are available from the school nurse, who will keep the completed forms on file in her office. Students with severe food allergies need to notify the school nurse. Students with bee sting, fire ant, or other insect allergies should obtain a plan of care form from their physicians for such occurrences that can be kept in the nurse's office during the school year. Students must have physician documentation to carry epipens on school grounds.

Dispensing of Medication: In accordance with Dorchester School District 2 policy, the nurse does not keep a stock of Tylenol, Pepto Bismol, Advil, etc. to dispense to students. **Parents are reminded that any over-the-counter drugs must be brought to the nurse in the original containers with a prescription**

label. Dorchester School District 2 requires that the parents of all students who need medication during school hours must do the following:

1. Fill out a request form (available from the nurse or online at the DD2 website). A medication request form must be completed and signed by the physician and the parent.
2. Bring the medication in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law. The medication must be brought in by the parent.
3. Any change in medication dosage and/or time to be given will require a new request form to be filled out by the physician and signed by the parent.

Parents are reminded that aspirin, cough medicines, and other over-the-counter medicines will not be dispensed at school without a written doctor's prescription stating the medication, dosage, and specific time(s) to be given at school. Over-the-counter medicine must be presented in an unopened container properly labeled from the pharmacy. Parents are also reminded that medication not claimed at the end of the school year will be disposed of by school personnel.

Health Screenings: During the year, screening tests for vision, hearing, speech, dental, blood pressure, and contagious diseases may be administered to your child by trained personnel from the District's Special Services Division. Should such screenings detect a problem, you will be notified for further follow-up.

School Insurance: School accident insurance is available during the year. Students can pick insurance forms in the front office. Students participating in interscholastic athletics and classes such as chemistry, industrial arts, and physical education are encouraged to enroll in the insurance program. Insurance may be purchased to cover school hours or a twenty-four hour basis. Accidents should be reported immediately to the school nurse's office and all claims should be filed within 30 days from the date of the accident by the parent.

South Carolina Certificate of Immunization: Each student in South Carolina schools is required to have an updated certificate on file at school. New students are given 30 days from enrollment to obtain the needed certificate. Immunization records are audited yearly, and you will be notified by the school if your record needs to be updated. The South Carolina General Assembly passed legislation requiring all students to present the school with a valid S.C. Certificate of Immunization (Form DHEC 1125 4-80). The certificate should indicate immunization for the following:

- Four doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday.
- Tdap Booster – One(1) dose of Tdap vaccine received on or after the 7th birthday
- If necessary, this dose of Tdap may be needed as one of the doses to meet the requirements for Dyptheria, Tetanus, and/or Pertussis.
- Three doses of any combination of oral or inactivated Polio vaccine with

- at least one dose received on or after the fourth birthday.
- Two doses of Rubeola (Measles) Vaccine with both doses received on or after the first birthday and separated by at least one month.
- One dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One dose of Mumps vaccine received on or after the first birthday.
- Three doses of Hepatitis B vaccine.
- One dose of Varicella (Chickenpox) vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth, fifth, and sixth grades.

A student must have a valid immunization record on file at Ashley Ridge High School. If the record is not updated, the student can be suspended from school until the school is provided with an updated record.

Homebound Instruction

Homebound instruction is offered to students who have become ill or injured and will be out of school for a period of time. Homebound assignments may be provided by a teacher who will go to the student's home for one period each day with assignments, or through the APEX on-line instructional program if applicable. Parents and students must be aware that simply being on homebound status does not guarantee a passing grade in the subject area, nor are all courses realistic for homebound instruction. Examples of such courses could include lab sciences, high level math, chorus, theater, leadership, and higher levels of foreign language. The objective of homebound services is to provide minimal course work until the student can return to school. Homebound services are meant to be temporary and can not replace the instruction that the teacher of record can provide in the course each day. Information concerning homebound services starts with contact with the student's guidance counselor or attendance.

Inclement Weather Procedures

Dorchester School District Two Inclement Weather Procedures

Weather Monitoring

The safety of students and staff is the primary concern when decisions are made to delay, close, or dismiss school early in response to hazardous weather conditions. The Superintendent and the district leadership team take this responsibility seriously and utilize a comprehensive decision-making process in making an informed decision. This includes monitoring weather forecasts and road conditions through coordination with the National Weather Service, Dorchester County Emergency Management Department, local utility companies, SC Highway Patrol and local law enforcement. The Superintendent will also consult with Superintendents of surrounding school districts. If conditions warrant a change to the regular schedule to close early, cancel school or have a delayed opening, the district strives to make those decisions as soon as possible.

Additional considerations

Decisions made in response to hazardous weather conditions are district wide, affecting all schools and district sites. There are times some areas of the county

are not as impacted as others by inclement weather, but decisions must be based on road conditions in all areas that school buses must travel. In addition, many teachers and staff members live in surrounding areas that may be unsafe for travel.

Delay of school start times, early dismissal, or cancellation

When possible, the decision to **close schools** due to hazardous conditions will be made the evening before to allow parents and employees as much advance notice as possible in order to make appropriate plans.

If early morning weather conditions warrant a **delayed start time**, schools may open on a one, two, or three hour delay from the normal schedule. The length of the delay would depend on existing weather conditions and the weather forecast for the day.

There are times when forecasts of rapidly deteriorating weather conditions require **early dismissal times** for schools in order to transport students safely home and get vehicles off the roads. If at all possible, the established early dismissal schedule will be followed: elementary schools at 11:00 a.m., middle schools at 12:00 p.m., and high schools and Givhans Alternative Program at 1:00 p.m. Parents and staff will be notified of the change as quickly as the decision is made.

When there is school cancellation or early dismissal, after school events, half-day programs, and elementary extended day child care will also be cancelled unless otherwise announced.

Notification of change in school schedules or cancellation

If a decision is made to alter the start or dismissal times or to cancel school, the Dorchester School District Two Public Information Office will notify students, parents and employees through a variety of methods including:

- Blackboard Connect telephone calls
- Emails and text messages
- School and district website postings
- Facebook messages
- Local media outlets

It is very important that parents keep schools updated on any changes to contact information to ensure they receive the Blackboard Connect calls, emails and text messages,

Preparation for Inclement Weather

In cases of extreme cold, bus drivers, maintenance workers and other district/school staff report to work early to prepare the buses and facilities for students. School bus drivers arrive early to crank the buses to allow extra time for the buses to warm up and to address any mechanical issues. The Dorchester School District Two Transportation Office works closely with the State Department of Education's bus mechanics to address any issues quickly. School staff will arrive at school early to receive students as they are dropped off, minimizing the time children are exposed to weather conditions.

Making Up Time Missed for Students and Staff

Three make-up days are included on the district master calendar as required by state law. These days are listed on the district calendar posted on the website. Designated make up day(s) for school closures will be announced as soon as possible.

Tips for Students and Parents

1. Stay informed: Check the district website regularly and local media for updates on school delays and/or closings. **It is important to remember the decision to alter the school day is made by the district office staff not individual schools. The district requests that parents not call schools in order to keep the phone lines open in case of emergency situations.**
2. Students riding buses to schools should dress appropriately for the weather and alter their time for arriving at bus stops based on the school start time. If a delay is scheduled, students should delay their arrival time at the bus stop to match the delay.
3. Parents are encouraged to have a plan in place if school closes early or if there is a delayed start time. The plan should avoid leaving young children at home unsupervised.

The district wants to ensure students, parents and employees are prepared for any situation caused by extreme temperatures or inclement weather. If you have any questions about procedures related to extreme temperatures and/or inclement weather, please contact Pat Raynor, public information officer, at 843-695-5376.

ID Cards

ID badges are required for all students and staff. The ID is required to sign-in or sign-out of school, enter the lunch lines, enter the media center and to use any media center or computer lab services, enter the guidance areas, visit the school offices, park in the parking lots, or take part in any activities offered during the school day. The original ID Badge with lanyard is free to each student.

ID Replacement Costs:

- | | |
|-------------------------------------|---------------|
| a. Replace original ID Badge | \$5.00 |
| b. Lanyard | \$1.00 |

Initiations/Hazing

Ashley Ridge High School does not permit any form of initiation by any school club or organization. Other organizations will not be permitted to bring any form of initiation on school grounds. Hazing is defined as harassment of other students through ridicule, criticism, or requiring a student to do things against his/her will. Hazing is prohibited on school grounds. **Ashley Ridge High School does not approve of hazing on or off school property. Anyone caught hazing another student on school property will be subject to expulsion.**

Lost and Found

When a student finds an article(s), he should take it to the Student Information Center. These lost items may be reclaimed upon proper identification. Students are asked to visit the Student Information Center for the purpose of claiming small articles, books, backpacks, and clothing before and after school or during lunch. Articles without identification will be turned over to a welfare organization periodically if not claimed.

Media Center

The main objectives of the ARHS Media Center are to provide materials and services that support the curriculum and to establish an environment for students and staff that is conducive to reading, study and research.

Media Center Use

1. The media center is open from **9:30 am – 4:00 pm** daily.
2. Students using the media center are expected to be engaged in **quiet** study, reading, or research. Socializing or disturbing other patrons will not be permitted.
3. Students using the media center during class time must have a **pass** and **an assignment** from the teacher. Before school and during lunch (unless behavior dictates otherwise), students do not need a pass.
4. All students must **sign in** upon entering the media center.
5. Students must enter and exit through the main entrance of the media center.
6. Eating or drinking in the media center or computer labs is not permitted.
7. A student may check out 4 books for 10 school days. Overdue fines of **five cents per day** for regular checkouts are assessed. A maximum overdue fine of \$5.00 per book will be charged. **(Students should pay in the media center and retain all receipts.)**
8. The replacement price will be charged for lost books. Students may not register for the new school year or participate in the graduation ceremony until all fines and lost books are cleared. **(Students should pay in the media center and retain all receipts.)**
9. Students who check out books for other students will be held responsible for any fines and damaged or lost books.
10. As patrons enter and exit the media center, they pass through a security system. This system is designed to detect items that are being unlawfully removed from the media center.
11. **Five cents per page for black & white, fifty cents per half page and \$1.00 per full page of color** will be charged for printing from the computers.
12. A coin operated copy machine is available for student use. Copies are **ten cents per page for black & white** and **twenty-five cents per page for color**.
13. Dorchester School District Two has adopted a policy governing the use of the Internet in all District Two Schools. Students must have a signed parent permission form (AUP) on file with the school. Students may use the Internet only for research activities assigned by the teacher. Surfing the Internet is not permitted. Students may

not use the media center computers to access e-mail or sites that that are not related to a specific assignment. They also may not play games or use the Internet to purchase or sell materials. They cannot change any computer settings or destroy data by spreading viruses. They may not post personal information, chain letters or annoying messages on the Internet. **Students who violate the Acceptable Use Policy will lose Internet privileges, will be referred for disciplinary action or could be suspended or recommended for expulsion from school depending upon the nature of the infraction.**

14. All ARHS students are invited to participate in reading the SC Young Adult Book Award nominee titles.

Students who do not use the media center properly may lose their media center privileges and/or be referred for disciplinary action.

Off Limits Areas

Students must have a pass to be in any area of the campus during school hours. Students are not allowed to leave the school building during the school day unless the student has signed out through the Student Information Center.

Once a student arrives on campus, he/she must remain in the school building unless a parent or guardian signs them out through the Student Information Center. A student violating the sign-in / sign-out policy or who leaves school grounds without administrator permission will receive disciplinary consequences.

- a. **During school hours any student in the parking lots must have a parking lot pass from the Front Office.**
- b. Snack and drink machines are off limits to students during their class periods.
- c. Students are not allowed behind the building, to loiter in the parking lots, or all the wooded areas **before school, during school, during ILT, during class changes, and after school** unless the students are under the direct supervision of a staff member.
- d. By 4:05 pm each school day all students must:
 1. Be on a school bus
 2. Be out front of the school waiting to be picked up to leave campus
 3. Be under direct supervision of a staff member

Out-of-School Programs

All requests for student groups to present programs and to render other services outside of school must be referred to the principal for approval. No requests for students to miss academic class time will be approved after May 1st.

Parent/Teacher Conferences

Parents are encouraged to make an appointment to visit with school officials. An appointment to meet with a teacher can be made by telephoning the school's guidance department.

Parent/Teacher/Student Association (PTSA)

The PTSA at ARHS is active and involved in promoting the National PTA Parent/Family Involvement standards that include: Communication, Parenting, Student Learning, Volunteering, School Decision Making and Advocacy, and Collaborating with Community. This is accomplished through volunteer opportunities, parent information meetings, and an up-to-date website at <http://arhs.ddtwo.org>. Membership dues are \$5.00.

**Ashley Ridge High School
Parking Permit Regulations
2021 - 2022**

Driving personal vehicles to Ashley Ridge High School is a privilege, not a right. Students who drive to campus are required to follow all driving and parking regulations set forth by school and local law enforcement authorities. Students who drive to campus are also required to follow all attendance rules set forth by Ashley Ridge High School. Failure to adhere to all driving, parking, and attendance regulations will cause the permit to be revoked and may result in additional disciplinary action. All attendance-based violations (cutting class, excessive tardiness, excessive absences, leaving campus, etc.) will result in the suspension and/or the revocation of the parking permit. There will be NO REFUNDS for revoked parking passes. Any student whose parking permit is revoked for a prescribed period must surrender the parking permit and reapply for privileges.

I. Requirements to Apply for Parking

- **Student must possess a valid driver's license.**
- **Student must submit all vehicle information pertaining to the vehicle they will be driving to campus. (vehicle registration must be provided)**
- **All student obligations must be paid in full and the student must be in good standing.**

II. Parking Rules

- All vehicles driven to school by students and parked on Ashley Ridge's campus during school hours must have the Ashley Ridge 2021-2022 parking tag clearly displayed from the rear view mirror (space number should be facing out so information can be read from outside the car).
- Any items, such as air fresheners, dice, etc. that may obstruct the view of the tag should be removed. A parking ticket may be issued if the parking tag is obstructed or not displayed properly.
- Loitering in vehicles is prohibited. Parking registrants are reminded that as a matter of policy, they and their passengers must vacate their vehicles and the parking lot as soon as they arrive at school.
- Students may use only one parking space – the space assigned to them. Failing to park in their designated numbered parking space is prohibited and may result in the towing of the vehicle.

- Vehicles taking up more than one parking space may be ticketed or towed.
- Students, including car-pool members, who illegally leave the school campus during the school day will face disciplinary action and have their parking permits suspended for a minimum of 30 school days and their vehicle will be subject to search by school security personnel and/or administrators upon return to campus. Subsequent violations could result in the permanent revocation of parking privileges. Parking fees will not be refunded for revoked permits.
- **Students with excessive tardiness (5 or more) to their scheduled 1st block classes will have their parking permit suspended for: 5 days (5 or more tardies), 10 days (8 or more tardies), 20 days (10 or more tardies), for the remainder of the year (15 or more tardies).**

III. General Information Regarding On Campus Parking and Parking Permit Tags

- Parking tags are issued to individual students. Any student who switches/trades/transfers his or her assigned parking tag to another student will have their parking tag revoked. The parking tag is the property of Ashley Ridge High School and is non-transferable. Parking tags must be surrendered at the request of a staff member.
- Only one parking tag will be sold to each eligible student who drives to school. The number of parking permits sold is based on parking spaces available. No student is guaranteed parking privileges. No student is guaranteed preferential parking based on grade, extracurricular activities, etc. If all parking is sold, a waiting list may be necessary.
- Students must pay \$5.00 for each replacement parking tag (including replacements if lost or stolen). No refunds will be given for parking tags that are revoked, **lost, or not used/picked up. Students sent to GAP for disciplinary reasons will not be refunded.**
- A parking lot pass can be obtained through the front office if a student needs to return to his/her vehicle during the school day. No students are allowed in the parking lot during scheduled class time (including lunch, student volunteer, etc.) without a pass.
- Visitor Parking Lot is reserved for visitors to Ashley Ridge High School and therefore prohibited to students. **Any student vehicle parked in the Visitor Parking Lot will be towed at owner's expense.**

IV. Arriving and Leaving Campus

- **Students are to immediately enter the building upon arrival to school.** The parking lot is an "Off Limits" area during the school day.
- **Leaving School / Campus:** Students who need to leave campus during the school day should sign out through Student Information in the front office.
- **Arrival to School:** From 8:30 a.m. to 8:55 a.m. students may enter the building through the cafeteria entrance.

- **Late Arrival:** Students that arrive late to school (after 8:55 a.m.) should enter the building through the front office and check in with Student Information.
- **Early Release:** Students who are scheduled to leave campus before 3:55 p.m. should exit the building through the front office (cafeteria doors are for emergencies only during the school day).
- **Vocational School:** Student are allowed to drive to the Dorchester County Career School, if they fill out the proper paperwork, provided by the Career School. Bus transportation will be provided to the vocational school daily. **Vocational students who drive should exit the building through the front office.**

V. Security and Safety

- Students must adhere to speed limits and safe driving behavior at all times. Campus speed limit is 10 miles per hour at all times. Safety and security personnel and administrators will issue referrals for unsafe driving that could result in revocation of all driving and parking privileges.
- Vehicles should be locked at all times. Ashley Ridge High School will not accept responsibility for anything stolen out of vehicles, any damage done to vehicles while parking on campus, or any vehicles stolen while parked on campus.
- Students are subject to all state and county traffic laws, including the reporting of traffic accidents and/or damage to other vehicles that occur in the school parking lot.
- Students are encouraged to drive safely to and from school, especially on Highway 165. It is illegal to pass a school bus that is loading or unloading.
- In accordance to SC Law: Section 59-63-1120, Vehicles parked on school property are subject to search by school authorities.

Registration

All new and returning students will be required to provide proof of their residence during fact and fees days during August. Acceptable proof of residency is an electricity bill. Brand new students to the district will register in the guidance department.

Restrooms

Restrooms should be kept neat and clean. Vandalism and graffiti will not be tolerated. School policy prohibits loitering and the use of tobacco products in the restrooms. All students have the right to use a sanitary restroom.

Returned Check Policy

If a check is returned for any reason (closed account, stop payment, or insufficient funds), an outside agency will be responsible for collecting the debt. There is a \$30.00 fee for returned checks.

Security

1. It is unlawful for any non-student to be on school grounds at any time without permission of the principal. Visitors must report directly to the

main office to state their business; present a photo ID; and wear the visitor ID badge. Signs are posted at all entrances to the building advising visitors to report directly to the main office.

2. Students who are absent or suspended are not to be on school premises without the permission of the principal. Students on campus while absent from school will face consequences for skipping school.
3. Loading/Unloading
 - a. All parties should remain in their vehicle
 - b. Drop off/pick-up area for students is the third entrance/loop at the back of the school.
 - c. Students should not be dropped off or picked up along the front of the school or in the student parking lot.
 - d. Students should not be dropped off or picked up in the faculty parking lot, bus loop or visitor lot.
4. Students are not allowed to have visitors at school.
5. Persons on campus not wearing a ARHS visitor ID badge from the main office are trespassing and face all applicable legal consequences.
6. Drug dogs will make periodic unannounced searches of cars, lockers, and book bags.

School Security Team

Coach Corey Harris	School Security Officer
Andrew Decker	School Security Officer
Corporal Travis Pittman	School Resource Officer, DCSD
Deputy Jeff Hunt	School Resource Officer, DCSD

Ashley Ridge High School utilizes a system of video surveillance with cameras located throughout campus. ARHS works in partnership with the Dorchester County Sheriff's Department to provide safety and security on campus during the school day and at after-hours events. Pursuant to state law (Act 373 of 1984), persons entering school property are deemed to have consented to a search of their person or property. This includes searches of students, their belongings, and their vehicles parked on campus.

Sexual Harassment Policy

It is the policy (JGA-R) and practice of the district and the School Board that sexual harassment by any of its employees or its students has no place in the school or workplace. This policy also applies to non-employees, volunteers, or any other persons who work subject to the control of school authorities. Privacy and discretion to the extent available will be maintained.

Definition: Sexual harassment of students is defined as unwelcome sexual advances, requests or sexual favors, verbal or otherwise expressive behaviors, or physical conduct commonly understood to be of a sexual nature, by a person of either sex against a person of the opposite sex or same sex, when:

1. Submission to such conduct is made either explicitly a term or condition of a student's education including the award of grades or other measures of student's achievement; or
2. Submission to or rejection of such conduct is used as a basis for educational actions, decisions, or assessments that favor

- or adversely affect a student's welfare; or
3. Such conduct unreasonably and substantially interferes with a student's welfare and performance and creates an intimidating, hostile, offensive, and demeaning learning environment.

Examples of Prohibited Behavior: Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include but are not limited to:

1. Threats or intimidation of sexual relations or sexual conduct which is not freely or mutually agreeable to both parties.
2. Continual or repeated verbal abuses including graphic commentaries, innuendoes, comments, jokes, or propositions of a sexual nature; unwelcome touching interference of movement; the visual display of derogatory cartoons, drawings, or posters; or suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. Threats or insinuations that the student's education opportunities, grades, assignments, or other educational conditions may be adversely affected by not submitting to sexual advances.

Reporting Procedures: An aggrieved student is encouraged to inform the person engaging in sexual harassment conduct that such conduct is offensive and must stop. If the aggrieved student is not comfortable with direct communication, or if direct communication is unsuccessful, the aggrieved student should initiate the complaint procedures described below.

Step 1 - Informal Consultation

The purpose of informal consultation is to clarify what constitutes sexual harassment, to provide guidance and information in administrative procedures, and to resolve inadvertent cases of harassment. A request for informal consultation should be directed to either the student's principal, assistant principal, guidance counselor, or assistant superintendent for administration.

Step 2 - Formal Complaint

1. Filing a Complaint - After completing the informal consultation step, a complainant who wishes to file a formal complaint for investigation and possible action should do so with the assistance of the individual who conducted the informal consultation, who will complete a Sexual Harassment Complaint Form and refer the matter to the Assistant Superintendent for Administration, or his designee, who will conduct an investigation. Once a formal complaint has been filed, it will proceed through all steps set forth below.
2. Investigation - The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of the policy occurred.
3. Process of Formal Action - After receiving a written report of the findings of the investigation from the Assistant Superintendent of Administration, the principal of the accused will initiate a consultation with the Assistant Superintendent of

Administration. Based upon the report and the consultation, the principal will decide upon one of three possible courses of action:

- a. A judgement that the allegations are not warranted.
- b. Informal resolutions as agreed upon by the parties.
- c. Corrective and disciplinary action as described in this administrative rule.

Privacy and discretion to the extent available will be maintained.

See School Board Policy JIK-R

Signing In / Signing Out

Students sign in and out at the Student Information Center between 8:55 and 3:55. Students wishing to sign out must present written request prior to 9:15am of the day they wish to sign out. Students are excused only when they sign out in the student information center. Students must also sign in if they are returning to campus. Requests for early dismissal must contain the following: Full name of the student wishing to leave early, reason for leaving early, a phone number where the parent can be reached (if the parent can not be reached, the student will not be allowed to leave), the signature of the parent of the student.

Skateboards/Hoverboards

Skateboards/Hoverboards are not allowed at Ashley Ridge High School before school, during school, or after school. Do not bring a skateboard/hoverboard to school. Skateboards/hoverboards will be confiscated if brought to school.

Telephones

Only in an emergency situation, with permission of school staff, may the school phone located in the Student Information Center be used. If a student is ill, he/she must make a phone call from the nurse's office. Students will not be dismissed from class to use the telephone. Students are never allowed to place calls to 911. Prank 911 calls will be prosecuted to the fullest extent of the law.

Textbooks

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to them. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students by checkout using a barcode system. The student is responsible for keeping the textbook clean and handling it carefully. Students will be required to pay for lost or damaged books. If a textbook is lost, students should check immediately with the subject teacher and the front office. All textbooks turned in to the office will be returned to the bookroom and checked back in. At the end of each class, semester or year long, students should return their textbooks in to the bookroom during the scheduled time. Students should not give books to other students or give books to teachers to return for them. It is the individual responsibility of each student to keep track of their textbooks during the year and to ensure that their textbook is returned at the end of the year.

Transcripts

A transcript is a copy of an individual's school record. An official transcript, which is required by colleges, consists of all subjects, grades, credits, and grade point average. It is mailed directly from the high school to the college and is never hand carried. The transcript will bear the school seal and a school official's signature. Students and counselors will utilize Parchment to request and send transcripts.

A final transcript consists of senior grades, credits, proof of graduation, final rank, and grade point average. This information is vital to completing your file at college. Without the final transcript, most colleges and universities will not allow you to register. **FINAL TRANSCRIPTS MUST BE REQUESTED BY THE STUDENT OR PARENT.**

Transferring or Withdrawing From School

1. Begin the process with the registrar in the guidance office.
2. The withdraw/transfer process requires a minimum of 3 days for faculty and staff to complete the necessary forms.
3. Any student who withdraws during the school year is responsible for clearing all fees. No transcript will be sent at any future date until all financial obligations are cleared.

Trips

All school-sponsored trips must be approved by the principal well in advance. Students must get a parent permission form signed and turn it in to the person in charge of the trip. Teacher notification sheets must also be on file. No school sponsored trips that result in students missing instructional time will be approved after May 1st.

Visitors

Unauthorized campus visitation is prohibited - no small children, friends, or family-without prior written permission from the principal. Parents are always welcome to visit the school. An appointment to visit a teacher during his planning period can be made by telephoning the school. Students are not allowed to have visitors at school. Unauthorized persons on the school grounds are subject to trespassing laws. All visitors must have a pass from the office. Visitors agree to submit to search of the person and property.

Student Code of Conduct _____

Parents are encouraged to use Parent Portal on PowerSchool often and stay in regular contact with the teacher, not only on academic information, but also on disciplinary and attendance issues as well. Early and regular parent-teacher contact is crucial in preventing minor situations becoming major issues. Parents are encouraged to keep the school up to date with all contact information such as phone number, e-mail address, address, etc. in effort to stay in regular contact with school officials.

The Student Code of Conduct is enforced across the campus in all classrooms, at all school sponsored events on and off campus, and on all modes of school transportation including school sponsored field trips. Additionally, students must also follow individual teacher's classroom rules.

Code of Conduct At Ashley Ridge High School

Administrators at Ashley Ridge High School retain the right to apply the Student Code of Conduct to meet the specific conditions present in varying disciplinary situations to best meet the letter and spirit of the code and to maintain a safe and orderly school environment. Such action may include the immediate removal of any individual, student or adult, who presents a threat to the safe and/or orderly functioning of the school until the situation can be sufficiently investigated.

Ashley Ridge High School's behavioral management plan is based on the concept that teachers have the right to teach and students have the right to learn. No one has the right to interfere with the teaching and learning process or violate the best interest of any individual in the school community. At Ashley Ridge High School we believe that the most effective form of discipline is self-discipline. We believe that when our students clearly understand what behavior is expected of them, they will make good decisions regarding their actions at school. Each student will be responsible for his/her actions at ARHS. This student handbook will clarify the high expectations held for all students and the consequences for not meeting those expectations. Response to misbehavior will be swift, fair, and firm.

Note: Students engaged in field trips, or any school-sponsored activities are subject to the Code of Conduct. In all cases, when appropriate, students will be financially responsible for damages to persons and/or property.

Levels of Offenses

Inappropriate behavior at ARHS is divided into three categories:

Level 1 – Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which the disturbance affects the classroom or school.

Level 2 – Disruptive Conduct

Disruptive conduct is that which typically causes a significant disturbance or disruption to the functioning of the school or the learning environment.

Level 3 –Criminal Conduct

Criminal conduct includes activities in which students engage that result in violence to themselves, another person, or to property. Criminal Conduct may also pose a direct and serious threat to the safety of others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, or action by the board.

Discipline Consequence Options

The following are some of the interventions employed by teachers and administrators to correct disruptive behavior:

Guidance Counselor Conference: student referred for guidance counseling by teacher or administrator.

Administrative Conference: This action is given when it is necessary to have a student discuss the problems they are having in school with an administrator.

Detention: Detention is held at teacher’s discretion of time (a.m.; lunch; p.m.) place. Prior notification to student and parents is required if the student’s time of arrival or departure from home will be effected.

ISD Room (teacher notifies Detention Room Supervisor student is in route)

This action is used when a teacher deems it necessary to remove a student from class for disruptive behavior. The student will be removed from class only for the remainder of the period.

ISD (In School Detention): Assigned per period by administrator to ISD room (not counted absent).

ISS (In School Suspension): Students are in school all day, but are in a separate room supervised by the ISD/ISS coordinator. The teacher provides assignments for the student in ISS. Failure to follow the ISS rules and procedures does result in further disciplinary action which includes OSS.

Conditional Suspension: A student may be suspended until a parent conference. If the parent schedules the conference immediately, the student will not miss a day of school.

OSS (Out of School Suspension): Students are suspended from school, all school grounds, and school activities (including athletic events) throughout the day and evening of suspension. The student must return to school with a parent for a conference.

Shared Responsibility: The student's parent will escort the student to all classes and remain with the student during the classes.

Work Detail: The student will be assigned a task to complete during a prescribed period of time.

Administrative Probation: Administrative probation is the absolute last attempt to control behavior at the school level.

ScIP: The School Intervention Program was implemented by the Dorchester District 2 school board as a means to address substance abuse, chronic behavior situations (tardy etc.), or violations of the school district controlled substance policy. There is a fee charged for the ScIP program. The program is recommended in lieu of expulsion if the principal feels ScIP is appropriate.

Expulsion: The school board may authorize or order the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the school board, county board, or the State Department of Education, or when the presence of the student is detrimental to the best interest of the school. The student may be suspended from school and all school activities during the time of the expulsion procedures.

***Note on Detention and ISD/ISS assignments:** When a student does not show for a Detention or ISD/ISS assignment, the next consequence will be assigned to the student. The penalty for refusing to serve the consequence or to report to ISD/ISS will be Out of School Suspension (OSS)

The following behaviors and consequences are guidelines that administrators use in determining actions to be taken for the behavior described. However, the school administrators may use the consequence that best meets each specific situation.

Class Disruptions – Behavior That Disrupts Instruction

These disruptions are managed by the classroom teacher.

Behavior	Action
Class Disruption	Warning, Call Parent, Teacher Detention, ISD, Discipline Referral
Unprepared For Class	Warning, Call Parent, Teacher Detention, ISD, Discipline Referral
Inattentive	Warning, Call Parent, Teacher Detention, ISD, Discipline Referral

Serious Behavior/Disruptions –Behaviors that Violate School Rules

These disruptions are referred to the administration

Behavior	Action
<u>Inappropriate Conduct:</u>	
Inappropriate Affection	ISD, ISS, OSS, ScIP, Expulsion Recommendation
Disrespect	ISD, ISS, OSS, ScIP Expulsion Recommendation
Refusal to Obey/Defiant	ISS, OSS, ScIP, Expulsion Recommendation
Profanity	ISD/ISS, OSS, ScIP, Expulsion Recommendation
Profanity (to adult)	OSS, Parent Conf, ScIP
Obscene Gestures	ISS, OSS, ScIP, Expulsion Recommendation
Major Class Disruption	OSS, ScIP, Expulsion Recommendation
Horseplay	ISD, ISS, OSS, ScIP Expulsion Recommendation
(Includes: Play fighting, grabbing, chasing, etc.)	

Attendance Issues (All will result in suspension / loss of student parking privileges)

Tardies	See Tardy Policy
Cutting Class/School	ISS, OSS, ScIP, Expulsion Recommendation
Leaving Class	ISS, OSS, ScIP, Expulsion Recommendation
Leaving School	ISS, OSS, ScIP, Expulsion Recommendation

Prohibited Items See Policy Regarding Each Topic

(Disciplinary action may be combined for repeated issues)

Tobacco Violation	ISS, OSS, ScIP, Expulsion Recommendation
Dress Code Violation	Correction, ISD/ISS, OSS
Electronic Devices	Confiscate (return to parent), Confiscate (year)
Communication Devices (Used in a manner that violates the cellphone policy)	Confiscate \$25 fee, Confiscate (Year and \$25 fee) and ISS, OSS.
Non-approved Solicitation	Confiscate/Warning, Confiscate/3 Days OSS

School Safety

Off Limits	ISS, OSS, ScIP Expulsion Recommendation
Extortion (Non-Physical)	OSS/Police, 3 Days OSS/Police, Expulsion Recom.
Extortion (Physical Force)	Recommended Expulsion/Police
Loitering	ISD, ISS, OSS, ScIP, Expulsion Recommendation

Other

Littering	ISD/ISS, OSS, ScIP, Expulsion Recommendation
Gambling	OSS, ScIP, Expulsion Recommendation

Honesty

Cheating	ISS, OSS, ScIP, Expulsion Hearing
Plagiarism	ISS, OSS, ScIP, Expulsion Hearing
Forgery	ISS, OSS, ScIP, Expulsion Hearing
Dishonesty	ISS, OSS, ScIP, Expulsion Hearing

Gross Misconduct – Disrupts School, Threatens Safety

These behaviors are immediately referred to the administration.

Behavior	Action
Arson	Recommended Expulsion/Police
False Alarm – 911 Calls	Recommended Expulsion/Police
Fighting/Assault	3 – 5 Days OSS/Probation/Police, 5 – 10 Days OSS/ ScIP/Police, Recommended Expulsion/Police
Spectator Fighting (Includes recording altercations/incidents)	1 - 5 Days OSS/Probation/Police, ScIP
Fireworks, Explosives	OSS, Police, Recommended Expulsion
Inciting Others	OSS, ScIP, Recommended Expulsion
Weapons Possession of any type (look-alikes)	Recommended Expulsion, Police
Drug/Alcohol Violation (Under the Influence)	Recommended Expulsion, Police, ScIP
Drug/Alcohol Violation (Use on Campus)	Recommended Expulsion, Police, ScIP
Drug/Alcohol Violation (Possession)	Recommended Expulsion, Police, ScIP
Drug/Alcohol Violation (Distribution/Purchasing)	Recommended Expulsion, Police, ScIP
Sexual Harassment	<i>See Sexual Harassment Policy</i>

Indecent Exposure	OSS/Police/Recommended Expulsion
Pornography	OSS/Police/Recommended Expulsion
Vandalism	3 - 10 Days OSS/ScIP/Police, Recommended Expulsion
Computer Abuse	<i>See Acceptable Use Policy</i>
Theft	OSS/Restitution/Police, 3 Days OSS/Restitution/Police, Recommended Expulsion/Restitution/Police
Theft (Breaking & Entering)	Recommended Expulsion/Restitution/Police
Criminal Sexual Assault	Recommended Expulsion/Police
Threatening Staff	Recommended Expulsion/Police
Sexual Activity	Recommended Expulsion

These actions are guidelines for the school administration; however, administrative discretion will be used when necessary.

After any 3 day suspension a re-admit intake meeting is required for return to school. At the re-admit meeting the student's readiness to return to school is assessed and he or she is placed on School Probation. A student in violation of School Probation can be referred for an Expulsion Recommendation.

Guidelines for multiple offenders:

- **After 3 total suspensions, a student can be placed on school probation.**
- **After 4 total suspensions, a student can be referred to ScIP for counseling opportunities.**
- **After 5 total suspensions, a student can be recommended for expulsion from the school.**

Appeals

Any appeal of disciplinary measures used by the school should be directed to the principal.

Dress Code

In order to provide an atmosphere that is conducive to learning, instills discipline, and avoids safety hazards, Dorchester School District Two establishes the following guidelines for students:

- **Shorts:** Walking shorts are appropriate for school for students in grades 6 – 12. Generally, the standard for wearing shorts is that when standing, the arms hanging to the side, the area on the leg where the fingers touch should be the hemline of the shorts. Short-shorts are not acceptable school attire.
- **Sunglasses:** May not be worn in the building, with the exception of RX sunglasses.
- **Hats, Head Stockings, Sweatbands, Bandanas:** May not be worn in the building. If there is a medical or religious reason for a student to wear one of the above listed, a letter from a physician will need to be provided to the principal. Bandanas will not be worn on any part of the body. The hoods of hooded sweatshirts will not be worn in the building. Any type of head covering is not to be worn by both girls and boys.
- **Tops and Skirts:** Tank, halter, tube, bathing suits, spaghetti strap, midriffs, or see through tops may not be worn. Fish net shirts, or cut off shirts may not be worn. **Shirt straps must be four fingers wide.** Tennis

skirts or mini-skirts are not allowed. The standards for the length of shorts also apply to the length of skirts and dresses.

- **Shirts and Blouses:** Must be appropriately buttoned. Sweaters, vests, jacket shirts, and sweater shirts are the exception. **No midriffs or cleavage should be visible.**
- **Pants:** "Sagging" is not acceptable. Pants must be worn at the natural waist line and may not be made of any see through materials. Undergarments must be completely covered. Pant legs should not be rolled up. **Pants that have holes in them, the holes should be below regulation length.**
- **Leggins** – Leggins may be worn, but the length of the dress worn on top must meet the appropriate length requirements.
- **Belts:** If belts are worn, they must be worn at an appropriate level, buckled and tucked in loops.
- **Suspenders:** Must be hooked and on the shoulders in the proper location.
- **No pajamas** are to be worn at school.
- **Footwear:** Shoes must be worn at all times. No bedroom slippers. Shoes with laces must be tied.
- **Gloves:** May not be worn in the building.
- **Chains:** Chains will not be worn.
- **Spiked bracelets, spiked necklaces, and spikes on clothing are prohibited.**
- **Student may not carry blankets or pillows around the school.**
- Students may not wear any apparel, attire, colors or insignia which is inappropriate, obscene, vulgar, libelous, slanderous, incites, expresses or advocates racial, ethnic, sexual, or religious prejudices, that brings attention to a student's involvement or membership in gang-related groups or promotes weapons, beer, liquor, wine, cigarettes, or drugs of any kind.

Dress code violations must be corrected and also carry disciplinary consequences. Clothing that cannot be worn at an appropriate length or fit (such as pants that fall down, skirts that ride up, etc.) are prohibited.

Bullying

Bullying is harassment – intentional harm that is repeated and systematic. This includes, but is not limited to, physical, mental, emotional and electronic types of harassment. It is continuous over a period of time.

1. Harassment, intimidation, or bullying means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the affect of:
 - A. Harming a student physically or emotionally or damaging a student’s property, or placing a student in reasonable fear of personal harm or property damage; or
 - B. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. School means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.
 - A. A person may not engage in: harassment, intimidation or bullying; or reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment , intimidation, or bullying.
 - B. A school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

Examples of Consequences

Warning
 Temporary removal from the classroom
 Deprivation of privileges
 Classroom or administrative detention
 Referral to administrator
 In-School suspension during the school week
 Out of school suspension
 Legal action
 Expulsion

STUDENT CONDUCT ON THE SCHOOL BUS

The student school day begins as students board the bus. With the safety of all students in mind, it is essential that students and parents understand and observe the following concepts and safety rules:

1. **Riding the bus is a privilege.** State law requires all passengers to follow the instructions of the bus driver. His or her responsibility is to ensure the safety of all students on the bus. The standards of behavior on the bus are the **same** as in the classroom. Repeated failures to comply with the rules or driver instructions will result in suspension or revocation of bus privileges.

2. At the Bus Stop:

- a. South Carolina law, Section 59-67-415, states parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop. This applies to the time before the school bus arrives to pick up students for delivery to school and after the school bus departs the designated school bus stop after student drop off.
- b. Students must be on time at the designated stop when the bus arrives.
- c. Students may not use buses or bus stops other than those assigned to them without written permission by parents/guardians to the school **and** with approval of the Principal and Transportation Department.
- d. When approaching the bus stop, if students must walk along the highway, they should always walk on the shoulder of the left side of the highway, facing traffic.
- e. When students need to cross the highway to board the bus, they must wait until the bus driver directs them to cross. They must cross in front of the stopped bus and walk, not run.
- f. Students should not run toward the bus while the bus is moving, but should wait until it comes to a complete stop and then walk to the bus entry door.
- g. Parents/guardians: do not attempt to board the bus. State law prohibits this in Section 59-67-245, Interference with the Operation of a School Bus.

3. On the Bus:

- a. Go to the assigned seat, without pushing or crowding, and remain properly seated while the bus is in motion.
- b. Never extend arms, legs, or head out of the bus doors or windows.
- c. Students should not talk to the driver while the bus is in motion, except in an emergency.
- d. No eating on the bus. No drinking on the bus except water when authorized by the driver.
- e. No use of mobile phones, iPods, or similar electronic devices on the school bus.
- f. Never tamper with the emergency door or any other bus equipment.

- g. Do not mark on or deface the bus. Seat coverings must not be damaged in any manner. Students should report any bus or seat damage to the bus driver as soon as possible. If a student is found to have damaged a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made in full.
- h. Only the driver or other authorized person should remove first aid equipment, which is for emergency treatment only.
- i. Do not tamper with the fire extinguisher. Only the driver should use it for an emergency.
- j. Do not fight or scuffle on the bus or create any disturbance. The standards of conduct required on the bus are the same as the standards of conduct in the classroom.
- k. Do not throw objects from the bus windows.
- l. Do not place books, lunch boxes or other objects in the aisle or on the rear deck of the bus.
- m. Leave all pencils, school supplies, and personal items inside your backpack or book bag.
- n. Band instruments must fit on the student's lap. See expanded explanation on the Transportation webpage.
- o. Sports equipment must remain in appropriate sports equipment bags or backpacks and may not be removed from those bags while on the bus.

4. Leaving the Bus:

- a. Students must remain seated until the bus comes to a complete stop. Never attempt to leave the seat before the bus comes to a full stop and the driver indicates it is safe to depart.
- b. Passengers should leave in an orderly manner.
- c. Do not loiter or play around a stopped or parked bus.
- d. Do not enter restricted areas or school grounds set aside for bus parking or loading.
- e. Students are permitted to unload only at their regular, designated stops. Any changes must be made by the parent's or designee's written request **and** approved by the principal.
- f. After departing the bus, students (if they must cross the highway) must wait beyond the front crossing gate until the bus driver or school bus patrol directs them to cross.
- g. In accordance with South Carolina law, students misbehaving on the school bus will be referred to the school's administrator for appropriate disciplinary action.

5. Procedures to deal with misconduct on the buses.

Drivers will work directly with students to correct misconduct. When attempted correction does not remedy the situation the driver is required by South Carolina law to report non-compliance with his/her lawful instructions and/or misconduct on the bus to the school principal. Buses are equipped with video surveillance equipment to assist principals in addressing student conduct issues. Bus riders will be denied bus privileges if their behavior is unacceptable or

infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to provide transportation to school during the suspension period. **For the safety of all students, school administrators will follow these guidelines for addressing referrals for misconduct on the bus:**

- a. First Referral: Warning and parent notification of consequences for future incidents
- b. Second Referral: One (1) to five (5) days' suspension from bus
- c. Third Referral: Five (5) to ten (10) days' suspension from bus
- d. Fourth Referral: Ten (10) to thirty (30) days' suspension from bus
- e. Fifth Referral: Loss of bus privileges for the remainder of the school year.

Please note, these guidelines apply to cumulative referrals for bus misconduct. That is, consequences will progress in severity as a student accumulates referrals for rules infractions from one incident to the next. The sequence will not start over simply because a rules infraction is different than infractions in previous referrals.

Students and parents should not attempt to discuss school bus rule violations or disciplinary measures with the school bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with bus operations will be in violation of South Carolina law and may be prosecuted for Interference with the Operation of a School Bus.

Dorchester School District Two

Official Bus Rider Verification Form

School Name: _____
Date: _____
Student Name: _____
Grade: _____
Permanent Rider: Service Start Date _____
Temporary Rider: Dates Authorized _____ **to** _____
Temporary Rider: Riding with _____
AM Route #: _____ **Pick Up Address:** _____
PM Route #: _____ **Drop Off Address:** _____
Administrator Name: _____
Administrator Signature: _____
Bus Driver Signature: _____

- *** Form must be signed by a school administrator and presented to the bus driver before the student boards the bus.
- *** Driver will be responsible to verify, sign, and deliver this form to the Transportation Department.
- *** Copies of this form are available in the Front Office.

Tardiness

Students who are tardy to school in the morning are to report to the Student Information Center to receive a pass to class. Please note that tardies due to traffic, running out of gas, oversleeping, flat tires, loss of electrical power, etc. are not excused tardies. During the school day, when the tardy bell rings, all students should be in their designated classroom for that period. All unexcused tardies are cumulative by class period throughout the year. Late students are to sign the teacher's tardy log. The current tardy policy is under review for the upcoming school year. If changes are made, parents and students will be notified in writing of the changes.

Tardies

- 5- ILT detention
- 10 – 1 week of ILT detention/SEL with counselor/ISS intervention
- 15 – ISS/Parent/Teacher readmit conference
- 20 – OSS or Parent Shadowing
- 25 – SCIP Referral

Cards

Playing cards of any type are not allowed at Ashley Ridge High School. They will be confiscated immediately and not returned.

Scholastic Crime Stoppers

To insure the establishment and preservation of an atmosphere which is conducive to learning, the administration of ARHS will aggressively pursue this program which provides monetary rewards for confidential information that results in the identification of anyone responsible for the introduction of drugs, alcohol, weapons, or intentionally disruptive behavior on our campus. Rewards are paid when information leads to successful prosecution and confiscation. Students should contact any administrator or the school resource officers.

Academics

Academic Achievement Award

For a student to receive an Academic Achievement Honors Award, he or she must:

- Complete twenty-four units of credit as prescribed,
 - Have received a minimum grade of B for each course in grades nine through twelve through the seventh semester, and
 - Achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math or an ACT score of 30 on English or 33 on mathematics.
- Or
- Have a combined score of 1400 on the SAT verbal and math sections or an ACT composite score of 31.

Academic Letter

The current guidelines are subject to change due to the new state Uniform Grading Policy.

The guidelines for receiving an academic letter are as follows:

1. Academic Letters and Medals will be awarded to qualifying sophomores, juniors, and seniors based upon the average of their numerical grades for the previous year.
2. Academic Letters and Medals will be awarded to students who have a minimum yearly average of 88.00. Averages will not be rounded off.

3. Academic Letters and Medals are awarded at a special program the following year.
4. Graduating seniors may qualify for a letter and medal based on grades earned during the first three quarters of their senior year.
5. Academic Letters and medals will not be awarded to students who otherwise qualify but have a final grade below 80. Academic Letters and medals will not be awarded to students who have retakes, ScIP, no credit, and incomplete in any subject for the previous qualifying year.
6. To be eligible for an Academic Letter and Medal, a student must have been a full-time student in District Two schools for three full quarters of the qualifying year. Those enrolled after the 45th day of school of the previous qualifying year cannot qualify for an Academic Letter and Medal.
7. Board of Trustees award is given to any student who earns a 90 in each class taken.
8. To be eligible for an Academic Letter and Medal, a student must have been enrolled in a minimum of five class periods in District Two schools for three full quarters of the qualifying year.

ACT

The ACT test assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading and science. The Writing Test, which is optional, measures skill in planning and writing a short essay. The ACT is universally accepted for college admission. The ACT is curriculum-based and not an aptitude or an IQ test. Instead, the questions on the ACT are directly related to what students have learned in high school courses in English, mathematics, and science. All students in their third year of high school will have the option to take the ACT in February. To register to take the ACT go to www.actstudent.org.

2021-2022 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline
September 11, 2021	August 6, 2021
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2022
March 8, 2022	School ACT Test Day (Juniors)
March 22, 2022	School ACT Test Day (Make-up test Day)
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

Advanced Placement Courses

Students who want to learn and achieve at the highest level become AP students. Through AP college-level courses and exams you can earn college credit as well as stand out in the college admissions process. Over 90% of 4-year colleges in the U.S. provide credit and/or advanced placement for qualifying scores. By taking AP courses you are demonstrating your maturity, readiness for college and your willingness to take the most rigorous courses available to you which emphasizes your commitment to academic excellence.

If you are interested in taking an AP course talk to an AP teacher or your school counselor about the course(s) you want to take. Discuss the course's workload and any preparation you might need. Please note all AP students are required to take the AP exam.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time	
Monday, May 2, 2022	United States Government and Politics	Chemistry Spanish Literature and Culture	
Tuesday, May 3, 2022	Environmental Science	Psychology	
Wednesday, May 4, 2022	English Literature and Composition		
Thursday, May 5, 2022	Human Geography Macroeconomics	Seminar Statistics	
Friday, May 6, 2022	European History U.S. History	Art History	
	Art and Design—AP 2-D Art and Design, 3-D Art and Design, and Drawing: Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to coordinators before Friday May 6, 2022.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time
Monday, May 9, 2022	Calculus AB Calculus BC	Computer Science Principles
Tuesday, May 10, 2022	English Language and Composition	Physics C Mechanics
Wednesday, May 11, 2022	Spanish Language and Culture	Biology
Thursday, May 12, 2022	World History	
Friday, May 13, 2022	Music Theory	

**Course Requirements for Admission to S.C. Public Four-Year Colleges
and Universities**

The College Preparatory Course Prerequisite Requirements are **minimal requirements** for four-year public college admission. Therefore, students should check early with colleges of their choice to plan to meet additional high school prerequisites required for admission.

English	4 Units	Must include English Literature and American Literature
Mathematics	4 Units	CP Algebra 1, Algebra 2, Geometry and one higher level
Lab Science	3 Units	Biology and Chemistry, Physics, or Earth Science and 3 rd where Biology is a prerequisite
World Lang	2 Units	Must be in the same language. Some schools require 3 years
Social Science	3 Units	US History, ½ Government and ½ Economics and one other
Fine Arts	1 Unit	Appreciation of, History of, or Performance in one of the fine arts
PE or ROTC	1 Unit	Must include Health component as required for graduation
Electives	2 Units	College Prep or higher academic elective

Credit Recovery

Purpose: To allow students who have taken and failed a course an opportunity to recover lost credit.

Criteria: Students must apply to take Credit Recovery. Students must have earned between a 50% - 59% in the course. Student discipline and history of attendance is taken into consideration for eligibility.

How does it work? Students can currently sign up for Credit Recovery in one of two ways: as a class or as an independent study. The program is a computer-based program that is self-paced. The program is a tutorial that tests them on skills and standards for the different courses. They take pretests and tests on different modules (skills). If they fail an area, the program provides tutorials to help them until they are ready to retake the test. Each subject area has been reviewed by teachers in that content area. Once a student successfully completes the course, they will receive a passing grade “P” for that recovery course on their transcript. The original failed course will remain on the transcript. *NCAA does not accept credit recovery courses. If a student has difficulty reading or needs teacher instruction, summer school or retaking the course failed is advised over Credit Recovery.

What classes are offered through Credit Recovery? A variety of both elective and required courses are offered in the program. A complete listing of courses available for recovery is available in guidance.

Distinguished Honor Graduates

At the end of the fourth quarter of the senior year, the seniors with an overall high school GPR of 4.37 and above will be named Distinguished Honor Graduates. (The guidelines are subject to change based upon the new state Uniform Grading Policy)

Dual Credit Courses

Dual Credit courses are college courses in which college credit and high school credit is awarded after successful completion. Dual enrollment is limited to juniors and seniors who have mastered or nearly mastered the complete high school curriculum and capable of college-level coursework which, by definition, is more advanced than the regular high school curriculum. Students must meet the admissions requirements of the higher education institution to be considered for enrollment. ARHS offers courses on campus through Trident Technical College.

Diploma of Distinction

Earn at least 34 Credits

4 units of English, math, science, and social studies

3 or more levels of the same world language

6 or more Advanced Placement, International Baccalaureate, or Dual Credit classes. Three of the six credits must be earned at the AP or IB level and must be earned in three of the four core subjects (English, Math, Science, and Social Studies).

Cumulative GPA of 4.00 or higher

Composite SAT score of 1100 or higher

Or

Composite ACT score of 24 or higher

Provide written verification of 50 hours of community service

Or

Provide verification of participation in at least one school sponsored organization during grades 10-12

End Of Course Exams

Students enrolled in the following courses will take a state mandated End of Course Exam. The exams will cover material from all four quarters of instruction. The exam will count 20% of the final grade in the course.

The following courses will be giving State End of Course Exams:

- English 2
- Algebra 1
- US History
- Biology

Exam Policy

- End of course exams shall cover quarters one, two, three, and four. Seniors who are passing a course with at least an 80 average and no unexcused absences may exempt the final exam. If a senior chooses to take the exam to improve a grade, he or she may do so. Seniors are defined as those who are in a senior homeroom.
- Students in grades 8th – 11th who are receiving Carnegie Credits for a course are not exempt from exams.
- Students who cannot take exams at the scheduled time are not exempt from those exams. They must have permission from the principal to reschedule exams.
- For courses that require a state mandated end-of-course exam, the end-of-course exam will serve as the only end-of-course exam. It will count 20% of the final grade. Seniors are not exempt from state mandated end-of-course exams.
- Exams will count 20% of the final grade.
- The exam schedule for May is posted on the AR web site.

Extended Learning Opportunities

Extended Learning Opportunities connect students with community members and businesses to strengthen the bond between education and industry.

Community Service: Volunteer activity performed by a student related to a community-sponsored event or need. Students are encouraged to accumulate and document community service or volunteer hours to list on their resumes, college applications, and scholarship applications.

Cooperative Education: Cooperative education is a structured program combining related classroom instruction in career and technology education programs with supervised, paid work experience.

Shadowing: A short-term experience pairing a student with an employee in a work environment. The student follows or “shadows” the employee for a specified time to understand the requirements of a particular career.

Virtual Job Shadowing: Online learning experience accessible to all students. Students will view careers in various business settings via the Internet.

Work-Based Learning: WBL experience engages a student with an employee of a particular employer who possesses workplace skills and knowledge to be mastered by the student.

S.C. Virtual High School: Contact the guidance counselor or administrator for more information on the SCVHS on-line instructional program. More information can also be accessed by visiting virtualsc.org and clicking on the virtual high school link.

Advanced Placement Courses: Ashley Ridge High School will offer an array of Advanced Placement courses that are taught at the college course level. College credit is also available by scoring at certain levels on the Advanced Placement Exams given at the end of the school year. The Advanced Placement Program is sponsored through The College Board. Find out more on these courses from the guidance counselor.

Dual Enrollment College Credit Courses: Dorchester District Two in partnership with Trident Technical College offers students the opportunity to earn a high school credit and a college course credit through this program. These courses are taught by a college instructor and may be taught on the ARHS campus or at the college. Information is available from the guidance counselor and Trident Technical College. There is a cost to the student for these courses.

Co-op or Internship Opportunities: Co-op and/or internships offer students the opportunity to gain valuable “real world” experiences in a career work area while still in high school.

Evening School

The Dorchester District Two Evening High School Program is an alternative educational delivery service aimed at high school aged students in order to provide them an opportunity to complete high school and be awarded a SC state high school diploma. This program may be used in conjunction with the day school program or independently, if the student qualifies. For more information about the Evening School program, dates, and times, contact the Prevention and Intervention Office at Ashley Ridge High School.

Criteria for Enrollment in The Evening School

- student is recommended by the administrator and counselor
- student is between 16 – 20 years of age
- student is a parent, employed, in an apprenticeship program, or has other

extenuating circumstances

-student is working toward a South Carolina State High School Diploma

-Placement in program is **NOT** in lieu of expulsion

**For more information contact the Prevention and Intervention Office or
your school counselor.**

Grading Scale Policy

In April 2016, the State Board of Education approved the revised uniform grading policy. **The revised policy will be effective for all students in the 2016–17 school year beginning on August 15, 2016.**

- Numerical breaks for letter grades, weightings for specific courses, and a conversion chart for computing grade point ratio are shown in the chart below.

Average	College Prep/Tech Prep	Honors	A.P./D.C.
90 – 100	4.0 – 5.0	4.5 – 5.5	5.0 – 6.0
80 – 89	3.0 – 3.9	3.5 – 4.4	4.0 – 4.9
70 – 79	2.0 – 2.9	2.5 – 3.4	3.0 – 3.9
60 – 69	1.0 – 1.9	1.5 – 2.4	2.0 – 2.9
51 – 59	.10 – .90	.60 – 1.40	1.10 – 1.9
0 – 50	0	0	0

- All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken. The conversion scale should be printed on the report card.
A grade of P (passing) received from another school would be converted to a numerical designation based on the SC Uniformed Grading Policy. The receiving school will make the final determination regarding the conversion of a grade P into the uniform grading scale.
- Two categories of weights are allowed: an additional .5 for honors; and 1.0 for advanced placement courses and dual credit courses.
- The uniform grading scale and system for figuring GPR and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school.
- Grade point ratios will be figured uniformly in all schools using the following formula. The formula will yield each student's GPR which can then be ranked from highest to lowest rank in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking.

$$\text{GPR} = \frac{\text{Sum (Quality Points x Units)}}{\text{Sum of Units Attempted}}$$

The criteria for determining honor graduates, to include valedictorian or salutatorian, is a local decision. Life Scholarships are determined at the conclusion of the senior year; however, local boards may establish earlier cut-offs for determining a rank for any local purpose.

Honor Graduates

At the end of the fourth quarter of the senior year, the seniors with an overall high school GPR of 4.00 – 4.3699 will be named Honor Graduates. (The guidelines are subject to change based upon the new state Uniform Grading Policy)

Honor Roll

A student may be listed on the "A" honor roll only when the student has received a grade of "A" in all subjects. Students qualifying for the "B" honor roll must have A's and B's in every subject.

Honors Courses

Honors courses are offered in many curriculum areas. The honors curricula will place emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Certain selection criteria are in place for entrance into these courses.

Individual Graduation Plans

An Individual Graduation Plan is a road map guiding students toward their education, career and employment goals. IGPs include general graduation requirements, as well as coursework and out-of-classroom learning opportunities related to a student's chosen cluster of study. IGPs also help students align high school courses with college entrance requirements. Still, these plans are flexible and can change based on a student's aspirations, abilities and interests. All students in grades 7-12 will choose a cluster of study and write an IGP with input from their school counselors and parents or parental designees. Appointment times are mailed during the first semester and information on course selections during the IGP conference are used for registering for the following school year.

Interim Reports

Midway through each nine weeks grading period in a year-long course, interim reports will be sent to parents by the individual subject teacher for all students. These reports are to be signed by the parent and returned the day following distribution. **The dates for interim report distribution are:**

September 15, 2021	February 9, 2022
November 17, 2021	April 27, 2022

Life Scholarship

The General Assembly established the Legislative Incentives for Future Excellence (LIFE) Program to increase access to higher education, improve employability of South Carolina's students, provides incentives for students to be better prepared for college and to encourage students to graduate from college on time.

- Initial Eligibility at **Four-year Institutions** (must meet two of the three criteria):
 1. Earn at a least a 3.0 cumulative GPA upon high school graduation
 2. Rank in the top 30% of the graduating class
 3. Score at least 1100 on the SAT (or 24 on the ACT) through June of the senior year.

Award Amount: Up to \$5,000/year at any eligible 4-year institution in SC

- Initial Eligibility at **Two-year Institutions:**

Must earn at least a 3.0 cumulative GPA upon high school graduation

Award Amount: Up to the cost of tuition plus a \$300 book allowance, not to exceed \$5000, each academic year at an eligible technical college in SC

Marshals

The thirteen juniors with the highest GPA after the end of their 3rd quarter in their junior year are invited to serve as marshals for graduation.

Palmetto Fellows Scholarship

Freshman may receive up to \$6,700 during the first year of college enrollment. Sophomores, juniors and seniors may receive up to \$7,500 per year. The Palmetto Fellows Scholarship must be applied directly toward the cost of attendance, less any other gift aid received. There are two eligibility periods, an early award deadline and a final award deadline. See your counselor for specific requirements for each period.

Prevention and Intervention

The Prevention and Intervention office exists to assist students in reaching graduation successfully, especially those who are experiencing roadblocks in their educational careers. The Prevention and Intervention office coordinates the Evening School program at ARHS and serves as the liaison between the SCiP program and ARHS. The Prevention and Intervention office also conducts:

- Conferences with students experiencing academic difficulties
- Parent conferences for students with attendance/truancy concerns
- Quarterly meetings with students attending the Givhans Alternative Program

PSAT

The Preliminary Scholastic Aptitude Test is open to all students who are interested in taking a test that is similar to the SAT. It is especially recommended for sophomores and juniors who plan to enter college after high school. The PSAT is also an instrument that is used to determine National Merit Scholarship winners from junior students' scores. Qualifications for the National Achievement Scholarship program for Outstanding African American Students is also determined by the PSAT scores. The PSAT will be given at ARHS on Wednesday, October 13, 2021.

Promotion

Grades 9 through 12

Minimum requirements for promotion/retention will be determined as follows:

- To go from 9th to 10th grade requires 6 credits which must include but are not limited to:

English	1 credit
Math	1 credit
Science	1 credit
- To go from 10th to 11th grade requires at least 12 credits which must include but are not limited to:

English	2 credits
Math	2 credits
Science	2 credits
Social Studies	1 credit

- To go from 11th to 12th grade requires at least 17 credits which must include but are not limited to:

English	3 credits
Math	3 credits
Science	2 credits
Social Studies	2 credits

OR

Have a total of 17 credits earned with the ability to schedule and complete all courses needed for graduation at the end of the regular school year.

Requirements For A High School Diploma

English	4 Credits
Mathematics	4 Credits
Science	2 Credits
Biology	1 Credit
U.S. History	1 Credit
Economics	1/2 Credit
American Government	1/2 Credit
Other Social Studies	1 Credit
World Language or CATE	1 Credit
Physical Education/Health/ROTC	1 Credit
Computer Science	1 Credit
Electives	7 Credits
Total	24 Credits

Retakes

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of D or F was earned may be retaken.
- The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic school year.
- The student's record will reflect all courses taken and the grade earned. However, only the highest grade will be used in figuring the student's GPA.
- Students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9th grade year. All courses will remain on the transcript. However, only the highest grade will be used in figuring the student's GPA.

SAT

Test Date	Registration Deadline	Late Registration*
August 28, 2021	July 30, 2021	August 17, 2021
October 2, 2021	September 3, 2021	September 21, 2021
November 6, 2021	October 8, 2021	October 26, 2021
December 4, 2021	November 4, 2021	November 23, 2021
March 12, 2022	February 11, 2022	March 1, 2022
May 7, 2022	April 8, 2022	April 26, 2022
June 4, 2022	May 5, 2022	May 25, 2022

Schedule Changes

No schedule changes will be made after student schedules have been printed except for the following:

- when credit is needed for graduation
- when schedule errors are made by the computer
- when credit has been earned during summer school
- when a student is scheduled for a course for which prerequisites have not been met; i.e. French II when the student failed French I.

Any exception to the above must be approved by the principal. Students may request schedule changes between registration and the first day of classes by reporting to Mrs. Hensley. Not all requests can be honored due to class size and other scheduling conflicts. Course changes may not be made after the **FIFTH DAY** of classes unless deemed necessary by the principal.

School Guidance and Counseling Program

The American School Counselor Association (ASCA) National Model serves as the framework for developing and implementing a comprehensive and developmental school counseling program. The concepts of student advocacy, leadership, collaboration, and systemic change are infused throughout the school counseling program.

Ashley Ridge High School offers a comprehensive and developmental school counseling program which is an integral part of the schools total educational

program designed to promote the academic, career, and personal/social development of all students. The goals of the program are to assist students in:

1. Understanding the school environment
2. School success skills
3. Career awareness and educational planning
4. Understanding self and others
5. Understanding attitudes and behaviors
6. Decision making and problem solving
7. Interpersonal and communication skills
8. Community pride and involvement

South Carolina Virtual School Program

SC Virtual School Program is a free online program for South Carolina students who wish to earn high school credit. Because the SCVSP is a program, not a school, it does not issue diplomas. Therefore, to participate in program, the student must be enrolled in a “sponsoring” public, private or home school. According to the SCVSP Program Guidelines, students may take three credits per school year (from September-August) for a total of twelve credits in a high school career. For more information about the SCVSP, visit virtualsc.org then see your school counselor.

Summer Graduation

A Summer Graduation Ceremony will be held for those students completing diploma requirements by the end of extended year.

Teacher Recommendations

Teachers' recommendations should be followed concerning the student's selection of courses. The recommendations are based on teachers' observations, analysis of ability, proficiency-based testing, each student's academic record, motivational characteristics, and the student's post high school plans. If a parent would like to override the teacher recommendation, the parent must put the concerns in writing and submit it to the student's guidance counselor.

Valedictorian

The graduating senior with the highest GPA will be named the Valedictorian. Student must be enrolled at ARHS for two full academic years.

Withdrawal from a Course

No student will be able to drop a class unless parents communicate with the subject teacher and the student's guidance counselor. No changes will be considered unless there are extenuating circumstances. With the first day of enrollment as the baseline, students who withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time shall be assigned a 50, and 50 will be calculated in the student's overall grade point average/ratio.

Student Attendance

Students are expected to attend school on time each of the school year's 180 days. **A student who exceeds 10 absences in any one year long course or 5 absences in a block or semester course is not eligible to receive credit for that course. No Credit (NC) will be recorded on the student's transcript for that course, and a grade of 51 will be averaged into the GPR.** The total number of excused and unexcused absences that results in an excess of 10 days may result in denial of credit. The school principal has the final decision in all matters concerning attendance. Days missed because of an approved school function are counted as school related absences.

Lawful Absences - Understanding that circumstances sometime prevent attendance, the Dorchester School District II Board considers the following absentee situations as lawful absences:

- Absences caused by illness
- Absences because of a medical/dental appointment. (Every effort should be made to schedule doctor or dentist appointments before or after school or to stagger appointments for high school students so that the same period is not always missed. A medical statement from a physician will be required upon return to school. Students who exceed 10 days because of routine dental, doctor, or clinic visits will have days in excess of ten charged as unlawful absences.
- Absences because of serious illness or death in a student's immediate family.
- Absences because of a recognized religious holiday.
- Absences because of special circumstances that are approved by the school's principal, the superintendent, and the Board of Trustees.
- Absences because of a school-sponsored event, provided the student has accumulated less than ten absences.

Excuses – Within three days after returning to school, a student must submit a written excuse to the Student Information Center explaining the absence, signed by the parent or guardian, and accompanied, if applicable, by a doctor's statement. Excuses will not be accepted after three days! If a student does not do so, his absence will be considered unlawful. The excuse should contain the following information:

- Date excuse was written
- Reason for the absence
- Date of the absence
- Telephone number where parent or guardian can be reached
- Signature of parent, guardian, and/or doctor

Note: Attendance is taken on a class-by-class basis, therefore, sign-in or sign-out may cause a variance in number of days absent in individual classes.

Make-up Work - If a student is suspended, signs in or out of school and misses a pre-scheduled test, he is required to make up the test on the day he returns or at the teacher's convenience. When a student returns to school after an excused absence, he must make-up any required work (including tests and homework) within a three day period. The teacher may decide the day and

time. This is true except in cases of extenuating circumstances. A student who knows in advance that he will be absent must check with his teachers to determine what assignments must be completed. This applies to all school-sponsored activities and any other pre-arranged absences.

Student Activities

Ashley Ridge High School offers a variety of extracurricular activities for students. We strongly encourage our students to become active in club activities or in our athletic programs. Extracurricular activities help students become acquainted with a variety of people in our school community and become aware of possible career directions. Colleges and places of employment look favorably on students who have been active in club and community activities.

The principal must approve all fund raising activities. All class and club funds are to be deposited in the school treasurer's office to be credited to the proper account. A club wishing to make a purchase must request a purchase order prior to the purchase. No club meeting, including practices, clean-ups, etc., may be held without the presence of an advisor for the entire time. Clubs meet during ILT.

ARHS Clubs

Alliance	Gold Action Step/Dance Team
Anime Club	HOSA: Future Health Professional
AR Cares	Math Quest Team
Archery Club	Model United Nations Team
Beta Club	Nintendo Club
Book Club	Ping Pong Club
Boys Volleyball Club	Progressive Club
Chess Club	Relay for Life
Conservative Council	Science Quest Club
Culture Appreciation	Senior Club
Fellowship of Christian Athletes	Social Studies Quest Team
Feminists' Club	SPCA
Future Business Leaders of America	Table Top Gaming Club
Future Farmers of America	Team 3486 First Robotics Club
Galactic Initiative	The Black History Club
	Wellness Club
	Yearbook Club

Honor Societies

German National Honor Society	National Technical Honor Society
International Thespian Society	Rho Kappa National Honor Society
Kitty Hawk Honor Society	Spanish Honor Society
Mu Alpha Theta, Math Honor Society	Student Council
National Art Honor Society	Teacher Cadet Honor Society
National Dance Honor Society	Tri-Mu Music Honor Society
National English Honor Society	
National French Honor Society	
National Honor Society	

Fox Tales Yearbook:

The yearbook staff and its publishing partner, Jostens, take great pride and care in producing a quality publication that represents all of the students at Ashley Ridge High School. In order for the process to work smoothly, it is very important that students, parents, and the community understand that the staff works under very stringent deadlines, so it is equally important that any material to be submitted for possible publication be turned in as early as possible.

Please read through the following information carefully as it provides important details about the many aspects of the yearbook.

Ordering and Payment Options: Parents / students may order a yearbook –

1. Year-round at Jostensyearbooks.com (Jostens offers payment options).
2. During Registration in August.
3. During scheduled sales at school throughout the year.

Parents will receive ordering information for the yearbook via the address that we have on file at the school. Please confirm we have your correct mailing address. You will then have the option of ordering the book online, over the phone or through the mail.

All invoice payments must be submitted to Jostens before April 15, 2022. Payments received after April 15, 2022 will be placed on the Late Payment Waiting List all options will be dropped at this time. Payments can be made using 1) personal check, 2) money order, 3) debit card, 4) credit card, or 5) equal installments. Do not send payments for a yearbook to Ashley Ridge High School. ARHS is not responsible for any payments sent to the school or any errors made by yearbook processing. All billing and order disputes must be settled with yearbook processing. All unpaid orders (not including installment orders) will be cancelled after the final payment cut-off date. These students will not receive a yearbook unless other arrangements are made.

Extra Yearbooks: ARHS is not required to purchase extra yearbooks for those students who do not pre-order. The yearbook staff in conjunction with the Finance Office will pre-sell extra yearbooks during the last few weeks prior to submitting a final book count to the plant. Due to high demand in May, extra yearbooks may be available but in limited number (typically less than 100 copies). This is not a guarantee. Students and parents are strongly encouraged to pre-order a yearbook.

Portraits: Seniors must schedule to have their pictures taken at the Lifetouch Studio in Summerville. All Seniors must have their pictures taken by October 8, 2021. If a portrait is taken after this date, the student will not appear in the senior portrait section of the yearbook. Students who wish to purchase their pictures must bring payment on the day of the sitting. Payment information will be distributed in English classes prior to the sitting date. Students who are absent on picture day or who were not satisfied with their purchase can have their picture taken on the make-up day picture day. Lifetouch must resolve any problems with portraits. This includes 1) payment for a package not received, 2) portrait quality, 3) receipt of the incorrect package, etc. Any student not

photographed on these days will not be included in the underclassmen section of the yearbook.

Distribution: Yearbook distribution can be a fun time for all students, but it is also the most stressful time for the faculty and yearbook staff. Distribution dates are set based on activities that take place at the end of the school year. Specific distribution details will be given in May.

Distribution Issues: 1) Students will not be allowed to pick up a book for another student, relative, etc. without written permission from that student's parent. If no written consent is on file at the yearbook office, the book will not be released. The yearbook staff is not responsible for any yearbook that is lost, stolen, misplaced, etc. while in the possession of an authorized receiver. 2) Before writing in the book, please carefully inspect it to make sure it is put together properly, all of the pages are attached, all pages are accounted for, etc. Once students have written in the book, it cannot be exchanged if it is later found to be defective. 3) Yearbooks will only be distributed on the days indicated. Any problems must be handled by the administration. Withdrawn Students: Students who transfer to another school during the school year must call the school at (843) 695-4900 to schedule an appointment to pick up the yearbook. Inform the receptionist what time the following day the book will be picked up. The list of students will be picked up daily. The yearbook staff will deliver the specified books to the receptionist the following morning before 10:00 a.m. Identification and signature verification are required at the time of pick-up. Yearbooks can also be shipped to a home address for a nominal fee. Please contact Dena Sellers at the above phone number for details. Shipping charges will apply.

Important Telephone Numbers

Lifetouch 613 Old Trolley Road Unit C & D
 Summerville, SC 29485
 851-8700
 851-0225 (fax)

Yearbook Processing Center 1-866-282-1516

Important Websites

Jostens – order a yearbook and other supplies
www.jostens.com/shop

Advisor: Stephanie Henderson
 shenderson@dorchester2.k12.sc.us

Athletics

How to participate in Ashley Ridge Athletics:

To be eligible for participation in interscholastic athletics at Ashley Ridge High School, students must meet the academic performance criteria prescribed by the South Carolina High School League and must have a completed eligibility profile on the SCHSL's eligibility management website Planet HS.

The **eligibility profile** consists of (1) Medical History Form, (2) Physical Exam Form, (3) Parent Permission Form, (4) Concussion Acknowledgment Form, (5) Birth Certificate and (6) ARHS Athletic Department Guidelines. Each form must be dated on or after April 1, 2021 to be good for the 2020-2021 school year. All forms and documents are uploaded on www.PlanetHS.com. These forms are available in the athletic office (Room F-139) as well as on the athletic website: www.GoFoxes.org.

In order to take part in any athletic activity (which includes pre-season/ summer conditioning, summer weightlifting workouts, team tryouts or team participation) a student must have a current physical form and parent permission submitted and approved.

All students who are interested in participating in athletics at Ashley Ridge High School should visit www.GoFoxes.org and access the "Athletic Participation Packet".

- All 10th, 11th and 12th grade students that are new to Ashley Ridge High School need to visit the athletic office, Room F-139, to be cleared as a new/transfer student athlete.
- All 9th grade students that did not attend Gregg, Oakbrook, Alston or Rollings Middle School need to visit the athletic office, Room F-139, to be cleared as a new/transfer student athlete.
- Any students that have previously participated in high school athletics at another high school (other than Ashley Ridge High School) should check in at the athletic office.

PlanetHS used for submitting eligibility paperwork online:

As of April 1, 2019 the Arbiter Athlete website will transition to PlanetHS. Parents and students who already have accounts on either site should be able to log in successfully. Your username and password will be the same - Technically any accounts created or logged into from either www.planeths.com or www.arbiterathlete.com will end up in the same place.

Any new parents or students signing up should do so at www.PlanetHS.com. The parent and the student must have separate accounts.

How to create an account on PlanetHS:

1. Athletes **MUST** create a student account at www.PlanetHS.com. Be sure to enter the correct graduation year.
2. Enter requested info and click "create account". If you are creating a new account, a "Guide Me" box will appear and helps you link the student and parent account.
3. Select the "Athletic Forms" button. Then select all sports you may be interested in participating in. If you are a middle schooler and may be participating in middle school and high school teams, you'll also want to use

the “additional school” option and either enter Ashley Ridge High School or your middle school.

4. At the very bottom are five (5) links to forms that must be completed and approved.

*In order for student athletes to be eligible for participation and competition the following items need to be uploaded to the South Carolina High School League online eligibility portal **www.PlanetHS.com**.

- 1) Medical History Form – This is the front page of your physical. You can choose to upload a scan or photo of the front page OR you can complete all questions on the electronic form and hit “sign & submit” to provide your digital signature.
 - 2) Pre-Participation Physical Evaluation – Physical Examination Form This is the back page of your physical **completed and signed by a physician**. Be sure that the physician’s signature AND date are at the bottom and the athlete’s name and birth date are at the top. Once uploaded, hit “sign & submit” to provide your digital signature.
 - 3) Parent’s Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics – After statement is read, hit “sign & submit” to provide your digital signature.
 - 4) Birth Certificate – Upload a photo or scan of the student’s birth certificate then hit “sign & submit” to provide your digital signature. If you had a previous account, you will have the option here to “re-use document”, which will pull the previously uploaded birth certificate you submitted.
 - 5) Concussion Acknowledgement Form – After statement is read, hit “sign & submit” to provide your digital signature.
5. Link accounts by finding the “Link Accounts” button and entering the student’s email or phone number they used to create their account and send invitation.
6. Parent will then go to “Athletic Forms” and click on the five (5) links mentioned above to “sign & submit”. Parents must hit “sign & submit” on each of the five links to provide the digital signature for approval.
- *Parent cannot upload any of the above documents until linked to the student account**

Ashley Ridge High School Athletic Program Contact Information:

Season	Sport	Head Coach	Email
Fall	Cheerleading	Emilee Fidler	efidler@dorchester2.k12.sc.us
Fall	Cross Country (B/G)	Jeff Plane	jeplane@dorchester2.k12.sc.us
Fall	Football	Shane Fidler	kwalker@dorchester2.k12.sc.us
Fall	Golf (Girls)	Carter Wells	cwells@dorchester2.k12.sc.us
Fall	Swimming (B/G)	Victoria Merritt	vmerritt@dorchester2.k12.sc.us

Fall	Tennis (Girls)	Sean McCawley	smccawley@dorchester2.k12.sc.us
Fall	Volleyball	Leigh-Ann Carter	lcarter@dorchester2.k12.sc.us
Winter	Basketball (Boys)	Brad Dobbels	bdobbels@dorchester2.k12.sc.us
Winter	Basketball (Girls)	Darren Mazyck	darremazyck@dorchester2.k12.sc.us
Winter	Wrestling	Stacey Woods	swoods@dorchester2.k12.sc.us
Spring	Baseball	BJ Bellush	bbellush@dorchester2.k12.sc.us
Spring	Golf (Boys)	Brad Dobbels	bdobbelsn@dorchester2.k12.sc.us
Spring	Soccer (Boys)	Nate Harris	nharris@dorchester2.k12.sc.us
Spring	Soccer (Girls)	Mark Weaver	mweaver@dorchester2.k12.sc.us
Spring	Softball	Larissa Shannon	lshannon@dorchester2.k12.sc.us
Spring	Tennis (Boys)	Sean McCawley	mccawleys2@winthrop.edu
Spring	Track (B/G)	Jeff Plane	jeplane@dorchester2.k12.sc.us
Year Round	Strength and Conditioning	BJ Bellush	bbellush@dorchester2.k12.sc.us

Athletic Trainers:

Kenny Snider; (tyro1962@gmail.com)Brittany Williams; (brittwilliams@dorchester2.k12.sc.us)Hanna Beckman; (hbeckman@dorchester2.k12.sc.us)

Athletic Secretary:

Tammy Johns; Office: 843-695-4900 ext. 52062

Email: tjohns@dorchester2.k12.sc.us

Athletic Director:

Randall Tucker; (rtucker@dorchester2.k12.sc.us)

Please visit www.GoFoxes.org, contact the athletic office or contact the head coach regarding any offseason or preparation opportunities that may be offered as well the exact date, time and location of team tryouts.
SUMMARY - ELIGIBILITY RULES SOUTH CAROLINA HIGH SCHOOL LEAGUE (SCHSL):

1. A contestant must furnish the school with a certified copy of his/her birth certificate. - Submitted online through PlanetHS.com
2. A contestant must be under 19 years of age as of July 1.
 1. A contestant must not participate under an assumed name.
 2. A contestant must be a bona fide student carrying the equivalent of at least four units of credit for which no previous credit has been received.

A contestant must have received credit for four subjects bearing unit value during the preceding semester. All required courses must be passed or any five courses. In the 4X4 block schedule where units or ½ units are granted at the end of the first semester, the following will apply:

- a. If eligible the first semester, the student must earn two units.
 - b. If not eligible the first semester, the student must earn two and one half units (2 ½).
3. A contestant must not have received a high school diploma or the equivalent.
 4. A contestant must be academically eligible as mandated by state law. State law requires that during the previous semester a contestant must have a 60 average and have passed all mandatory subjects taken to meet high school diploma requirements.
 5. A contestant will be ineligible at the end of the fourth school year from the time that he/she first entered the ninth grade.
 9. A contestant must have attended a school at least 60 days in the semester immediately preceding the present semester.
 10. A contestant must not practice with, nor participate on, any athletic team other than a team representing his/her school during the school season.
 11. A contestant may not play on a team in outside competition if more than 50% of the allowable starters appeared on the eligibility list of his/her school during the previous season.
 12. A contestant must live with his/her parents or legally appointed guardian and attend the high school of their attendance area.
 13. A contestant is eligible immediately if a transfer is the result of a real change of residence of his/her parents or guardians.
 14. If guardianship is involved, a contestant must live with the appointed guardian for one calendar year following filing of guardianship papers in the county's clerk of court office.
 15. A contestant must not violate his/her amateur status.
 16. A contestant must not have transferred as a result of recruiting or undue influence.

These rules apply to boys and girls as well as varsity, J.V., "B", middle school and junior high teams. If there are any questions concerning your eligibility for high school interscholastic activities, please consult your high school principal or write:

Jerome Singleton, Executive Director
South Carolina High School League
121 Westpark Blvd. Columbia, SC 29210

NCAA Eligibility - See Ms. Scott in the Guidance office. Ms. Scott has the NCAA Clearinghouse applications.

Ashley Ridge High School Student Lab Safety Contract

Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of potentially hazardous materials or equipment. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student lab safety contract. These rules must be adhered to at all times. A copy of the contract is provided in your Student Handbook. You and your parent/guardian must sign the signature page before you can participate in the laboratory.

General Guidelines

- Read each experiment before entering the laboratory.
- Follow all directions as written, unless the teacher instructs you otherwise.
- Do not begin an experiment until instructed to do so.
- Work in a careful, organized manner. *Horseplay, practical jokes or disruptive behavior will not be tolerated and disciplinary action will be taken!*
- Food and beverages (including gum or candy) are not permitted in the laboratory.
- Avoid putting any chemicals, specimens or lab equipment in your mouth, unless instructed to do so (Biology). Keep hands and writing implements away from face, eyes, mouth and body as they can easily become contaminated.
- Wear lab aprons and goggles during an experiment, unless using microscopes.
- Closed-toe shoes are a must, along with long hair being tied back and dangling jewelry removed.
- Check all electrical equipment at the end of the experiment to be certain they are turned off.
- Wash hands upon completion of the lab and lab clean up.
- Immediately notify the teacher of accident or injury.
- Know the location of first aid kit; eye wash station, fire blanket and fire extinguisher.
- Only paper products should be placed in the wastebasket. All other waste should be placed in the assigned disposal containers.
- Keep your work area free of any materials not needed.
- Stay with your lab group - do not wander.
- Work quietly so that you may hear any announcements concerning cautions & safety.
- Keep aisles clear. Push lab stools under counters when not in use.
- Students will be fined for any laboratory items that they break.

Warning to contact lens wearers: fumes from chemicals and preservatives have been known to cause eye irritations as the fumes become trapped between the contact lens and the eye itself. Wearing of contacts while in the lab is not recommended.

Safety with Heat

- Light burners according to teacher's instructions. Put out flame as soon as you are finished using it.
- Never leave a burner unattended.
- Keep your head and clothing away from a burner flame.
- Keep flammable materials (such as books and papers) away from the burner flame. Do not place anything into the flame unless directed to do so.
- When heating a test tube, always point the tube opening away from you and others.
- Use tongs, test tube holders or hot pads to hold or move hot glassware.
- Always treat a hot plate as if it is on! Never touch the surface to see if it is heated.
- Smother fire with a towel or fire blanket. If clothing should catch fire, smother it or quench it with the safety sprayer. *Never run!*
- Never look into a container that is being heated.
- Use an insulating pad between the lab table and any hot equipment.

Safety with Chemicals

- Read the label on the bottle before using the contents of the container. Never use any chemicals that are not labeled.
- Use only those chemicals listed in the procedures, unless the teacher instructs you to use a substitute.
- Use only the amount of chemical noted in the procedures. Do not pour excess chemicals back into their stock bottle.
- Never pour water into strong acids as the heat generated can cause splatter. Instead slowly add the acid to the water.
- Do not inhale any fumes given off during a chemical reaction. If instructed to smell, hold the beaker/test-tube away from your face waving the air above the substance toward your nose.
- If you should spill any chemical on yourself or your work area, rinse immediately with water and report the spill to the teacher.

Safety with Electricity

- Always handle electrical equipment with dry hands and be certain the work area is dry as well.
- Do not allow cords from equipment to dangle from the worktable.
- Do not use any electrical equipment with frayed cords, loose connections or exposed wires. Report such equipment to the teacher.
- When removing an electrical plug from an outlet, always pull it from the plug and not the cord.

Safety with Glassware

- Use glassware that is clean and not cracked.
- Do not force glass tubing or thermometers into the hole of a rubber stopper but rather lubricate with glycerin and gently insert into the stopper using a twisting motion.
- If glassware is broken, notify the teacher for replacement.

- Do not pick up broken glass with your fingers, use tongs or a dust pan and broom.
- Broken glassware must be placed in a separate container and not in the wastebasket!
- Do not heat graduated cylinders or bottles, as they are not heat-resistant. Only glassware marked *Kimax*, *Pyrex* or heat resistant should be heated.
- Heat test tubes below the liquid level, applying the flame intermittently on the glassware until it is hot.
- Graduated cylinders are only for measuring liquids. Do not mix chemicals or perform chemical reactions in them.

Safety with Live and Preserved Specimens

- Handle microorganisms grown in petri dish or test tube cultures with extreme care. The teacher will be responsible for disposal of these items.
- Many plants are poisonous, never place plants or plant parts (berries, seeds or fruits) in your mouth.
- Always treat animals humanely and handle them with care, whether they are alive or preserved.
- Always place specimen to be dissected in a dissecting pan. Do not attempt to cut the specimen while holding it in your hand.
- Biology labs are equipped with a hood and ceiling exhaust system. These systems must be turned on while performing dissections!

Ashley Ridge High School Science Laboratory Safety Contract - Part 2

Questions for the student:

(Please circle the appropriate response)

Do you wear contacts?	Yes	No
Are you color blind?	Yes	No
Do you have allergies?	Yes	No

Please list your allergies:

Agreement

I, _____, have read and agree to follow the laboratory safety rules set forth in this contract. I realize I must obey these rules to insure my own safety and that of my fellow students and teachers. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student name (printed): _____

Student signature: _____

Date: _____

Dear Parent or Guardian,

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless the contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures take to insure the safety of your son/daughter in the laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures.

Thank you, from the Ashley Ridge High School Science Department.

Parent/Guardian name (print): _____

Parent/Guardian signature: _____

Date: _____