

Beaufort High School  
*'Where Small Schools Make a Big Difference'*

# STUDENT HANDBOOK

**BEAUFORT HIGH SCHOOL**  
**84 Sea Island Parkway**  
**Beaufort, SC 29907**  
**(843) 322-2000 Fax: (843)322-2160**

## **MESSAGE TO STUDENTS**

Welcome to Beaufort High School, HOME OF THE EAGLES! Your student handbook is designed to help you and your parents learn school policies and procedures and the services that are available to our students.

Beaufort High School is your school; therefore, we encourage you to get involved in your school community, respect others, do the right thing, commit to your future and be the best student that you can be during your experience at Beaufort High School. Have a great year!

## **ADMINISTRATION**

Ms. Charity Summers	Principal
Mr. Herbert Glaze	Dean of Students
Mr. Daniel Tooman	Assistant Principal
Mrs. Elandee Thompson	Assistant Principal
Mr. David McIntyre	Assistant Principal

## **GENERAL SCHOOL INFORMATION TELEPHONE NUMBERS**

Mrs. Marisel Amely, Main Office Receptionist	322-2000
Ms. Linda Mobley, Attendance Clerk	322-2154
Mrs. Lakeshia Doctor, Guidance Lead	
322-2125	
Ms. Melissa Lather, BHS Social Worker	322-2113
Mr. Linc Lyles, Athletic Director	322-2140

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# Vision and Mission Statements

**VISION:** We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

**MISSION:** The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace

**Beaufort High School Mission:** The mission of Beaufort High School is to provide our students, in a safe and challenging environment, the critical thinking, decision-making, and leadership skills necessary to become productive and responsible members of the global community.

## Beaufort High School Core Beliefs

We believe...

- Relationships built on honesty and mutual respect creates responsible and effective communities.
- Equity is the prerequisite for community vitality.
- Everyone has worth and value and is integral to society.
- Mental, emotional, physical, and spiritual health are essential for optimal learning.
- High expectations are required to achieve goals, hopes, and dreams.
- High quality education produces responsible citizens and vibrant communities.
- Teaching and learning are essential to the human experience of growth and change.
- Embracing change opens doors of possibilities.
- Education is the shared responsibility of the entire community.
- Diversity is our strength; unity is our power.

## ALMA MATER

From the halls and fields of victory, hear our loud acclaim, Beaufort High, our Alma Mater Truth and Pride we claim. Though the times may change about us And our memories fill, when the shout becomes an echo, WE'LL REMEMBER STILL!

# EAGLE PRIDE

**P - PARTICIPATION:** Get involved in your school and community.

**R - RESPECT:** Treat everyone with courtesy whether you agree with them or not.

**I - INTEGRITY:** Do the right thing even when no one is looking.

**D - DEDICATION:** Commit to your future and never stray from your path.

**E - EXCELLENCE:** Doing good is not good enough, do your best and no one can ask for anything more.

## GUIDANCE DEPARTMENT

The goal of the Beaufort High School Guidance Department is to assist all students through a systemically delivered comprehensive counseling program to make effective educational and career decisions, deal with personal and social challenges and overcome problems that may impede learning.

The services provided include:

- Individual counseling to help students deal with social and emotional concerns.
- Group guidance to discuss post-secondary opportunities
- Group counseling to include conflict resolution, relationship building, study skills, and goal setting.
- Coordination of the homebound program for students who are unable to attend school.

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study skills, and testing programs. Beaufort High School counselors are available to discuss any home, school, or social concerns.

### Director of School Counseling:

Lakeshia Doctor 322-2125

### School Counselors:

Joe Kwiatkowski 322-2110

Sherrie Garvin 322-2112

Giovanni Glover 322-2126

Deanna Flores 322-2177

Nicoleta Langley 322-2172

# SMALL SCHOOLS

## **FRESHMAN ACADEMY**

Our mission in the Freshman Academy is to assist students in making a smooth transition to high school by providing an environment that allows freshman students to feel comfortable and valued. Based on the school-within a school model, the initiative is research-based and results oriented. We utilize the team approach to meet student needs by drawing on the strengths of the "whole" group rather than on individual teachers. The core academic courses are English, Math, Social Studies, and Science. In addition to core courses, Freshman Academy students may request electives in Foreign Language, Computer Science, Physical Education, JROTC, and Visual or Performing Arts.

## **SCHOOL OF ARTS COMMUNICATION AND TECHNOLOGY**

The School of Arts, Communication & Technology is a college preparatory school designed to meet the needs and interests of students desiring a challenging curriculum in Computer Service Technology, and Computer Graphics, Project Lead the Way (engineering), and Visual or Performing Arts. Students may choose an art major or electives in the arts. In addition, all Physical Education and JROTC courses are available to all students. Dual enrollment college programs and Advanced Placement (AP) courses are available.

## **SCHOOL OF MEDICAL AND CONSUMER SCIENCES**

The School of Medical and Consumer Sciences is a college preparatory school designed to meet the needs and interests of students desiring a challenging curriculum in the fields of Medicine and the Allied Health Professions. Students may choose majors in the areas of Nutrition, Pre-Allied Health and Sports Medicine. As electives, students may also select Visual or Performing Arts courses in the School of Arts, Communication & Technology. Physical Education and JROTC courses are available to all students. In addition, students are afforded opportunities for Work-Based Learning with area hospitals. Dual enrollment college programs and Advanced Placement (AP) courses are available.

## **SCHOOL OF INTERNATIONAL STUDIES & EDUCATION**

The School of International Studies & Education is a college preparatory school designed to accommodate students interested in a challenging curriculum in Teacher Education, Business Management or Finance. Students are encouraged to enroll in a wide variety of Liberal Arts and Humanities courses. Students may also select Visual or Performing Arts courses in the School of Arts, Communication & Technology as electives. In addition, students are afforded opportunities for Work-Based Learning through internships. Physical Education and JROTC courses are available to all students. Dual enrollment college programs and Advanced Placement courses are available and encouraged.

## **BELL SCHEDULE**

1 <sup>st</sup> Block		8:45 - 10:10
The Nest		10:10 - 10:55
2 <sup>nd</sup> Block		10:55 - 12:20
3 <sup>rd</sup> Block		12:25 - 2:15
A-Lunch	IS/Perf. Arts	12:20 - 12:45
B-Lunch	MCS	12:50 - 1:15
C-Lunch	ACT	1:20 - 1:45
D-Lunch	FA	1:50 - 2:15
4 <sup>th</sup> Block		2:20 - 3:45

## **ACADEMICS**

### **ADVANCED PLACEMENT (AP)**

Advanced Placement (AP) courses enable students to earn college credit while still enrolled at Beaufort High School. A GPA of 3.0 or better is a prerequisite for enrollment. The content of the course is determined by the College Board.

During the month of May, the College Board administers national exams in all AP courses. Students who score well on the exams are awarded college credit in most of the nation's colleges and universities. Students must take the College Board Exam to receive the AP weighting for the course. Advanced Placement courses are weighted 1.0 quality point above college preparatory courses per one unit of credit.

### **COLLEGE PREPARATORY (CP)**

College Prep is a rigorous academic program designed to prepare students for post-secondary studies in traditional academic programs. Courses offered on the College Prep level focus on theory, reading, research, problem solving and writing skills.

### **HONORS COURSES**

Honors courses are designed for students that exhibit superior abilities in the course content area. Students enrolled in the Honors curriculum will build on the knowledge and skills of the college preparatory level with emphasis on critical and analytical thinking, decision making and reasoning beyond that expected at the college preparatory level. Honors level courses carry a .5 quality point higher than college preparatory courses. Students who successfully complete Honors level courses are strongly encouraged to enroll in Advanced Placement (AP) courses.

## **HONOR ROLL**

Each marking period, all students have the opportunity to obtain recognition for either of the two levels of academic achievement. The honor roll for each marking period will consist of the following:

- Principal's Honor Roll – All A's on report card during the designated quarter
- A/B Honor Roll – A's and B's on report card during the designated quarter

## **DUAL ENROLLMENT - EARLY COLLEGE CREDIT OPPORTUNITY**

Dual Enrollment - Early College Credit Opportunity (ECCO) Program is a college-credit, dual enrollment program that empowers students to earn both Carnegie units and college credits for particular courses during high school.

The Technical College of the Lowcountry (TCL) provides this opportunity for Beaufort County high school juniors and seniors who are successfully involved in a college preparatory program of study. Students who want to take college courses and who meet the Technical College of the Lowcountry placement examination requirements are qualified to participate. For more information, interested rising juniors and seniors should consult with their guidance counselor.

Note: Three college credits are equivalent to 1 high school credit (unit). All dual enrollment college credit courses are weighted the same as Advanced Placement (AP) courses.

## **SOUTH CAROLINA ASSESSMENTS**

End-of-Course Examination Program

State End-of-Course examinations will be given when the student completes one of the following courses:

- Algebra I
- English I
- Biology
- US History

The End-of-Course Exam will count as 20% of the student's final grade in the course.

## **SPECIAL EDUCATION SERVICES**

Beaufort High School provides all disabled students a free and appropriate public education. The students' parents serve as team members with the public school in determining eligibility for special education. Once a student qualifies for special

education and/or related services, an Individualized Education Program (IEP) is developed to determine the extent of these services. It is the responsibility of the multidisciplinary team to determine the most appropriate educational placement in the least restrictive environment.

Special education policies, procedures, rules and regulations, and information on free or low-cost legal services are available upon request from the Director of Special Education. The Beaufort County School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admissions to, access to, treatment in, or employment in its programs and activities. Contact the Student Services Department with questions or concerns at (843) 322-5417.

### **STUDENTS IN A 1:1 TABLET COMPUTER LEARNING ENVIRONMENT**

Mobile devices are powerful tools which can transform the learning environment and maximize learner outcomes. However, they can represent potential obstacles for students/teachers, creating sources of disciplinary problems in the classroom. In all cases, we believe the key to successful student learning is consistent and effective classroom management. This policy has been developed to better prepare students/teachers for managing and teaching in a 1:1 classroom.

Classroom teachers are responsible for maintaining a classroom environment which is conducive to learning. Students are responsible for adhering to classroom procedures and protocols. However, in a situation where an incident of serious nature may occur, our school administration will act in accordance with school and district policies. Additionally, repeated classroom-managed offenses should be considered acts of defiance and can also be handled with a referral to administration.

School-managed incidents include (but are not limited to):

- Sexually explicit content, searches and/or photos
- Weapons, gang, and/or drug related content or searches
- Network security violations, including attempts to bypass, interrupt, or disable district security, filtering, or data-protection measures; hacking.
- Intentionally causing damage to technology equipment or infrastructure.
- Cyberbullying or using a device to record a bullying incident, online harassment, cyber baiting, catfishing, etc.

Students in violation of this policy are subject to having the item confiscated in accordance with S.C. Statute (Section 59-63-280) and District Policy. Students who are determined to be in use of these items will also be subject to disciplinary actions as defined by the Student Code of Conduct.



## **UNIFORM GRADING SCALE**

The Uniformed Grading Scale (UGS) and policy approved by the South Carolina State Board of Education governs courses that students take to earn high school diplomas in South Carolina. The UGS requires that grades be recorded numerically and outlines the calculation to be used to ascertain a student's grade point ratio. The numerical scales for each corresponding letter grade are as follows:

A = 90 - 100	Excellent
B = 80 - 89	Above Average
C = 70 - 79	Average
D = 60 - 69	Pass, Needs Improvement
F = 0 - 59	Failing

### Grade Reporting

Grades will be reported to parents within established guidelines set forth by the Beaufort County School District. Interim grade reports will be submitted to the BHS data specialist on the following dates- 2018: Week of September 10, week of November 5, week of November 26; 2019: Week of February 4, week of February 25, week of April 8, and the week of May 6. Quarterly grade reports will be submitted to the BHS data specialist on the following dates: 2018 Week of October 15; 2019: week of January 2, week of March 18, and the week of May 27.

### Quarter Grade Calculation (60/40):

The calculation of quarter grades will consist of both Summative and Formative assessments.

- Summative assessments are weighted at 60% and will consist of: Tests, Quizzes, Projects
- Formative assessments are weighted at 40% and will consist of: In-class assignments, Homework assignments

### Final Grade Calculation (to include EOC courses):

Non-EOC Course - Q1 = 50%, Q2 = 50%      Q1+Q2=100%

EOC Course - Q1 = 40%, Q2 = 40%, EOC = 20%      Q1+Q2+EOC=100%

### Seat Time Requirement:

In conjunction with R.43-274 In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the local school district.

In Beaufort County the first semester is 85 days which allows students to have 5 unlawful absences and still meet the 120 hour minimum to receive credit.

Beaufort County's second semester has 95 days which allows students to have 15 unlawful absences and still meet the 120 hour minimum to receive credit.

Students that receive a (FA) Failure due to Absences must make up required seat time hours/assignments within 30 days. Extensions may be permitted on a case by case basis, however all requirements must be completed prior to the beginning of the next school year.

#### Carnegie Unit/Credit Recovery

In order for students to earn a Carnegie unit for credit recovery students must adhere to the following school guidelines for credit recovery. Credit Recovery at BHS is a mastery-based model.

1. An Edgenuity course matching the course of failure will be prescribed.
2. All Edgenuity coursework must be completed in a supervised setting within the school building.
3. All coursework in must be completed in its entirety.
4. Students will complete the diagnostic exam prior to beginning the prescribed course.
5. All remaining coursework must be completed by the student within the semester of study.
6. Failure to complete coursework within the prescribed time frame will result in nullification or all work.
7. Successful completion of credit recovery will result in 1 unit recovered but NO grade change in PowerSchool. The original grade stands and only credits toward graduation will be earned.

#### Homework-Statement of Purpose and School Use

The purpose of homework shall be to serve as a means to reinforce and extend classroom learning. Additionally, it should serve as a tool to assess understanding of classroom instruction mastery. Homework assists in motivating students to develop good work habits stimulate creativity and

critical thinking. Teachers and students are accountable for successful homework completion. If teachers assign homework to students, they are to check homework. If homework is assigned to students, course grading should reflect acknowledgement of work completed. Homework shall not exceed 10% of a student's overall grade.

Students are expected to:

- Do your best work
- Pay attention to details for homework direction and completion
- Understand assignment prior to leaving the classroom
- Ask appropriate question to deepen learning
- Hand in assignments on time
- Ask parents, peers, teachers for help when needed
- Complete any missed assignments

Expectations for teachers:

- Ensure all students clearly understand homework assignments
- Ensure homework addresses classroom learning goals, objectives and standards
- Provide timely and quality feedback
- Assign no more than 30 minutes of homework per night (per class)
- Communicate with parents regularly when students fall behind on assignments
- Collaborate with other teachers to ensure that homework workloads are balanced

Parent expectations:

- Assist children when appropriate
- Talk to students about their homework
- Encourage your scholar to keep good lines of communication with teachers

#### Make-up work for Lawful Absences:

Students who have excused absences from class as defined by state and BCSD Administrative Regulation will be given the opportunity to make up work and be assigned a grade based upon the quality of that work. For excused (lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). This will include quizzes, test, writing assignments, etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one (1) week. For example, if a student misses two (2) days of school (Monday and

Tuesday) and returns on Wednesday, then Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one (1) day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday.

### Grade Point Average (GPA)

The South Carolina Uniformed Grading Scale is used to calculate the GPA and class rank for high school students. A student's rank in class is a measure of his/her academic achievement relative to the achievement of others in the same class. GPA is frequently used by colleges, technical schools, and employers in making admissions or employment decisions. The following formula is used to calculate each student's GPA:

$$\text{GPA} = \frac{\text{Sum (quality points x units)}}{\text{Sum of units attempted}}$$

Example for a hypothetical student:

<u>Course</u>	<u>Grade</u>	<u>Weighted GPR</u>	<u>Unit</u>
CP English 1	91	4.10	1
CP Algebra 1	87	3.70	1
CP Phy Sci	94	4.40	1
H World History	83	3.80	1
PE	92	4.20	1
CP French 1	84	3.40	1

#### Computation

4.10 x 1 =	4.10
3.70 x 1 =	3.70
4.40 x 1 =	4.40
3.80 x 1 =	3.80
4.20 x 1 =	4.20
3.40 x 1 =	<u>3.40</u>
Sum of quality points =	23.60
Total units attempted =	6

Sum of quality points divided by sum of units attempted: 23.60 divided by 6 = 3.933 GPA.

## GRADE POINT CONVERSION CHART

### South Carolina Uniform Grading Scale Conversions

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

57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	0.900	1.500
54	F	0.400	0.800	1.400
53	F	0.300	0.700	1.300
52	F	0.200	0.600	1.200
51	F	0.100	0.500	1.100

## **ATHLETICS**

The Athletic Department is an integral part of the total education offerings at Beaufort High School. Beaufort High School is a member of the South Carolina High School League and competes as a Region 8-AAAA school. When possible, both varsity and junior varsity teams are represented. All student athletes are required to follow all school, athletic department, and individual team sport policies at all times.

## **ELIGIBILITY**

The South Carolina High School League and state law established the following requirements. Therefore, there are no exceptions or appeals for violation of these requirements.

1. For participation in sports for the first semester, the student must have:
  - a. Passed a minimum of five Carnegie units the previous year.
  - b. Must have a 2.0 grade point average the previous semester.
2. For participation in sports the second semester, the student must have:
  - a. Must have a 2.0 grade point average the previous semester.

## **NCAA ELIGIBILITY REQUIREMENTS**

The National Collegiate Athletic Association (NCAA) has policies regarding athletic eligibility for Division I and Division II schools. To be eligible for financial aid, practice, and competition during the freshman year, students must:

1. Graduate from high school.
2. Present a minimum combined test score on the SAT or a minimum combined test score on the ACT.
3. Present a minimum GPA in at least 13 core courses in subject areas as defined by the NCAA.
4. Students entering college must complete 14 core courses including:
  - Four years of English.
  - Two years of mathematics (Algebra I or higher).
  - Two years of natural/physical science
  - (1 year of lab if offered by high school).
  - One year of additional English, math or natural physical science. Two years of social science. Three years of additional courses.

Students planning to participate in athletics at Division I or Division II Colleges and Universities must be certified by the NCAA Initial-Eligibility Clearinghouse. Students should apply for certification early in their senior year. Student Release Forms needed for this process are available in the athletic office, guidance office, and the clearinghouse web site. You may find additional information on the internet at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or [www.ncaa.org](http://www.ncaa.org)

## **ATTENDANCE**

South Carolina Law requires that a student attend each class a minimum number of instructional days to receive credit. Students are required to attend:

- 42 days of a 45 day course.
- 85 days of a 90 day course.
- 170 days of a 180 day course.

### **Excused Absences**

A student may be excused for the following reasons:

- Serious illness or death in their family.
- Recognized religious holidays of their faith.
- School sponsored or school approved activity.
- Legal, medical, dental, mental health or other health services that must be scheduled during school hours.
- Participation in a local, state, or national activity which is directly related to the school curriculum.
- Each student is required to bring a written excuse from a parent/guardian to the attendance office upon return to school or within one week of the absence.

### **Tardy Policy**

A student is considered tardy if they have not reported to their scheduled class by the time the tardy bell rings.

### **Tardy Guidelines:**

- Any tardy student should be allowed to enter class for instruction and not locked out.
- The first two tardies are warnings by the teacher and simple documentation.
- The third tardy constitutes a call to the parent by the teacher.
- The 4<sup>th</sup> and subsequent tardies, will result in administrative action (ISS/OSS).
- Consequences for students who report late to 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> period classes may be modified as students are expected to arrive to class on time.
- If a student reports 45 minutes after class has started, the student is considered absent.

- Students who arrive on a late bus will be admitted to school with no penalty, regardless of the arrival time.

### **ACCIDENTS**

Each accident and/or injury occurring in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the principal's and nurse's offices.

### **AFTER SCHOOL ACTIVITIES**

Students remaining after school or returning to school after the last period must be involved in a supervised activity. All other students must leave the building and grounds immediately. No loitering is allowed.

### **ANNOUNCEMENTS**

Announcements will be made at the beginning of first period and at the end of fourth period. All announcements must be signed by a teacher and approved by an administrator.

### **AREA BEAUTIFICATION/WORK DETAIL**

Area beautification/Work Detail may be assigned as another form of discipline. Students will perform work assignments for the school for a given amount of time.

### **ATTENDANCE RECOVERY POLICY**

Students with excessive unexcused absences (five (5) or more) are encouraged to attend our attendance recovery program. If required seat time is not recovered, the student will receive a failing grade.

### **BOOKKEEPING**

Fees may be paid during lunch period or ILT. No money will be accepted during any class period. Students should keep all receipts. It is the student's responsibility to see that the appropriate person gets the receipt.

### **CARD PLAYING/GAMBLING**

Card playing or any form of gambling is not permitted on campus

### **CAFETERIA**

- Breakfast and lunch must be eaten in the cafeteria or the courtyard.
- No food or drinks are permitted in the hallways.
- Only water in clear water bottles is allowed in classrooms.
- School ID numbers are required to purchase school lunches.



- Each student is expected to carry all trays and trash to the proper disposal area.
- Students will not be permitted to receive food or drink dropped off after the school day begins.
- ALL STUDENTS MUST REMAIN ON CAMPUS FOR LUNCH.

### **CLOSED CAMPUS**

Beaufort High School is a closed campus. Students are expected to remain on campus the entire day once they arrive. Leaving campus without permission will result in disciplinary action and loss of driving privilege.

### **DETENTION/WORK DETAIL**

Detention is held on Wednesday and Thursday from 4:00 PM - 5:00 PM and is assigned by the assistant principal of each small school. Beaufort High School is not responsible for transportation. Failure to attend an assigned detention will result in additional appropriate consequences.

### **DISMISSAL**

- Students are permitted to leave school before the end of the school day **ONLY** at the request of a parent/guardian.
- Eighteen-year-olds will not be allowed to excuse themselves, unless they are emancipated.
- No student will be permitted to be signed out after 3:00 PM due to the significant disruption this causes in classrooms and halls.
- Written correspondence to sign out a student will only be received **24 hours** in advance with a confirming phone number that matches the student's records.
- After receiving approval, students may sign out at the attendance office at the designated time.
- Students returning to school must sign in at the attendance office.
- Leaving school without administrative or parental permission will result in disciplinary action.
- Email requests for student sign out will not be accepted.

### **DISTRIBUTION OF LITERATURE**

All pamphlets, posters, or literature must be approved by the administration prior to the posting and/or distribution.

### **FIELD TRIPS**

When students are on faculty supervised field trips or other school business, all school rules apply. Students are responsible for making up work missed during field

trips.

## **FUNDRAISING**

Fundraising without the approval of the administration is not permitted. Students are not allowed to bring and/or sell any outside fundraising items on campus.

## **ELECTRONIC DEVICES**

By the SC State Code (section 59-63-280), a paging device is defined as a telecommunications device, to include mobile telephones, device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are considered to be paging devices. Student use of electronic communication devices while on school property (including school buses), attending school-sponsored activities, or using the District technology system may only be done in accordance with school policy.

### **What this means to you –**

It is Beaufort High School policy that students may have electronic devices such as, but not limited to, cell phones, Ipods, e-readers, MP3 players, in your possession at Beaufort High and on school buses as long as the student is willing to adhere to the following:

- Students may openly display and use these devices during travel to and from school while riding a bus.
- Students are to store cell phones **turned off and out of sight** in pockets, bags, purses, etc... during class exchanges or during instructional time/classroom.
- Students may openly display and use electronic devices during their assigned lunch provided:
  - Electronic device is used ONLY while in the cafeteria and/or patio.
  - Students may use the device provided the student wears headphones.
  - Students will refrain from making phone calls and talking on the phone.
  - Phone does not cause a distraction or disturbance to others around.

Additionally, a student in possession of an electronic communication device in conflict with this policy may have the device confiscated and is subject to discipline as provided under the Student Discipline Code of Conduct. The school or school District assumes no responsibility for electronic devices brought to school or on the bus. Cf. SS-18

**First Offense:** After a conference with an administrator, the item will be returned at the completion of the next school day.

## **NOTE: NO CELL PHONE WILL BE RETURNED IN LESS THAN 24 HOURS**

**Second Offense:** After a conference with the parent/legal guardian, the item will be returned at the completion of the next school day to the parent/legal guardian.

**Third Offense:** After a conference with the parent/legal guardian, the item will be returned at the end of that nine-week marking period to the parent/legal guardian.

**Fourth Offense:** After a conference with the parent/legal guardian, the item will be returned at the end of that semester to the parent/legal guardian.

*There is nothing in this policy which prohibits any administrator from imposing more severe penalties after consideration of the incident.*

## **FIGHTING**

Violence will not be tolerated at Beaufort High School and will result in out of school suspension.

## **GANGS AND GANG RELATED ACTIVITY**

The Board of Education and Beaufort High School believe that the presence of secret societies and/or gangs creates a threat of substantial disruption or interference with school and school activities and is harmful to the educational process. Therefore, it is the policy of this school that student membership in such secret societies and/or gangs in the school environment are prohibited.

For the purpose of this policy, a "gang" is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of the law, or initiate, advocate or promote activities which threaten the safety or well-being of persons or property.

Students on school property or at any school activity shall not be permitted to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge symbol, sign, or any other thing which is evidence of membership or affiliation in any gang.
- Commit any act or use verbal or non-verbal speech, including gestures, handshakes, or other such signs, showing membership or affiliation in a gang.
- Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
  - Soliciting others for membership in a gang.

- Requesting any person to pay for protection or otherwise intimidating, threatening or harassing a person.
- Committing any illegal act or other violation of school rules or district policy.
- Inciting others to act with physical violence or other forms of harassment against any other person.

## **HOMEBOUND**

Students who are not able to attend school due to a physical or emotional disability may be assigned teachers who will instruct them at home or in the hospital with the idea that the students will be prepared to return to school without having fallen behind. The homebound program is a continuation of the regular school curriculum provided to students while they are recovering at home. Application for this service is available through the Guidance Department and must be approved by the Director of Student Services. A physician must certify that the student is unable to attend school but may profit from instruction given in the home or in the hospital.

## **BEAUFORT HIGH SCHOOL STUDENT ID POLICY 2018-2019**

All students at Beaufort High will be issued an Identification card (ID) by 10/1/2018. A list of the expectations for wearing ID's are listed below: Students will be required to wear THEIR ID around their neck. There will be no exceptions.

Students that have misplaced/lost ID's will:

- Report to Attendance Station next to Main Office during 1st block to receive a temporary ID
- A temporary ID will be issued at the cost of \$2.00
- A permanent ID will be requested at the cost of \$10.00
- Damaged/Defaced ID's will be replaced at the cost of \$10.00
- Students that "lose" their ID between blocks 2 – 4 will be required to sign an ID request form in their teacher's class.
- ID's will be utilized to check out textbooks in the Media Center
- ID's will be utilized to purchase breakfast and lunch in the café
- ID's will be required to gain admittance to BHS sponsored Student Activities and Events to include Pep Rallies, PBIS Events, etc.
- ID's will be required to go on Field Trips
- ID's will be required to purchase items from BHS School Store

Students are only allowed to be in possession of their ID. Students in possession of an ID not issued to them will receive a disciplinary consequence to include but not limited to an assignment to ISS.

**IMMUNIZATION**

All students must have a SC Certification of Immunization on file with the school prior to admittance to class. New or transfer students have thirty days to comply with the state law. Failure to provide a SC Certificate of Immunization will result in the student's removal from school.

## **LOCKERS**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

## **LOST, FOUND, STOLEN**

All lost or found items are turned into the main office. Students need to report stolen items immediately to the School Resource Officer. The school is not responsible for items stolen from lockers on the premises of BHS.

## **MEDIA AND TECHNOLOGY SERVICES**

The mission of the Beaufort High School Media Center is to ensure that students and staff effectively use ideas and information. This mission can be accomplished by providing access to materials in all formats. Additionally, goals are achieved by providing instruction to foster competencies and stimulate interest in reading, viewing and using information and ideas. The collection is composed of print materials, non-print materials, audiovisual equipment, and computer needs of students and faculty.

## **NETWORK/INTERNET ACCESS**

Network access, including the Internet, is available to BHS students and staff. The goal of these services is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

## **USER ACCESS**

User access includes the following services:

- Locally networked references and research sources.
- Worldwide and local electronic mail services.
- Global information and news.
- Public domain and shareware computer software of all types.
- Local, regional, public, state and national library catalogues.

Certain materials available on the Internet are inherently inappropriate for student use. Examples include sexually explicit materials or material that advocates violence against women, minorities, ethnic groups, religions, government, etc.; humor of an offensive or sexually explicit nature; pirated commercial software; pin-up pictures, etc. Students must avoid accessing inappropriate material. Those who do access inappropriate material will lose the right to internet access.

## **NURSE**

The school nurse's office is located in the administration area. The school nurse is available each day from 9:00 AM to 3:00 PM. In case of an emergency, the parents/guardians will be contacted.

Any medication that a student must take under a doctor's direction during school hours must be brought to school in a container appropriately labeled by the pharmacy or physician and given to the nurse. Parents must also fill out a request form that will permit the nurse to administer medicine to students at school. All students must have a health card signed by the parent/guardian on file in the nurse's office. The nurse's office has only the basic first aid needs, not items found in the drug store or pharmacy.

## **OFF CAMPUS DISCIPLINARY POLICY**

Off campus disruptive behavior which is a threat to the school, students, programs, or staff will not be tolerated. Disciplinary action for this type of behavior ranges from suspension to expulsion.

## **OFF LIMIT AREAS**

The following areas are off limit to students during the school day:

- Parking lots.
- Hallways without a pass.
- Snack machines except during assigned lunch period.
- Restrooms that are not in your academic area of the building.
- Any other designated areas during the lunch period.

## **OUT-OF-SCHOOL SUSPENSION**

Suspension from school for a specific number of days, up to ten for any one offense, means the student may not attend classes or any other Beaufort County School District functions, ride a school bus, or enter school grounds except for a pre-arranged conference with a school administrator.

## **PARENTAL CONTACT DURING SCHOOL HOURS**

Parents/guardians may not go into classrooms, the cafeteria, or other school locations to meet with their children unless they first receive permission from an administrator and are properly checked in. Student visitors are not allowed.

## **PARKING**

- All students must park in the student parking

- All vehicles must display a valid year BHS parking permit in the designated place.
- The speed limit in the parking lot is 10 mph
- Students may not return to their vehicles until their scheduled dismissal time.
- Cars parked without a permit are subject to towing at owners expense.

### **PARKING PERMITS**

All BHS students who wish to acquire a school parking decal must complete the *Alive at 25* course. To register either go online at [www.scaliveat25.com](http://www.scaliveat25.com) or call (803) 732-6778. There is a \$35.00 fee to enroll in the class.

Upon completion of the program, parking permits can be purchased through the bookkeeper during lunch. The cost of a permit is \$25.00. Students must have in their possession the *Alive @ 25* certificate, driver's license, registration, plate number and vehicle description. Receipts must be taken to Mr. Glaze.

### **PARKING REGULATIONS**

- Permit must be displayed from rearview mirrors.
- There will be a fee for lost or stolen permits.
- Permits may not be sold, rented or lent to anyone else and permit number may not be altered.
- Parking is permitted only in designated student lots
- Permits may be revoked for reckless driving, speeding, not wearing seat belts, unacceptable conduct on the lot or on campus, or violation of other school rules.

Vehicles are subject to a search by school administration at any time while on school property.

### **RECRUITMENT**

Beaufort High School complies with federal regulations requiring public schools, serving Title I students, to supply a mailing directory to military recruiters of all students enrolled in their junior and senior year.

Beaufort High School will comply with federal regulations as outlined in the Family Rights and Privacy Act and recruiters have agreed that the mailing directory is exclusively for use in recruiting contacts and will not be shared with any other organization, private or public, without the expressed agreement of the parents or students.



Recruiters will contact students for the sole purpose of recruiting. Repeated contacts will be at the consent of the student or his or her parent/guardian. If you do not wish to be contacted, please notify the data specialist and request that your name be removed.

## **RESTROOMS**

Restrooms should be kept clean. Loitering in or near restrooms is prohibited.

## **RULES AND REGULATIONS**

To provide a safe school environment, conducive to learning, Beaufort High School adheres to the [Student Code of Conduct](#) provided by Beaufort County School District

## **SAFETY DRILLS**

Safety drills at regular intervals are required by law and are important precautions. It is essential that students listen and follow the instructions of the teacher when the first signal is given.

## **STUDENT INFORMATION**

The Head of School must be informed immediately of changes in a student's address or telephone number.

## **SCHEDULE CHANGE POLICY**

All requests for schedule changes are due by August 22, 2016. Schedules will not be changed after the request deadline unless it is due to a school error.

## **SCHOOL CLOSINGS**

Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:00 AM. If it becomes necessary to dismiss school early, announcements on radio and television will be made at once.

## **TEXTBOOKS**

The school will provide the necessary textbooks for students to use during the year. If the textbook is lost or damaged, the student will be required to pay its replacement cost. Students are required to complete and sign a form documenting the condition of the textbook.

## **TOBACCO/ELECTRONIC CIGARETTES**

Possession/ use or transfer of tobacco, tobacco related products, electronic or alternative nicotine devices (e-cigarettes, e-hookas, vaporizers) are prohibited on school grounds. Any violation to this policy will result in disciplinary action according to the Beaufort County School District's Code of Conduct.

## **UNIFORM DRESS POLICY**

The Beaufort High School Uniform Dress Policy was developed, reviewed and approved by the school's Student Government, Faculty Cabinet and the School Improvement Council.

### **Tops must be...**

1. Plain/Solid (no pattern, school approved logo only).
2. White, Black, or Green (any shade – however, no fluorescents or neon green).
3. Collared, turtleneck or mock turtleneck.
4. Students are permitted to wear Hunter Green or White BHS Spirit T-shirts as their uniform tops Monday through Friday! Shirts must contain a BHS Logo.
5. Black, gray, or white T-shirts (long or short sleeve) may be worn under uniform shirts – this applies to both males and females.
6. Plain/BHS hooded sweaters or sweatshirts may be worn over a uniform top—these must be solid and of the designated school colors: Black, White, Green or Gray.
7. No sheer or see through tops are authorized.

### **Bottoms must be...**

1. Solid khaki, black or navy.
2. Bottoms must be free of graphics and embroidery. This includes insignias, words or pictures.
3. Shorts, dresses and skirts must be modest and of sufficient length (no more than three (3) inches above the knee when standing).
4. Bottoms may not exceed one size larger or smaller than necessary for a proper fit. **"Skinny" pants**, spandex, pants without pockets, yoga pants, leggings, or any athletic pants are not permitted.
5. Jeans (of any color) may not be worn.

### **Footwear must be...**

1. Closed-Toe shoes, sneakers, loafers or heels.
2. Heels must not exceed two (2) inches and must be closed-heel or with a back strap.
3. Exposed socks may not exceed the bottom of the knee.
4. Laces on shoes and sneakers must be tied.
5. Flip flops, crocs, and slippers are not permitted.

### **Coats/Jackets (Outerwear)**

- Outerwear may not be worn inside the school building during the school day.
- Outer wear must be Plain/Solid colors (no pattern).
- Outerwear can only be White, Black, Grey, or Green (any shade – however, no fluorescents or neon green).
- Outerwear may be worn during a class change if the student is exiting the building.
- Outerwear may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or other location designated by the principal and/or the principal's designee.
- The principal and/or the principal's designee may make an exception if the building or classroom is unusually cold.

### **UNIFORM DRESS POLICY General Information**

- Tops and bottoms may not exceed one size larger or smaller than necessary as determined by school administrators.
- Bottoms must be worn at the natural waistline.
- Belts must be worn if bottoms have belt loops.
- Belts must be properly fastened at all times.
- Belt buckles must not be oversized, computerized, or have any writing that is considered offensive.
- Tops must be tucked in with the exception of girl-cut tops.
- Cargo-style bottoms are not permitted.
- Large pendants or medallions are not permitted.
- Chains, spikes or any adornment that could be perceived as or used as weapons are not allowed.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs or sunglasses are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

- Long bead necklaces and/or oversized jewelry are not permitted.
- Outerwear must comply with school colors or be removed and stored in lockers prior to the beginning of the first class.
- Uniforms must be worn during the school day unless special days are designated by the administration.
- A two week grace period will be afforded to new students from the enrollment date to obtain and wear the proper school uniform.
- Reasonable consideration shall be made for students because of religious beliefs or medical reasons through a waiver request in writing from the parent or guardian, and must be approved by the principal or the principal's designee. The principal or designee has the right to request additional documentation from medical officials and/or religious leaders.

### **THE FOLLOWING WILL NOT BE PERMITTED ON SCHOOL CAMPUS**

- Clothing that violates the requirements listed above.
- If you are wearing a hat, it will be confiscated. Do-rags are not permitted on campus.
- Clothing that promotes or advertises gang affiliation, including bandannas.
- Clothing that has pictures or language of any offensive or obscene nature.
- Clothing which displays or promotes the use of alcohol, tobacco, or drugs.
- Any eye wear that is not for prescribed reasons (costume contact lenses, sunglasses, etc.)
- Anything the administration feels could possibly disrupt the school environment (shirts with personal writing, confederate flag shirts, "Black Power" shirts, etc.)

**First Offense:** Students shall be informed that they have violated the policy. They shall be given an opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, students may be placed in an in-school suspension alternative setting for the remainder of the day.

**Second Offense:** A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.

**Third Offense and Additional Offenses:** A third or additional infraction of the dress code shall be categorized as a Level 1 Offense as outlined in the Beaufort County School District Code of Student Conduct, subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may

vary when a student has a record of other student conduct violations during a current school year.

Students who do not comply with the dress code may be excluded from participating in certain extracurricular school programs. Copies of the dress code shall be made available to students and parents.

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee has the right to request additional documentation from medical officials and/or religious leaders.

New students to the school may be given a ten-day grace period from enrollment to obtain and wear the proper school uniforms.

### **WITHDRAWALS**

To withdraw from school, the parent/guardian must contact the Guidance Secretary to complete the necessary withdrawal papers.

## **Acceptable Use Policy for Technology**

The Beaufort County School District makes a variety of communication and information technologies available to authorized users. When properly used, these technologies promote the District's instructional and business purposes. Illegal, unethical, or inappropriate use can have significant negative consequences for the District, its students, and its employees. This policy is intended to minimize the likelihood of such harm by setting standards which protect the District, its users, its data, and its systems.

### **Scope**

This policy governs the use of all electronic systems owned, provided, or subscribed to by the District, including computers and computer-like devices, mobile devices, voice and data communication systems, networks, software, and services. It applies to all users (students and adults) of these systems, on or off District property, at all times.

District employees, contractors, and vendors will sign this policy prior to account access. Students are bound by an opt-out mechanism: parents not wishing for their child to be allowed access to computer networks, Internet, or other communication services must so indicate in writing to the school's Principal.

Under certain circumstances, the use of personally-owned computing and communication devices may be allowed on District property. These non-District-owned devices access District services, networks, data, and services, and as such are bound by this policy. Such devices are the sole responsibility of the owners.

Guest user access can be arranged for lecturers, program presenters, or other event-based needs by arrangement with Technology Services. The Technology Services Help Desk can provide credentials for such users who are bound by this policy. Guest access is limited in terms of Internet and file access.

### **Network and Internet General Usage**

The District employs a variety of technology protection measures to secure and protect data and systems, including filtering Internet content. These protection measures are imperfect and cannot guarantee complete protection.

Access to Technology resources is made available to authorized users in support of the District's instructional and business processes only. Any use of these resources which interferes with these processes is prohibited. Users of the District's technology systems assume all responsibility for use of the network access accounts issued to them, and for District technology assets issued to them or entrusted to their use and care. The District prohibits the use of its resources to view, access, download, store, or transmit any material which is in violation of any District policy or rule, or violates any local, state, or federal law or regulation. Prohibited material includes but is not limited to:

- Obscenity or pornography
- Threats against persons or property
- Material which could reasonably be construed as harassing, bullying, or discriminatory
- Material used to further any commercial business, political party, or other organization not specifically endorsed or supported by the District
- Material protected by copyright or trade secret; plagiarism
- Material which is potentially disruptive of the District's instructional and business processes, including viruses, malware, spam, and tools or software intended to bypass, interrupt, or disable District security, filtering, or data-protection measures

Prohibited activities include but are not limited to:

- Attempts to access data or services to which the user has no District-defined need or permission

- Attempts to bypass, interrupt, or disable District security, filtering, or data-protection measures; hacking
- Use of a network access account other than that issued to you, or allowing (by any means) use of your account by anyone else; impersonation, misrepresentation of identity
- Operating or using a non-District network on District property, such as rogue Wi-Fi, MiFi, mobile hot-spots, or other network technology
- Attaching any personally-owned device to the District's wired network
- Student use of a staff-owned personal device
- Transmission or transportation of confidential or privileged data (such as student information or records, personally-identifying information, District financial data, or personnel data) without authorization, or via a means which make the data subject to loss
- Use of District resources for personal monetary gain; conducting personal financial activities
- Use of District resources to send unsolicited messages unrelated to District business, chain messages, spam, or bulk messages
- Installing software not approved or allowed by Technology Services, particularly any which interfere with the intended operation of the system
- Alteration of or damage to District resources

### **Personally-owned Devices**

The District has a specific wireless network configured for the use of personally-owned laptops or mobile computing devices. When on District property, users of personally-owned devices may access only this wireless network and no other network. This network allows filtered access to Internet, and no access to the District's business network.

Personally-owned devices are permitted on District property, but may only be used at the direction of a teacher or school administrator. All use during the school or work day must be clearly related to instructional purposes. Administrators, Teachers, or Technology Services personnel may prohibit the use of personally-owned devices at any time.

Owners of these devices are solely responsible for the configuration, content, upkeep, and safety of their devices. The District will not assist with configuration, will not troubleshoot issues, and assumes no responsibility for function or safety.

### **Student Use of Electronic Communication Tools**

Electronic communication tools, including, but not limited to, student email accounts, learning management platforms, or District-approved social networking sites, may be provided by the District. Students must abide by the guidelines established in this document while using all electronic communication tools. Students are only permitted to access email accounts provided by the district. Accessing personal email accounts is not allowed.

Student Internet access will be under the direction and guidance of a District staff member. In addition, all students in grades K-12 will receive instruction on Internet safety and cyberbullying each school year.

### **Confidentiality and Privacy**

Information considered to be confidential or personal should not be transmitted via District systems except via means designed or approved for that purpose by Technology Services. The District assumes no responsibility for lost or stolen personal information sent or received via or stored on District systems. Any data stored on or communication transmitted via its systems should not be considered private. The District maintains the right to examine this information at any time.

### **Violations and Consequences**

Users who observe or become aware of violations of this policy are required to report them to a teacher, administrator, supervisor, or Technology Services immediately. Failure to do so is itself a violation of this policy.

Upon discovery of violations or threats to the proper function of District systems, Technology Services will act to protect data and systems. User account access may be suspended to isolate threats. Account suspension will be communicated to the Principal (in the case of student involvement), to the Supervisor and Human Resources (in the case of employee involvement), or to the sponsoring department (in the case of a vendor or contractor).

Violation of this policy by District employees may result in disciplinary action up to and including dismissal. Disciplinary action is the responsibility of Human Resources. Typically, a first violation may be met with a suspension of access privileges and a formal reprimand. Second or subsequent violations may be dealt with more severely.

Violation of this policy by students is within the scope of the Student Code of Conduct. The school's disciplinary process will be followed.

Violation of this policy by contractors, vendors, or other authorized users who are not District employees may result in revocation of access privilege or other consequence as defined by the District.

**Exceptions:**

Rapid advances in the state of technology and the District's interest in testing or evaluating new technologies may warrant temporary suspension of certain provisions of this policy. Technology Services will supervise and manage these exceptions during evaluation periods.

Technology Services personnel are exempt from certain provisions of this policy for diagnostic and troubleshooting purposes, provided these exceptions are within the scope of their professional responsibilities.

**Limitation of Liability:**

Beaufort County School District will not be responsible for damage or harm to persons, files, data, or hardware, including personally-owned devices.

The District employs security and filtering mechanisms and attempts to ensure their proper functioning, but can make no guarantee regarding their effectiveness.

**I have read and understand the Beaufort County School District's Acceptable Use Policy for Technology.**

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Print Name

Signature

Date