

**Crestwood High School**  
**Mission Statement**  
*“Keeping Academics and Citizenship First and Foremost”*

**2020-2021**

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**Mr. James T. Curry, Assistant Principal**  
**Ms. Rose-Marie Richardson, Assistant Principal**  
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This agenda belongs to:

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Sumter School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission to, treatment in, or employment in its programs and activities. For inquiries regarding the policy, contact the Assistant Superintendent for Human Resources or the Director of Specialized Programs, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150 or call 803-469-6900.

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This agenda contains the pages you should use for hall passes.

### **MESSAGE FROM THE PRINCIPAL**

Dear Parents and Students:

On behalf of the faculty and staff, I welcome you to a new school year. We are eager to create a positive academic and social learning experience in a safe and nurturing environment. The goals of Crestwood High School are to improve student achievement and prepare students for college and career readiness.

The handbook will help to communicate the expectations of all students. Please become familiar with this handbook. All students are expected to follow the rules throughout the entire school year.

Crestwood High School offers numerous opportunities for student and parental involvement. Everyone is invited to become actively involved in the school and community. Let us have a wonderful and successful school year as we keep “academics and citizenship first and foremost”.

Shirley Gamble  
Principal

### **IMPORTANT MESSAGE FOR PARENTS**

We want to ensure that you are aware of school policies. Please take a few moments to review this handbook with your child.

### **VISION STATEMENT**

The vision of Crestwood High School is to provide a safe and supportive school in which everyone excels in academics and citizenship.

### **BELIEFS**

We believe that:

Learning is a lifelong process.

The quality of education primarily determines the quality of life in a community.

The family is the most important influence on the individual.

Every person has intrinsic worth and unlimited potential.

Character development is necessary for optimal achievement.

Each individual is responsible for his or her own actions.

Active involvement of parents, students, staff, and community is critical to the education process.

Teamwork is necessary to achieve the goals of an organization.

Effective communication bridges gaps between human beings.

Children and youth are our greatest assets.

### **ACCREDITATION**

Crestwood High School is proudly accredited by Southern Associations of Colleges and Schools and Schools Council on Accreditation and School Improvement (SACS CASI), an accrediting division of AdvancED. Regional accreditation ensures that diplomas are universally accepted by employers, colleges, universities, and the military.

### **PARENT INVOLVEMENT**

Crestwood welcomes volunteer workers. Volunteers are parents and/or community members who are willing to donate time and energy to assist teachers and staff with various tasks that will result in effective operation of the school day. All potential volunteers must complete a volunteer packet 30 days in advance before serving. For more information, please contact the secretary at 469-6200, ext. 7110.

### **COMPROMISO DE LOS PADRES**

Crestwood acoge y apoya a los voluntarios. Los voluntarios son padres y/o miembros de la comunidad deseosos de donar su tiempo, energía y conocimiento para ayudar a los maestros y empleados en el desarrollo de de diferentes tareas que facilitan el funcionamiento de la escuela. Todos los potenciales voluntarios deben completar unos requisitos 30 días antes de vincularse al voluntariado de la institución. Para mayor información comuníquese con la secretaria al teléfono: 803-469-6200, ext. 7110.

### PARENT ACCESS TO STUDENT DATA

PowerSchool, our data management system, allows parents with internet access to keep track of grades and attendance data. Please pick up information about how to get access to this information from the school or download from our website <http://chs.sumterschools.net/>.

### BELL SCHEDULE

2020-2021 SCHOOL YEAR

8:25	Bell to Report to 1st Block
8:45	Tardy to 1st Block Departure of AM Career Center Students Pledge, Moment of Silence
10:25	End 1st Block
10:30	Tardy to 2nd Block
11:45	Career Center Lunch
12:00	End 2nd Block/ End of Career Center Lunch Dismiss to 3rd Block/A Lunch
12:05	Tardy to 3rd Block/A Lunch
12:30	A Lunch Ends
12:35	A Lunch Tardy to 3rd Block
12:40	B Lunch Begins
1:10	B Lunch Ends
1:15	B Lunch Tardy to 3rd Block
1:35	C Lunch Begins
2:05	C Lunch/End 3rd Block
2:10	Tardy to 4th Block
3:40	End 4th Block / Afternoon Announcements
3:45	Dismissal

SPECIAL NOTES: (1) The location of the student's 3rd block class will determine his/her lunch period. (2) Early dismissal privileges may be extended to seniors upon administrative approval.

NOTE: If permanent changes to the bell schedule are made, these will be announced and you should note the changes here.

### SCHOOL CALENDAR

2020-2021

#### AUGUST

10-14	LEAP Days
17	School Inservice Day
18-21	District Inservice Days
24	School Inservice Day
25-27	Teacher Workday

28 Students Begin Virtually

#### SEPTEMBER

7	Labor Day Holiday
21	Freshmen Interim
30	Interim Reports

#### OCTOBER

9	Freshman Interim
30	Last Day of 1st Quarter

#### NOVEMBER

2	First Day of 2 <sup>nd</sup> Quarter
3	Election Day
11	Veterans Day Holiday
13	1 <sup>st</sup> Quarter Report Cards
23-25	Virtual Learning Days
26-27	Thanksgiving Holidays
30	Freshman Interim

#### DECEMBER

10	Interim Reports
17	Freshman Interim
21-22	Virtual Learning Days
23-Jan. 1	Winter Holidays

#### JANUARY

4	School Resumes
18	Dr. Martin Luther King, Jr. Holiday
20	Last Day 2nd Quarter/ 1st Semester
21	First Day of 3rd Quarter/2nd Semester
29	Report Cards

#### FEBRUARY

15	Freshman Interim
24	Interim Reports

#### MARCH

8	Freshman Interim
24	Last Day 3rd Quarter
25	First Day of 4th Quarter

#### APRIL

1	Report Cards
2	Virtual Learning Day

5-9 Spring Holidays  
27 Freshman Interim

#### MAY

7 Interim Reports  
18 Freshman Interim  
31 Memorial Day Holiday

#### JUNE

3 Last Day for Student Attendance  
Report Cards  
4 Teacher Workday

#### WEBSITE & SOCIAL MEDIA

Parents who wish to receive up-to-date information about Crestwood should visit the website regularly. Parents must visit guidance to sign up for Parent Portal to access their student's grade reports digitally. Additionally, parents and students should visit the school social media pages on Facebook, LinkedIn and Twitter for up-to-date information and events.

#### GUIDANCE

The mission of the Crestwood Guidance Department is to assist students in their social/personal, career and educational development. Counselors advise students on issues such as course selection, career development, college and other post-secondary education, scholarship and financial aid opportunities, and personal concerns.

#### PROMOTION POLICY

High school students must earn 24 units of credit within their four years in high school before receiving a South Carolina high school diploma.

Promotion to 10th Grade: A student earned at least five units of credit, with at least one credit in English and one credit in mathematics.

Promotion to 11th Grade: A student earned at least 10 units of credit, with two units in English and two units in mathematics.

Promotion to 12th Grade: A student earned at least 16 units of credits, with at least three units of English and be in a position to complete a minimum of 24 units required for graduation by the end of the second semester of his/her senior year. Seniors must demonstrate proficiency in keyboarding and computer literacy before graduation. End of course assessments are state mandated for core subjects as part of the regular high school program for all students.

No student will be admitted to twelfth grade without meeting the following criteria:

Successfully completed a minimum of 16 units to include three units of English, three units of math, two units of science, two units of social studies and one unit of another state required course.

Completed three years of high school attendance.

Eligible to graduate at the end of the second semester of his/her senior year.

#### VALEDICTORIAN/SALUTATORIAN /HONOR GRADUATE/MARSHAL

(A more detailed description of these programs is available in Guidance.)

The Valedictorian must have the highest GPA in the graduating class by completion of the 175th day of the senior year.

The Salutatorian must have the second highest GPA in the graduating class by completion of the 175th day of the senior year.

In case of more than one student having the highest or second highest grade point average, multiple valedictorians or salutatorians will be declared and no attempt will be made to break ties. If there are multiple valedictorians, then all commencement speeches will be given by the valedictorians.

In addition to having the highest GPA of the graduating class, the Valedictorian and Salutatorian must meet the Honor Graduate criteria.

Honor graduates and junior marshals are the top students in their respective classes. The number of eligible students may vary from year to year depending on the number of qualifying students and the number of seniors in the graduating class. Any student with behavioral violations and/or excessive absences will not meet the criteria. In addition, qualifying students must have received credit in dual enrollment/early college courses.

The Sumter School District Honors program recognizes and rewards students who complete a rigorous, challenging program and maintain good discipline records. This course of study exceeds the minimal requirements established by the South Carolina Department of Education for a regular high school diploma.

#### Honor Graduate Criteria:

have a GPA of 3.75 or above;

complete 28 Carnegie Units in CP or Honors course;

must have a minimum of 2 AP, IB or Dual Enrollment courses.

#### DUAL CREDIT COURSES

The Dual Credit Program allows eligible high school students the opportunity to complete college courses on the high school campus and/or the college campus. Dual enrollment is available to eligible juniors or seniors who obtain both parent and school written permissions. In addition, students must be accepted by the local college. The University of South Carolina-Sumter offers an Early College program to students. A Middle College program is offered to students by Central Carolina Technical College. Dual enrollment courses are taught by college staff on the Crestwood High School campus. Juniors and seniors who desire to participate in the Dual Credit, Middle College or Early College Programs must have the appropriate forms approved by a parent, the school counselor,

and the principal. Students must meet with their high school counselor during the registration period to determine eligibility for one of these programs. The forms and a list of course offerings may be obtained from the Guidance Department.

### TESTING PROGRAMS

**PSAT/NMSQT:** The Preliminary Scholastic Aptitude Test helps students to prepare for the SAT will be given in the fall to all tenth grade students. Students will not be required to pay a fee. The PSAT/NMSQT is the instrument that is used to determine National Merit Scholarship and Achievement Scholarship winners from eleventh grade student scores. This test is usually scheduled in October and all 11th graders who are interested in taking this test must sign up in the guidance office and pay the required fee to the bookkeeper by the deadline.

**COLLEGE ENTRANCE TESTS:** The ACT and SAT are used by colleges and universities to help decide upon student admissions. Test sites are designated by the ACT and SAT, with locations being listed in the application materials.

Students should consult their counselors about the application process and to get help in deciding which admissions test would be most appropriate for them. Students are strongly encouraged to take advantage of test preparation workshops and special materials that are available to them.

**WIN CAREER READINESS ASSESSMENT:** Students are required to take the WIN Assessment in the spring of their third year in high school. WIN is a job skills assessment that helps employees select, hire, train, develop and retain a quality workforce. The assessments measure foundational and soft skills (skills that employers feel are essential to success in the workplace). The statewide assessment includes four timed tests which are timed: Reading for Information, Applied Mathematics, Locating Information and Essential Soft Skills.

**ASVAB:** The Armed Services Vocational Aptitude Battery (ASVAB) will be given at least once during the school year to all interested eleventh and twelfth grade students. While the ASVAB is necessary for all students interested in entering the military, it can also be useful to any student interested in obtaining insight into his/her aptitudes and interests.

**EOCEP:** The End of Course Examination Program is required by law in all identified courses. Exams are administered in English I, English 2, Algebra I, Biology, and US History each semester and count for 20% of the student's final grade.

### GRADE REPORTING

Report Cards will be distributed on the following dates: November 13, 2020; January 29, 2021; April 1, 2021; and June 3, 2021 (by mail)\*.

Interim Reports for Grade 9 will be distributed on the following dates: September 21, 2020; October 9, 2020; November 30, 2020; December 17, 2020; February 15, 2021; March 8, 2021; April 27, 2021; and May 18, 2021.

Interim Reports for Grades 10-12 will be distributed on the following dates: September 30, 2020; December 10, 2020; February 24, 2021; and May 7, 2021.

\*NOTE: Report cards may be held for students with outstanding debts. Parents who come to the school for a conference about grades and student debts will be given a copy of the mid-semester report card upon request.

Grading System – The evaluation of student achievement is as follows:

A	90–100	Excellent	D	60–69	Below Average	
B	80–89	Good		F	0– 59	Failure
C	70–79	Average		E	No credit due to attendance	

It is against school policy to award a grade of Incomplete. The student will receive a grade of zero averaged in for incomplete work; however, this grade will be changed if the student is authorized to complete make-up work and turns the work in by the appropriate deadline.

### SCHOOL POLICIES/PROCEDURES

#### EXAMINATION SCHEDULES

All exam dates are scheduled by the district or state. Adjustments will be made only for the following reasons:

Medical – with a doctor's note; Legal – with a court order or its equivalent; Bereavement – with an obituary revealing relationship or a letter from the funeral director; Military orders – within two weeks of the exam(s).

Parents should contact the school ASAP to avoid a grade of "0" being applied. Excuses will be checked and approved by the principal or his/her designee. The exam(s) will be rescheduled if the excuse is approved. These excuses should be approved in advance, if possible. Any student who misses an exam without prior approval must have a parent conference with the principal to determine if the exam can be administered.

#### STUDENT ABSENCES

Students are required to attend school on a regular basis to receive credit. Parent notes to excuse absences cannot exceed five (5) days for semester courses and two (2) days for quarter courses. Any absence in excess of this number will require a doctor's note, a court summons or its equivalent, or documentation of death in the family.

Excuses for absences should be turned in the same day the student returns from the absence to attendance personnel or to their first block teacher. Absences not cleared within three (3) days upon returning to school will be counted as unexcused absences beginning the fourth day.

NOTE: PARENT EXCUSES MUST CONTAIN THE FOLLOWING INFORMATION: date of absence(s), phone number where parent/guardian may be reached for verification, reason for absence, parent/guardian signature.

NOTE: EXCUSABLE ABSENCES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING INSTANCES:

1. Illness
2. Death in the family
3. Certain appointments which could not possibly be arranged except during school hours
4. Serious illness/hospitalization of immediate family member
5. Court appearance
6. Trips, school-to-work experiences, etc., deemed by the principal or his/her designee to be of equal educational value as a day of school attendance (may not exceed ten days); prior approval must be granted.

#### STUDENT SIGN-IN AND SIGN-OUT

Students will not be allowed to sign in or sign out on a regular basis, even with parental permission. Students who repeatedly report to school late and /or sign out early will be considered truant. The gates will be opened for student drivers only between classes as follows.

#### STUDENT PARKING LOT GATE SCHEDULE

8:45 a.m.	Lock Gate	12:05 p.m.	Lock Gate
10:00 a.m.	Open Gate	2:00 p.m.	Open Gate
10:30 a.m.	Lock Gate	2:10 p.m.	Lock Gate
11:45 a.m.	Open Gate	3:45 p.m.	Open Gate

SIGN-IN: Students should always sign in if they arrive after the tardy bell. Failure to sign in on time will result in the student being disciplined for being tardy and/or cutting class time, whichever applies. Failure to sign in a legible manner may also result in the student being considered absent. Students will not be allowed to sign in after 12:00 without a legal note, a doctor's note, or a parent/guardian with them to excuse the late arrival. Students who arrive without any of the above will be sent home or sent to ISS if they do not have return transportation unless attendance can verify the authenticity of the late arrival AND the principal or his/her designee agrees to allow the student to attend classes.

SIGN-OUT: Unless there is an extreme emergency, we will not interrupt instruction to call students out of class. Students will be called out of fourth block only when announcements are being made at the end of the day.

Sign-out rules include the following:

Students will be allowed to sign out only between classes. See the Bell Schedule. Students who sign themselves out using written parental notes should be sure to turn the notes into the attendance office in advance for verification. Parent notes should include

the telephone number where a parent/ guardian can be reached to verify the requests. Failure to do so could result in the requests not being honored.

Any parent who must sign out his/her child should make note of the bell schedule and arrive at a time that will enable school personnel to call the student at the end of a class period. Please adhere to these times to avoid problems. It is our policy NOT to disrupt classrooms for early dismissal during classroom instruction except in the case of extreme emergency. By regulation and commitment, we need to protect instructional time. Parents/Guardians must show a picture I.D. and be listed in the database in order to sign students out of school. Parents will not be able to sign their student out by phone. Only an individual whose name is on the student's records (including emergency contacts) will be allowed to check a student in or out. Students should always sign out legally through the attendance office before early departure. Failure to do so will result in appropriate disciplinary action. Student drivers who need to check out early should adhere to the gate opening times noted above.

#### ADDITIONAL DISMISSAL PROCEDURES REGULATIONS

1. Only students who ride buses are allowed in the bus loading area.
2. Early dismissal students must wait in the front office if necessary, not in the halls or in front of the building.
3. After school students awaiting pick-up should wait outside clear of the doorway except in case of inclement weather.
4. Students are not authorized to be in the building unattended after 3:45p.m.
5. Pick up time should be no later than 4:15p.m.

#### SENIOR EARLY DISMISSAL

Seniors may be allowed to obtain early dismissal if they meet requirements and obtain permission from the Guidance administrator. Parents must visit the office to complete this request. Requests made via email, telephone, or notes brought by the student will not be accepted. Early dismissal students are not allowed back on campus without written permission from the principal.

Special Note: Students MUST have punctual transportation off campus. Failure to leave campus promptly can result in the following:

(1) temporary assignment to ISS to await transportation, (2) loss of early dismissal privileges (placement in a course), or (3) disciplinary action (depending on circumstances). The gate will be open for student driver departures between classes (see times noted above).

#### HEALTH ROOM PROCEDURES/MEDICATION

A health room (with limited services) is available in the main office for students who are ill or who need minor medical attention. A pass from a teacher is necessary to come to the health room during class. We do not usually have a nurse on campus. The student may call a parent and return to class if possible. If the parent arrives, the student will be called to the office. The school does not have the facilities to allow students to remain in the "health room" for long periods of time.

If a student must take any form of medication (prescription or over the counter) while at school, a "Request to Dispense Medicine" form must be signed by a physician and parent. The form should be completed by the physician before the medication is brought to school. If a medication is brought to school without a permission form, it will be held, but not administered, in the attendance office until a form is completed and returned or the parent/guardian will be required to pick it up. All medication must be picked up by the last day of school. The school cannot be responsible for medication left beyond that date.

NOTE: There is a nebulizer available for use for severe asthmatics if required by a physician. However, parents must supply tubing and medication for treatments.

### **EMERGENCY INFORMATION FORM**

It is critical for parents and students to maintain current emergency information about health issues and parent/guardian contact in our attendance office. The health and well-being of the students are at stake. The information should include emergency telephone numbers, address, guardian, individual authorized to check students out, etc. Only parents/guardians can update emergency information form. This should be done in person for security purposes.

### **TELEPHONES**

School telephones are for business and/or emergency use, and students do not have free access to them. Students will not be allowed to use office telephones except in case of health emergency.

### **STUDENT DELIVERIES**

The school staff will not accept deliveries for students. Students will not be called out of class. Family members can either leave the item with the front office staff or wait until a change of period, at which time the student can be called to the office (these deliveries should be restricted to emergency items). The ban on deliveries include special events such as birthdays, Valentine's Day, etc. NOTE: Balloons, toys, stuffed animals, flowers, etc. are banned from campus. Lunch and/or food items being delivered will be held until the student's assigned lunch time. Students cannot take food deliveries in the building and will be required to consume the items in the main office.

### **USE OF STUDENT AGENDAS**

The agenda is to be used as a hall pass, but only if the pass is signed properly by a staff member. If the student's name is not written IN INK on the hall pass pages in the appropriate place, the pass will be considered void. Teachers should not issue passes to students who do not have their agendas with them. Students should not be in the hallways during class time without an appropriate hall pass. If the agenda is lost or confiscated, there is a \$5.00 fee for a new one.

## **BUS INFORMATION**

Questions about transportation issues should be directed to the Bus Office which is located on the campus of Hillcrest Middle School (phone: 499-3422). Bus transportation is provided for all students; therefore, no student will be excused from school because he/she could not find a ride or because the student had car trouble. Students are expected to ride ONLY the bus to which they have been assigned. Any changes, whether temporary or permanent, must be made through the bus office (phone: 499-3422) not through the school. These requests must be made as far in advance as possible. Delays in notification may result in the request being denied. Requests will also be denied if the bus is generally full. Never assume that the request will be approved unless you have spoken to the bus office. We are NOT authorized to allow students to ride buses to which they are not assigned. Requests made at the school will be denied. No student is supposed to enter the bus area after school unless he/she is going to ride a bus home that day. Disciplinary action will be taken if students enter the bus area when they are not supposed to be there.

### **IN-SCHOOL SUSPENSION**

Crestwood High School has an In-School Suspension Program (ISS). It is a form of disciplinary action for which the primary purpose is to keep students in school and up-to-date with their assignments. The program is based primarily on social isolation. In ISS, each student's behavior will be monitored. Rules and consequences are listed and explained to each student. Students should be counseled daily in ISS by the guidance department. ISS helps students realize that they are responsible for their actions, and that consequences consistently follow inappropriate behavior.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The board believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process. Students have civil rights, including the right to equal educational opportunity and freedom from discrimination. They have the responsibility not to discriminate against others. Students have the right to attend free public schools. They have the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school. Students have the right to due process of the law with respect to suspensions, expulsions, and unreasonable searches and seizures. They also have the privilege of appealing administrative decisions that they believe have deprived them of their rights. Students have the right to free inquiry and expression. They have the responsibility to observe reasonable rules regarding these rights. Students must be made aware of their legal rights and also of the legal authority of the board to make, or delegate authority to its staff to make, rules and regulations regarding the orderly operation of the schools.

Students have the right to advocate change of any law, policy or regulation. Students may exercise their right to freedom of expression through speech, approved time for assembly, petition and other lawful means. The exercise of this right may not interfere with the rights of others. Students may not use this freedom of expression to present material that is obscene or slanderous, or to defame character. They may not use this freedom to advocate violation of federal, state and local laws, or school policies, rules and regulations.

The district will accord all students privileges and rights without regard to race, religion, sex, creed, disability, national origin, or immigrant status or English-speaking status. Students may present complaints to teachers or administration officials. The administration will provide adequate opportunities for students to exercise this right through channels established for considering such complaints and grievances.

#### STUDENT DUES AND FEES EXPLANATION

Senior dues pay for expenses of graduation practices, senior meals provided after practice, senior awards at Class Day, and any other activities that the Senior Board and/or senior class as a group might decide to do.

Junior dues pay for expenses of Prom, Ring Ceremony, recognizing junior class members/officers, and any other activities in which the junior board/junior class might participate. Leftover funds move up with the class to help defray senior costs. Sophomore and freshman dues to help defray costs in later grades, since funds are carried from grade to grade. Classes and/or class boards may also choose to undertake projects specific to themselves, which may be funded by class dues.

\*NOTE: In the event of a death of a classmate or a classmate's parent, flowers may be sent to the family from that class using class funds.

#### GENERAL FEES:

- 1) A record of all unpaid fees will be maintained in the student's permanent file. These fees must be paid before the student will be allowed to participate in prom, senior awards program and the graduation ceremony; in addition, neither an official transcript nor a final report card will be released until all fees are cleared.
- 2) Personal checks are accepted in most circumstances but must have a current phone number and be made payable to "Crestwood High School".
- 3) No refunds will be issued without a receipt.
- 4) Checks that are received for payment of fees and for fundraisers will not be accepted if dated more than 10 days old.
- 5) Postdated checks will not be accepted under any circumstances.
- 6) Payments for outstanding fees after April 26, 2021, must be made in the form of cash or money orders only. No checks will be accepted.
- 7) A \$25.00 fee will be assessed by the school for returned checks.
- 8) Due to district policy about money being kept overnight at school, all monies paid to the school must be received in the bookkeeper's office by 3:00p.m. each day.
- 9) New agenda: \$5.00

Class Dues (Mandatory)		
Freshmen	\$ 5.00	
Sophomore	\$ 5.00	
Junior	\$10.00	
Senior	\$10.00	
Parking Decal (Optional)	\$25.00	\$30.00
Parking Decal	\$15.00	(if purchased during 4th quarter.)
Parking Decal Lost or Replacement	\$20.00	

#### STUDENT IDENTIFICATION BADGES

The first ID Badge is free for all students.

NOTE: Replacement ID badges must be purchased. The cost/price breakdown is as follows:

Replacement ID	\$5.00
Badge Holder & lanyard	\$2.00
Temporary ID	\$2.00
Lanyard Badge	\$1.00
Badge	\$1.00

School ID badges are required for all students. Due to increases occurrences of school violence and intruders, it is imperative that school officials quickly identify unauthorized individuals within the building. Permanent IDs are to be worn facing outward (face side out) suspended in the chest area with no blockage or alteration of information/picture/barcode. The ID must be in good condition. The picture must not be erased or faded. No stickers should be placed on the front of the ID. Cards should not be covered by clothing. Temporary IDs are to be worn in the chest area with no additional marks or other form of defacement.

Student badges must be appropriately displayed at all times. Students may not be allowed to participate in field trips without picture ID cards. Failure to display the badge will result in a disciplinary referral. A student cannot purchase more than five temporary stickers. A student will be sent to ISS when he/she has excessive ID cards charged and cannot obtain a new one. Possession of an ID card other than the student's own will result in a disciplinary referral and permanent confiscation of the extra card. Defaced ID badges will be confiscated and the student will be required to purchase a replacement.

#### YEARBOOK FEE

Yearbook \$55.00 + Taxes (if purchased before October 1, 2020) (The price increases in \$5 increments at the end of First quarter (October 20, 2020—\$60.00 + taxes) and end of second quarter \$65.00 + taxes (January 14th, 2021) with a final cost of \$65 + taxes if purchased after January 14, 2021, but when the yearbooks get to the school the price will go up to \$75.00 + taxes. A non-refundable deposit of \$25 will reserve a copy of the yearbook at the lower price, but the remaining balance, + taxes, must be paid before March 26th, 2021.



### **INSTRUCTIONAL FEES**

Crestwood High School does not charge instructional fees. Career Center students must pay fees for courses or other fees charged by the Career Center directly to the Career Center.

### **CHANGE**

The bookkeeper make change (if they have it) ONLY during lunch periods, not before or after school or during class time. Please DO NOT send your student to school with large bills unless he/she is paying a fee. The highest bill the cafeteria personnel will accept is a five. Please send your student with smaller denominations for his/her spending convenience. The highest bill the bookkeeper is allowed to change is a twenty dollar bill.

### **VENDING**

The school cannot accept responsibility for money lost in the vending machines. Students/staff may use at their own risk (machines are not the property of the school). Vending machines are off limits during class time. In addition, vending machines in the main office are off limits to students. Outside vending food and beverages are not permitted on campus.

### **STUDENT DROP-OFF / PICK-UP**

NO STUDENT IS TO BE DROPPED OFF OR PICKED UP IN THE STUDENT PARKING LOT. All student/parent traffic should proceed to the faculty parking lot to drop off or pick up students. Ample parking spaces are available at the far end of the faculty parking lot for afternoon pick up. Persons picking students up in the afternoon should not block the handicapped parking spaces. Some parking spaces are reserved. These spaces are marked and should be left for the person whose title is on the space. No one else should park in the space until after 5:00 p.m. No student is supposed to enter the drop off area after school unless he/she is going to be picked up that day. Students are required to leave campus immediately after any extracurricular activity.

### **STUDENT PARKING**

NO STUDENT IS TO BE DROPPED OFF OR PICKED UP IN THE STUDENT PARKING LOT. Driving to school is a privilege granted to students who choose not to take advantage of school bus transportation. In order for a student to maintain driving privileges, the parent/guardian and student must ensure that the following rules are strictly followed: All student drivers are required to take the National Safety Council's Alive at 25 Class prior to driving to school. This is a one time class and one time fee to be paid to the NSC, not the school. There are various locations, one of which is Crestwood, where classes are available. For further information or to register call 800-733-6185 or visit the website at <http://www.scnsc.org>

1. Students must take one of the driver safety classes offered at Crestwood after school in order to obtain a parking permit.
2. Students must purchase a parking permit each year.

3. Students must report to school prior to 8:25 and leave the vehicle immediately. No loitering is allowed in the student parking area before or after school. Students should be off campus or with their activity sponsor by 4:00 p.m.
4. PARK IN THE STUDENT PARKING AREA ONLY. If your vehicle is found to be in an unauthorized area or parking space, the vehicle may be ticketed or towed at the owner's expense.
5. Do not double park at any time.
6. You must have administrative permission to return to the student parking lot after entering the building except after the final bell of the day.
7. You must have an up-to-date school parking permit for any vehicle parked in the student parking lot or the vehicle may be towed at the owner's expense. Cost per decal is subject to change.
8. By entering school grounds, the person in charge of any vehicle consents to the search of the vehicle (with or without cause) by school officials or police officers. The search may include the passenger compartment, engine compartment, trunk, and all containers (locked or unlocked) in or on the vehicle.
9. A detailed schedule of regulations and penalties is available upon request from the bookkeeper and/or traffic monitor.
10. A temporary permit may be purchased for \$3.00 (subject to change) or charged for \$6.00 a day for the student who qualifies but forgets the permanent permit for the day.
11. Illegally transporting other students off campus is a Category III disciplinary action, the penalty for which may include suspension of driving privileges in addition to other penalties. Any student driver who leaves campus illegally as a rider will face the same penalty as the driver who leaves illegally.
12. Driving on unauthorized non-road surfaces may result in fines and/or loss of driving privileges.
13. Violation of any parking regulations may result in fine or loss of driving privileges (perhaps permanently) based on the seriousness of the offense.

DRIVING/PARKING PRIVILEGES MAY BE REVOKED AT THE DISCRETION OF THE ADMINISTRATION. PARKING ON CAMPUS IS A PRIVILEGE, NOT A RIGHT.

### **TEXTBOOKS**

Textbooks are provided by the State Department of Education at no cost to the students; however, students are required to pay for state-owned textbooks which are damaged or not returned. We will not be responsible for textbooks left in lockers. SOUTH CAROLINA LAW PROHIBITS SCHOOL OFFICIALS FROM ISSUING TEXTBOOKS TO STUDENTS WHO OWE FOR TEXTBOOKS AND FROM ISSUING MORE THAN ONE SET OF BOOKS TO A STUDENT.

### **PHYSICAL EDUCATION**

Lockers are not to be shared with others. PE students are required to dress out for class. The attire includes: shorts or sweat pants, t-shirts or sweat shirts, tennis shoes and socks.

### **CLUBS/ORGANIZATIONS/STUDENT ACTIVITIES**

(This list may vary slightly from year to year and will be updated during the year as new organizations are added.)

AFJROTC Drill Teams  
Art Club  
Athletics  
Band  
Chorus  
FBLA  
FCA  
FCCLA  
FFA  
Freshman Board  
Junior Board  
Junior Civitan  
National Honor Society  
National Technical Honor Society  
Senior Board  
Sophomore Board  
Spanish Club  
Student Government Association  
WCHS Broadcast  
Yearbook/School Paper

### **INTERSCHOLASTIC ELIGIBILITY REQUIREMENTS**

While participating in interscholastic sports, a student must be a full time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he has previously received credit cannot count this course as one of the required for eligibility. This is considered monitoring a course.

To participate in interscholastic athletic activities, students in grades 9- 12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
2. To be eligible during the second semester, the student must meet one of the following conditions:

(a) If the student met first semester eligibility requirements, then he or she must pass the equivalent of four, ½ units during the first semester.

(b) If the student did not meet first semester eligibility requirements, he or she must pass the equivalent of five half-units during the first semester.

NOTE: In a 4 x 4 block schedule where units or ½ units are granted at the end of the semester the following will apply:

- . If eligible first semester, must earn 2 units
- . If not eligible first semester, must earn 2 ½ units

Students must satisfy eligibility requirements in the semester preceding participation.

1. Credits earned in a summer school approved by the State

Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.

2. Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester. Under the current League program, this will apply to participants in basketball and wrestling.

D. Students must have the following on file in the Athletic Director's Office:

1. Valid Birth Certificate.
2. Physical dated after April 1 of the previous school year.
3. Signed Parent Permission form.

E. Students are required to attend all classes to participate in the day's practice and/or game.

F. Discipline for Athletes:

1. Athletes who are suspended pending an expulsion hearing and are returned to school by the district will not be allowed to participate in any athletic activities for the year unless participation is approved by the superintendent or his designee.
2. Athletes who are suspended for Category III Offenses will be immediately dismissed from the team and not be allowed athletic participation for that season.
3. Athletes who are suspended during a season will be placed on strict probation for the remainder of that season. Any further disciplinary actions will result in immediate dismissal from the team for the remainder of that sport season.

G. Those athletes who desire to continue their academic-athletic career in a Division 1, 1AA, or 2 colleges must meet minimum Core Class requirements with the NCAA Eligibility Center. This process can be completed online at <https://web1.ncaa.org/eligibilitycenter/common/>. See the Academic Coach for further information.

H. All transfer students are considered ineligible until the proper transfer Special Form A is approved by the South Carolina High School League office.

### **Electronic Communication Devices (ECD)**

#### **POSSESSION/USE OF ELECTRONIC COMMUNICATION DEVICES IN SCHOOL**

Code JICJ Issued 9/14

Purpose: To establish the basic structure for student possession/use of electronic communication devices in the schools of the district.

The board believes that the possession of electronic communication devices (ECDs) by students during the school day is a privilege which may be forfeited by any student who fails to abide by the terms and provisions of this policy.

For purposes of this policy, electronic communication devices are defined as any electronic equipment that emits an audible signal, vibrates, sends and/or receives a

message (voice or text) or displays a message or otherwise summons or delivers a communication to or from the possessor. Examples of ECDs include, but are not limited to, cellular and wireless telephones, laptops or mini computers, cameras and/or camera phones, personal digital assistants (PDA's), e-readers, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices and other devices that allow a person to record and/or transmit, in real time or delayed basis, sound, video or still images, text or other information.

In addition to instructional use of ECDs in the classroom/instructional setting, students are permitted to use ECDs in free-zone locations that are defined as designated areas for ECD usage on school campuses during non-instructional times. Examples of free-zone locations include, but are not limited to, the cafeteria, gymnasium, hallways and/or outside areas. Principals have the authority to determine the appropriate free-zone locations on individual campuses. In addition, students are prohibited from using ECDs in a manner which would constitute an "invasion of privacy" or in violation of the Sumter School District Code of Conduct.

Violations of policy JICJ (Possession/Use of Electronic Communication Devices) may result in disciplinary action, confiscation of ECDs and/or referral to law enforcement. Disciplinary action will be imposed in a progressive manner based upon previous violations and/or the circumstances pertaining to the specific infraction. Students may forfeit the privilege to use ECDs for the remainder of the school year if multiple infractions occur.

All ECDs which are confiscated by school personnel will be kept at the school in a secure location by the principal or designee. While in school custody, school officials will not search or tamper with ECDs unless they reasonably suspect that the search is required to ascertain evidence of a violation of the law or other school rules. The search will be conducted in accordance with policy JIH (Student Interrogations, Searches and Arrests).

The student assumes the responsibility to maintain and secure the ECD. District and school officials recommend that students do not share or exchange ECDs for personal use outside of the instructional setting. Neither district nor school officials are responsible for the damage, loss, misuse, theft or vandalism to ECDs brought onto its property.

Adopted 5/23/11; Revised 9/22/14  
Legal references:

A. S.C. Code of laws, 1976, as amended:  
1. Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

Violations of Policy  
Disciplinary action will follow Code of Conduct actions; device will be confiscated for inappropriate use. Device can be picked up the next day.  
Continued violations may be considered Refusal to Obey/Defiant.

Refusal to surrender the ECD is a Category III offense-Refusal to Obey/Defiant and will result in suspension.

NOTE: If a student's behavior and actions result in a "refusal to surrender unauthorized items" to any school administrator or staff person, a Category III consequence will apply and be handled accordingly. The consequence will be an out-of-school suspension.

#### **RESOLVING CONFLICTS**

**Threats/Intimidation/Bullying:** Students who use threats and/or intimidation (even if they are attempting to correct what they have perceived as a wrong being done to them) will be suspended or expelled. Students who feel they have been "wronged or bullied" by someone should report this to a staff member. Action will be taken in an attempt to resolve the matter.

**Sexual harassment:** Students whose verbal or physical communication toward others can be interpreted as being of a sexual nature may face expulsion and criminal charges. Inappropriate language and/or physical contact toward others will not be tolerated. A victim's interpretation of the events will receive greater consideration than that of the alleged perpetrator. Students who feel they have been—or are being—sexually harassed should report this immediately to a staff member. Allegation of sexual harassment will be thoroughly investigated, with the findings reported back to the potential victim and parent(s)/guardian(s).

**Fighting:** Fighting is not an acceptable way to "resolve" a conflict. Students who fight will be suspended or expelled and may face potential criminal charges. Students may also be disciplined if they move toward a fight/disturbance (for whatever reason) or if they decide to become spectators.

**Consequences of Fighting/Disturbing Schools:** District policy is that all fights on school property or other incidents of disturbing schools may not only incur school penalties but also legal sanctions. In most cases, combatants will be charged by the authorized law enforcement officer. Students who fight will be transported to the Sumter/Lee County Correctional Center or the sheriff's office, depending on the offender's age. Students involved in a fight at school will be charged with Public Disorderly Conduct and/or Disturbing Schools. Both of these charges involve the possibility of considerable fines and/or other legal consequences.

#### **SCHOOL RESOURCE OFFICER (SRO) PROGRAM**

A School Resource Officer (SRO) Program places law enforcement officers in schools, reflecting the community's desire to ensure that its schools are safe, secure, and orderly for students, teachers, and staff. SRO's represent a proactive strategy designed to bring prevention and intervention into the schools.

**School Resource Officers (SRO's):** SRO's are valuable resources at Crestwood. They are trained to fulfill several roles. They are primarily law enforcement officers whose purpose is to "keep the peace" in the schools so that students can learn and teachers can teach. They provide guidance on law-related issues to students, acting as a link to support services both inside and outside the school environment. They also act as an additional educational resource by sharing their expertise in the classroom. Perhaps

most importantly, SRO's are positive role models for many students who may not be exposed to such role models. Their presence at Crestwood sends a strong message that violence is not acceptable.

### **LAW ENFORCEMENT ISSUES**

**Questioning of Students:** School officials will not interfere in the questioning of students by police officers when the police are conducting an official police investigation. Parents of questioned students may or may not be notified based on the discretion of the police officer and/or school official(s).

**Campus Arrests:** Students acting in a disrespectful or disorderly manner (including disturbing the school and other violations of the law) may be arrested or taken into custody as deemed necessary by the enforcing officer.

**Searches:** Pursuant to state law, persons entering school property are deemed to have consented to search of their person and property (ACT 373 of 1994). This includes teachers, students, parents, and all other persons who are on or entering school property. Cars which are parked in Crestwood parking lots are subject to random searches by the Sumter County Sheriff's Department. They will be checking for seat belt use and possession of driver's licenses, appropriate registration, proof of insurance, etc. They will also be alert to the presence of contraband items. These searches are expected to take place at least once a month.

**Parent Contacts:** School staff will make reasonable attempts to contact parent/guardians when appropriate; therefore, it is critical for parents/ guardians to maintain up-to-date emergency contact information in the school records.

### **CONTRABAND**

Any property that is inappropriate to produce or possess on the property of the Sumter School District including any school-related activity. This offense includes items which could reasonably cause safety concerns or danger in the school environment. Example of contraband limits includes but not limited to are ?, video games, cigarette lighters, shisha pen , electronic cigarettes, tobacco products, bandanas, wallet chains, dog chains, playing cards, dice, etc... should not be brought to school. While some items can be returned to parents/guardians some items that have been confiscated may remain in possession of the school for the remainder of the year. Items can be picked up the week after school closes; however, the school will assume no responsibility if these confiscated items are misplaced or stolen during the school year. Contraband items not picked up within one week after school closing will be sold, and the proceeds will benefit school programs. Cigarette lighters, Shisha pen, electronic cigarettes, tobacco products, bandanas, playing cards and dice are exceptions since they are never returned. Possession/use of tobacco products will result in the student being ticketed and facing legal penalties outside the school.

### **STUDENT DRESS CODE**

**Purpose:** To establish the basic structure for determining appropriate dress standards for students. Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be destructive to school property or be immodest or revealing and should comply with

requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are not to be worn by students:

1. hats, bandanas, head rags, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, headbands, or any other unauthorized head covering
  2. sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
  3. cut-off clothing unless it is cuffed or hemmed
  4. gang-related colors, jewelry or insignia
  5. gym shorts, fishnet shirts or blouses, tank tops, halters, cut or torn clothing, tube tops, t-strap tops, tops which show abdomen, midriff or inner arm pit areas, see-through garments or underwear worn as outer clothing (proper undergarments will be worn at all times)
  6. footies, pajamas, house shoes or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health)
  7. reasons; no person should be barefoot at school; shoes, sneakers, boots, etc., must be laced up and tied)
  8. lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
  9. any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer or tobacco companies; or "political statements" advocating violation of law
  10. any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school.
  11. Hats and gloves may be worn to school, but not inside the school building.
  12. Shorts, short skirts, skorts, etc., must be no shorter than three inches above the knee.
  13. Boxer shorts may not be worn as outside clothing. Biker shorts, spandex shorts and umbro shorts may not be worn.
  14. Jeans or pants with holes may be worn only when the holes are not deemed indecent. Clothing which is torn (including the "fashionably" torn garments) must not expose skin or underwear in areas ordinarily covered according to the dress code.
  15. No sagging pants, shorts, skirts, etc., are allowed. These items should be worn above the hip.
  16. Belts must be kept buckled. Suspenders or overall straps must be hooked and kept on shoulders
- All clothing must be sized appropriately. Clothing must be decent, clean and properly worn at all times. Shirts (male or female) must be tucked in. This includes t-shirts and garments worn as undershirts or over shirts. Mid-length blouses that are made to be worn out and do not otherwise violate the dress code are legal. Having shirt tails tucked in is a safety and security issue. Administrators reserve the right to have students tuck in shirts upon request and wear belts at the waist if clothing appears to be inappropriately sized. Staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen or lost.

Any student found to be in violation of the dress code will be required to correct the situation immediately or report to the office to call someone to bring an appropriate change of clothes and/or receive disciplinary action. The student will not be allowed to remain among the general population if he/she is in violation of the dress code.

**TARDY POLICY**

Students are expected to be in every class, on time, every day. A discipline referral will be written for every tardy after the second in each class.

ALMA MATER

Oh, Crestwood High, we love thee,  
With armor shining bright  
We are knights who stand together  
Faith and honor to unite.

In purple, black, and silver  
We come together here  
From the red sand hills  
And coastal plains,  
Making friends from far and near.

Crestwood High! Crestwood High!  
A bridge from old to new,  
Crestwood High! Crestwood High!  
Uphold what's good and true!

As days move toward tomorrow  
Our times together flee,  
But our memories will keep you near  
Crestwood High, we honor thee!

But our memories will keep you near  
Crestwood High, we honor thee!





