



**WHITLOCK**  
Flexible Learning Center



New Student

**Registration/**

**Orientation**

Offering every student a FRESH START!

2023-2024

Student-Parent Handbook

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Whitlock Flexible Learning Center

## **Mission**

Our mission is to equip and inspire students by providing them with a "Fresh Start" to make significant strides in their academic and behavioral habits.

## **Vision**

Our vision is to provide students with a rigorous academic program where they will be successful in integrating back into the home school environment.

## **Philosophy**

It is the fundamental belief of Whitlock Flexible Learning Center that all students are of value, and they need guidance to find and develop the positive qualities they possess. We understand that many will have histories of not being successful in the "traditional" educational setting. Therefore, it is our goal to strive to find creative approaches to their learning which will enable them to experience success that will continue with them throughout their lives. We are dedicated to offering a Fresh Start environment, to provide structured learning that is rigorous, and actively supports social and emotional growth in student self-confidence.

## **Schoolwide Focus**

Literacy, Numbers and Operations, Character Education

## **Motto**

Offering a FRESH START to every Child, EVERY DAY, the SUCCESSFUL Way!

## **Programs**

Fresh Start Day (High School, Middle School, Brookwood Academy): 8:15 am – 2:45 pm

Fresh Start Evening: 3:00 pm – 6:00 pm

Fresh Start Virtual – Online Program

**EACH STUDENT IS RESPONSIBLE FOR KNOWING THE CONTENTS OF  
THE PARENT/STUDENT HANDBOOK.**

## Spartanburg County School Districts

### Superintendents and Contact Information

- **Spartanburg County School District One**

Dr. Ron Garner, Superintendent

P.O. Box 218

Campobello, SC 29322

Telephone: 864-468-4542    **Transportation: 864-472-4117**

- **Spartanburg County School District Two**

Mr. Lance Radford, Superintendent

4604 Parris Bridge Road

Boiling Springs, SC 29316    **Chesnee Transportation: 864-461-8901**

Telephone: 864-578-0128    **Boiling Springs Transportation: 864-599-9564**

- **Spartanburg County School District Three**

Mr. Kenny Blackwood, Superintendent

P.O. Box 267

Glendale, SC 29346

Telephone: 864-579-8000    **Transportation: 864-579-8046**

- **Spartanburg County School District Four**

Dr. Rallie Liston, Superintendent

118 McEdco Road

Woodruff, SC 29388

Telephone: 864-476-3186    **Transportation: 864-476-3158**

- **Spartanburg County School District Five**

Dr. Randall Gary, Superintendent

P.O. Box 307

Duncan, SC 29334

Telephone: 864-949-2350    **Transportation: 864-949-2361**

- **Spartanburg County School District Six**

Dr. Darryl Owings, Superintendent

1370 Cavalier Way

Roebuck, SC 29376

Telephone: 864-576-4212    **Transportation: 864-342-8988 or 8989**

- **Spartanburg County School District Seven**

Mr. Jeff Stevens, Superintendent

610 Dupre Drive

Spartanburg, SC 29307

Telephone: 864-594-4400    **Transportation: 864-594-4423**

## Whitlock Flexible Learning Center Personnel

**Administrative Staff**

<i>Mr. Cameron Collier</i>	<i>Principal/Director</i>
<i>Mr. Tawayne Weems</i>	<i>Assistant Principal High School</i>
<i>Ms. Sarah Watson</i>	<i>Assistant Principal Middle school</i>
<i>Dr. Timothy Scipio</i>	<i>Director of Brookwood Program</i>

**Guidance Staff**

<i>Ms. Alison Maybry</i>	<i>High School Counselor</i>
<i>Mr. Eric Tyus</i>	<i>Middle School Counselor</i>
<i>Ms. Anita Springs</i>	<i>School Health Counselor</i>
<i>Ms. LaMonica McCollum</i>	<i>School Social Worker</i>

**Principal Secretary / School Bookkeeper  
Registrar**

*Ms. Brenda Lindsey  
Vanessa Moore*

**Attendance Officer**

*Ms. Hanna Ness*

**School Nurse**

*Ms. Tommie Watt*

**Front Office Receptionist**

*TBD*

**School Technology**

*Mr. Michael Walker*

**Cafeteria Manager**

*Ms. Dawn Infinger*

**Custodial Staff**

*Mr. Jerry Canty*

*Easter Norman*

**School Resource Officer**

*Deputy James Cooper*

**Other Telephone Numbers**

Main office.....	<b>(864) 594-4482</b>
Main office fax.....	<b>(864) 594-6154</b>
Guidance fax.....	<b>(864) 594-8421</b>
Brookwood office.....	<b>(864) 596-8466</b>
Brookwood fax.....	<b>(864) 596-8488</b>

# Whitlock Flexible Learning Center Instructional Staff

## Fresh Start Day Faculty & Staff

### English/Language Arts

Tromell Blassingame (Middle School)  
Frank Crone (High School)  
Susan Hand (High School)  
Kayla Hammond (High School)  
Deborah Hughes (High School)  
Leah Rexrode (Middle School)  
Kim Savage (Middle School)  
Vonne McClain (High School)

### Science

Renee Gist (Middle School)  
Richard Guerra (Middle School)  
Dr. Michelle Huff (High School)  
Courtney Norman (High School)

### Physical Education

Titus Miller (Middle School)  
Jacob Roper (High School)

### Special Education

Laura Darnell (Middle School)  
TBD (Middle School)  
Stacie Howell (Middle School)  
Dorian Mariable (High School)  
Kaye Smith (High School)  
Donna Vandiver (High School)

### Computer Lab Managers

Gerald Clowney (High School)  
Brandi Littlejohn (Middle School)

### Lead Special Education Teacher

Becky Littlefield

### Math

Katie Morand (Middle School)  
TBD (Middle School)  
Laura Palmer (High School)  
Lisa Smith (Middle School)  
Charmaine Walker-Davis (High School)

### Social Studies

Reid Johnson (Middle School)  
Michele Mangum (High School)  
Todd Robinson (Middle School)  
Jantsen Wells (High School)

### Character Education

Jolyn Lewis (Middle School)  
Vonne McClain (High School)

### Business Education/Art

Koren Anderson (High School)  
Winston Wingo (High School)  
Michael Walker (High School)

### English Language Learners

Susan Hand

### ISS/Character Coach

Jae Jackson (Middle School)  
Telishia Young (High School)  
Fred Ford (Week Zero)

# **Brookwood Academy**

## **Faculty and Staff**

Dr. Tim Scipio, Director

Sheila Blakely, Administrative Assistant

### **Teaching Teams – High School**

Kevin Binkley / David Lackey and Lawyer Watson

Carla Hosenfeld / Beth Blumenfeld

Carol Williams / Tamesha McClintock

### **Teaching Teams – Middle School**

Victoria Garrett / Cari Castro

Makenzie Horton / Daquan Smith

Jan White / Beth Phillips

### **Behavior Interventionist**

April Flournoy

Kevin Sontag

Craig Briggs

## High School Bell Schedule

Advisor/Advisee	8:15AM – 8:57AM
1 <sup>st</sup> Block	9:00AM - 10:15AM
2 <sup>nd</sup> Block	10:18AM - 11:32AM
3 <sup>rd</sup> Block	11:35AM – 1:27PM
<b>First Lunch</b>	<b>12:05PM – 12:30PM</b>
<b>Second Lunch</b>	<b>12:35PM – 1:00PM</b>
4 <sup>th</sup> Block	1:30PM – 2:45PM

## Middle School/BROOKWOOD Bell Schedule

Advisor/Advisee	8:20AM – 8:50AM
1 <sup>st</sup> Period	8:55AM – 9:55AM
2 <sup>nd</sup> Period	10:00AM – 10:55AM
3 <sup>rd</sup> Period	11:00AM – 12:35PM
<b>First Lunch</b>	<b>11:00AM – 11:25AM</b>
<b>Second Lunch</b>	<b>11:30AM – 12:00PM</b>
4 <sup>th</sup> Period	12:40PM – 1:40PM
5 <sup>th</sup> Period	1:45PM – 2:45PM



## WHITLOCK'S POLICY AND PROCEDURES FOR ENROLLMENT

A student is placed at Whitlock Flexible Learning Center through a referral process initiated by the student's home school. Each student must be approved by the home school's district level official prior to attending.

Once the referral is processed by the home school administration and district, it is sent to Whitlock Flexible Learning Center for further processing. The registrar will telephone parents to inform them their child's referral has been received and advise them of the time and place for orientation. Orientations are scheduled each Wednesday afternoon at 2:45PM, and the student will start school on the following Monday.

The purpose of our Wednesday afternoon enrollment/orientation program is to ensure that all parents and students understand the function of Whitlock Flexible Learning Center. All policies and procedures are explained along with specific curriculum opportunities which promote academic success. We answer all questions and provide time for parents to meet administrators, counselors, teachers, attendance clerk, nurse and school resource officer. Attending orientation is mandatory for both parent and student.

Because of the number of students that are referred each week, our administrators and counselors spend Thursday and Friday designing a prescriptive program of study which will promote success and a return to the student's home school. Transcripts, IEP's and test scores are examined for proper placement. (Students are given an excused absence on these days.) Whitlock has averaged serving approximately 550 students each year.

It is our duty to ensure a smooth transition for each student and home school. If a student is unable to attend a specific orientation, we will communicate with that student and their respective district representatives. If a student with an IEP is unable to attend orientation, Whitlock and the respective district will work together to make adequate accommodations to ensure compliance with the IEP. This may include homebound, study hall at the home school and/or special orientations by the Whitlock resource teachers.

The Whitlock faculty and staff is devoted to ensuring all students continue to progress toward high school graduation. The success of these students is our reward.

### **Week Zero Program**

Before students attend classes at Whitlock, they participate in a behavior modification program during the initial, required three days. Students will be provided with behavior interventions and character-building activities. During this time students will become acclimated to the policies and procedures of Whitlock Flexible Learning Center. Students will also take a diagnostic test before entering class on Thursdays. Students must attend 3 days in the Week Zero program. **If a student is absent during this time, the student will return to Week Zero prior to entering scheduled classes.**

## **SCHOOL DRESS CODE- Non-Negotiable**

Whitlock Flexible Learning Center's uniform policy is in place to promote school safety, improve discipline, and enhance the learning environment. The potential benefits of school uniforms include:

- instilling students with discipline
- helping students resist peer pressure
- helping students concentrate on their schoolwork
- helping school officials recognize intruders who come to the school

**The goal for our students is to dress appropriately each day.**

### **PANTS**

- Khaki or Light Tan Pants for all students
- Belts—Black, Brown or Tan—no slide belts
- **Pants must be worn at the waist.** Pants must have belt loops and the belt worn at all times.

No large belt buckles or chains allowed on the pants. No skirts, jumpers, cargo pants, jeans, sweat suit pants, pajamas, pictures, or messages on clothing. Short pants or oversized clothing will not be allowed. **Shorts, blue jeans, or pajama pants may not be worn under khaki pants.**

### **SHIRTS**

- **High School**—Black collared polo style shirt, long or short sleeve, black sweatshirt
- **Middle School**—Navy blue collared polo style shirt, long or short sleeve, blue sweatshirt

No hoodies or sweaters are allowed. No pictures or messages are allowed on clothing. Shirts must be tucked into pants. IF you wear an undershirt – IT MUST BE SOLID BLACK, NAVY, OR WHITE WITH NO GRAPHICS OR WRITING.

### **ID BADGES**

All students will be issued an ID Badge with a lanyard, which must be worn at all times while on school campus. In the event an ID Badge needs to be replaced due to being lost, damaged, or defaced, there will be a \$4.00 charge for each replacement ID Badge. Students may purchase a temporary ID for \$.50 and will be valid for one day. Lanyards that need to be replaced due to being lost or damaged are available to be purchased for \$2.00. Students are allowed to wear their personal lanyards. All personal lanyards must be school appropriate with no graffiti, obscene symbols, signs, slogans, alcohol, drugs, tobacco, or degrading depictions. ID Badges and lanyards are part of the required dress code. All discipline consequences will follow the Dress Code Violation.

### **SHOES OR SNEAKERS**

Shoes/sneakers must fit securely on the foot. Shoes with open toes or backless shoes (including clogs, boots, flip flops, sandals, mules, and slides) are not allowed. Shoes must be laced properly or buckled.

## **ADDITIONAL REQUIREMENTS**

No colored wristbands (except the Character Wristbands provided by Whitlock), rubber bands, neck beads, headbands, bandanas, do-rags, jewelry, tongue, or body piercings are allowed. Students are not allowed to use magic markers to write on their person. Tattoos that are large and distracting must be covered. Tattoos that are gang related are not allowed.

## **Conventional hairstyles with natural hair color ONLY**

## **DRESS CODE DRESS DOWN POLICY**

Students that earn the privilege to participate in Dress Down Day will receive a Dress Down Pass and must adhere to the following guidelines. The following will **NOT** be acceptable to wear on Dress Down Day: shorts, dresses, tank tops, yoga pants, tight or form fitting pants, V neck shirts, jeans with holes.

*\*Principal reserves the right to determine which items violate the uniform policy.*

**1<sup>st</sup> Violation of Uniform Policy– Student will be placed in In School Suspension (1 day ISS)**

**2<sup>nd</sup> Violation of Uniform Policy- Student will be placed in In School Suspension (2 days ISS)**

**3<sup>rd</sup> Violation of Uniform Policy–Defiance, Out of School suspension (1 Day)**

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the Behavior Code.

## **Whitlock ReCharge Program**

The Whitlock ReCharge program (WFLC ReCharge) is an alternative behavior initiative/plan to reduce out of school suspensions while providing educational and behavioral support to students in school. Students in this program are assigned to In-School Suspension for a specific number of days and must complete all requirements prior to returning to their regular class schedule. The program provides students with a set schedule to include academic work, tutoring, counseling sessions (group and individual), and reflection writing assignments. The goal of this program is to prevent students from falling behind academically while providing behavior enhancement counseling to improve discipline in the classroom.

## Notable Student Discipline Consequences

**When students violate our Social Contract, a consequence will be assigned.** Chronic and severe violations automatically will be determined by administration.

<b>LD - Lunch Detention</b>		<b>OSS - Out-of-School Suspension</b>	
<b>ISS - In School Suspension</b>		<b>RE - Recommended Expulsion</b>	
<b>PROBLEM BEHAVIOR</b>		<b>CONSEQUENCES</b>	
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Bullying, retaliation for bullying/false accusations of bullying	OSS 5 Days / or RE		
Cutting class without leaving school premises	ISS 1 Day	WFLC ReCharge 2 Days	ISS 3 Days
Discharging fire extinguishers	Automatic removal from Program, referral for expulsion and possible criminal charges / Restitution in all cases		
Disrespect to Staff	ISS 2 Days	WFLC ReCharge 3 Days	OSS 1 Day
Distribution/sale of unauthorized materials (Candy, Lunch, Cards, Etc.)	LD 1 Day	LD 2 Days	LD 3 Days
Disturbing class	ISS 1 Days	WFLC ReCharge 2 Days	OSS 1 Day
Dress code violation (Including ID Badges)	ISS 1 Day	ISS 2 Days	ISS 3 Days
Eating or drinking in classroom or hallway	LD 1 Day	LD 2 Days	LD 3 Days
Electronic device (cell phones, etc.)	Confiscation ISS 2 Days Parent contacted to pick-up.	Confiscation OSS 1 Day Parent contacted to pick-up.	Confiscation OSS 2 Days Parent contacted to pick-up.
Failure to report to administrator on due notice	ISS 1 Day	ISS 2 Days	ISS 3 Days
Fighting	OSS 10 Days/or RE	Automatic removal from Program	
Forgery	LD 3 Days	ISS 1 Day	OSS 1 Day
Gambling	LD 1 Day	ISS 1 Day	ISS 2 Days
<b>NOTE: Administration reserves the right to modify any discipline consequences based on the severity of the incident.</b>			

<b>Gang related activity, including displaying or wearing of gang related clothing, symbols, body tattoos, etc.</b>	<b>OSS10 Days / or RE (The principal may recommend expulsion on the 1st offense if circumstances warrant).</b>		
Horseplay, Slap Boxing, Shadow Boxing, Etc.	ISS 2 Days	OSS 1 Day	OSS 2 Days
Indecent exposure	OSS 10 Days / RE		
Instigating (causing a fight)	OSS 3 Days	OSS 5 Days	OSS 10 Days/RE
Leaving school grounds without permission	OSS 1 Day	OSS 2 Days	OSS 3 Days
Loitering	LD 1 Day	ISS 1 Day	ISS 2 Days
Lynching/Ganging	OSS 10 Days / or RE * (The principal may recommend expulsion on the 1st offense if circumstances warrant).		
Misconduct in ISS	OSS 1 Day	OSS 2 Days	OSS 3 Days
Obscene or profane language/gesture to a student in hallway, classroom, etc.	LD 1 Day	ISS 1 Day	ISS 2 Days
	Consequences at Principal's discretion		
Obscene/profane language/gesture to staff (clothing, etc.)	OSS 3 Days	OSS 5 Days	OSS 10 Days
	Consequences at Principal's discretion		
Possession of or under influence of illegal drugs/alcoholic beverages/intoxicants	Automatic referral for expulsion and possible criminal charges		
Possession of weapons or weapon facsimile: such as knife, box cutter, stun guns, tasers, mace, etc.	Automatic referral for expulsion and possible criminal charges		
Possession of/igniting fireworks, stink bombs, etc.	Automatic referral for expulsion and possible criminal charges		
Possession/distribution of obscene images/literature	ISS 1 Day	ISS 2 Days	OSS 1 Day
Public Display Affection	LD 1 Day	ISS 1 Day	ISS 2 Days
<b>NOTE: Administration reserves the right to modify any discipline consequences based on the severity of the incident.</b>			

Refusal to Obey / Defiance / Insubordination	ISS 1 Day	ISS 2 Days	OSS 1 Day
Selling / Possession with intent to distribute illegal drugs or alcoholic beverage	Automatic removal from Program, referral for expulsion and possible criminal charges		
Setting off fire alarms falsely	Automatic referral for expulsion		
Sever Defiance	OSS 2 Days	OSS 3 Days	OSS 5 Days
Sexual misconduct at school	OSS 5 Days and Automatic removal from Program		
Starting fires on school grounds/building	OSS 10 Days and Automatic removal from Program / RE		
Tardy to Class HS 2-4, MS 2-5	LD 1 Day	LD 2 Days	LD 3 Days
Tardy to School	ISS 1 Day	ISS 2 Days	ISS 3 Days
Theft	OSS 2 Days Restitution in all cases	OSS 5 Days Restitution in all cases	OSS 10 Days *Possible removal from program * Possible Criminal Charges
Threatening, harassing, victimizing, or intimidating staff	OSS 10 Days / Possible removal from class / RE		
Threatening, extortion, harassing, victimizing, arguing or intimidating other students	OSS 3 Days	OSS 5 Days	OSS 10 Days/RE
Tobacco-related products (Possession) a. Paraphernalia b. Possession of tobacco c. Possession of Vaping Devices	OSS 1 Day Students may receive a ticket from the SRO	OSS 2 Days Students may receive a ticket from the SRO	OSS 3 Days Students may receive a ticket from the SRO
Items will be confiscated and destroyed			
Tobacco-related products (Use) a. Use of tobacco b. Use of Vaping Devices	OSS 3 Day Students may receive a ticket from the SRO	OSS 5 Days Students may receive a ticket from the SRO	OSS 10 Days Students may receive a ticket from the SRO
Items will be confiscated and destroyed			
Willful destruction of school property	OSS 3 Days Restitution in all cases	OSS 5 Days Restitution in all cases	OSS 10 Days Restitution in all cases

**NOTE: Administration reserves the right to modify any discipline consequences based on the severity of the incident.**

## **SUSPENSION**

***Suspension is the temporary removal of a student from school.***

No student may be suspended in excess of ten (10) consecutive days for any one offense unless recommended for expulsion. No student may be suspended for more than thirty (30) days in any one school year unless expulsion is recommended.

If it becomes necessary to suspend a student from school, parent/guardian is notified in writing of the reason for suspension, the length of the suspension, and given an opportunity to come in for a conference with the school official. Parent conferences are required with all Out of School suspensions.

While students are out during suspension, we encourage communication with classroom teachers and completion of all classroom assignments.

## **Expulsion**

***Expulsion is the permanent removal of a student from school and the cessation of educational services for the remainder of the school year. The local school board may determine the length of the expulsion.***

### **Expulsion Procedure**

When a student commits a rule infraction whose consequences is recommendation for expulsion, the student's home school district is contacted. Upon receipt of the recommendation, the home school district will contact the parents with information regarding the process in accordance with their district policy. At that time, parents will be advised of the time and place for the hearing, as well as the appeals process.

Since Whitlock serves seven different Spartanburg school districts, information regarding specific processes and procedures may be obtained from the superintendent's office within each district.

The local home school district will determine the length of the expulsion.

## **CAFETERIA RULES**

1. Seat Assignments will be organized by class and/or teacher.
2. Four (4) students per table.
3. Once seated, students may not get up to go back for items forgotten unless permitted by the staff member(s) on duty.

4. Students will remain seated until dismissed. At that time, students will throw away all trash and clean up their eating area before leaving the cafeteria.
5. No food or drink will be taken out of the cafeteria.
6. Talking is not permitted unless permission is granted by the staff member(s) on duty.
7. Restroom use is permitted with the permission of the staff member(s) on duty.
8. No food, beverages, candy, or snacks from outside the building are permitted on campus.

## **CONTRABAND**

*Contraband* consists of items that are prohibited from the school campus. Contraband items will be confiscated and held by either school officials or the school resource officer or discarded. Administrators will determine if such items will be returned or discarded.

Contraband includes, but is not limited to the following items: lighters, cigarettes, jewelry, chains, necklaces, cards, all electronic devices, sunglasses, containers, or similar items.

## **GANGS**

It is policy of the Whitlock Flexible Learning Center to have a **ZERO** tolerance for gang activities on the school campus. In accordance with that policy, any student that is found to be promoting any type of gang activity will be dealt with immediately.

These activities include, but are not limited to, hand signs, gestures, written signs, verbal slang, and gang-related colors. If a student is found to be in violation of this policy, the parent/guardian will be required to attend a meeting with the Administration and/or the School Resource Officer before the student can return to school in order to address the issue. A Gang Contract will be signed by all and placed in the student's file stating that the student will not continue with such activities and the possible penalties should the inappropriate behavior continue.

## **INSTIGATION, HARASSMENT, INTIMIDATION AND BULLYING**

Instigation of a disruption, harassment, intimidation or bullying are prohibited on school grounds, school buses, at school bus stops and at all school-sponsored events.

Instigation of a disruption, harassment, intimidation or bullying is defined as a gesture, electronic communication, written, verbal or physical act that is reasonably perceived to have the effect of:

1. Harming a student, physically or emotionally, damaging a student's property or placing student in reasonable fear of personal harm or damage to property; or
2. Insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial disruption with, the orderly operation of the school.



Consequences for students who engage in instigation of a disruption, harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, out-of-school suspension, expulsion from school or criminal charges, based on the severity of the incident.

A school employee, student or volunteer who witnesses, or has reliable information that student has been subject to harassment, intimidation or bullying must report the incident to the Administration. All reports, including anonymous reports or complaints, will be investigated promptly and thoroughly by the Administration or other appropriate school officials. Reprisals or retaliation against a person who reports an act of instigation, harassment, intimidation, or bullying is prohibited. However, person found to have falsely accused another person of instigation, harassment, intimidation, or bullying will be subject to the consequences of suspension from school.

## **ENTRANCE AND EXIT PROCEDURES**

Prior to admittance into the building, all students are scanned by a walk-through metal detection system. Whitlock Flexible Learning Center follows this procedure in order to ensure the safety and security of all persons in the building. In addition, any student who is not in compliance with dress code will be asked to comply and/or sent to ISS for the day. Students who refuse to go to ISS will be subject to further disciplinary actions.

**ARRIVAL:** All students will enter through the bus port at the back of the building. Students may not enter before 7:55a.m. If students are car riders, they must remain in their cars until 7:55AM.

### **High School Students (Black Shirts)**

**DISMISSAL:**

- Car Riders: Exit at the back of the building
- Bus Riders: Exit the building through the Bus Port Entrance at the student commons area.

### **Middle School Students (Navy Blue Shirts)**

- Car Riders: Exit at the back of the building
- Bus Riders: Exit the building through the Bus Port Entrance at the student commons area.

### **Late Arrivals (Tardy to School)**

All late arrivals should enter through the Main Front Entrance of the building, sign in as a late arrival in the front office. Students will report to ISS until the next class change. Students will only be allowed to enter the classroom during class change. **Excessive tardiness to school will result in disciplinary actions, and become a truancy issue.**

## **TARDINESS**

Students are expected to report to school and to class on time. The bell schedule can be found on page 7.

### **Tardy procedures are as follows:**

1. **Late to School Tardiness:** If a student is late to school 5 times, parents will receive a letter requesting them to come meet with the Attendance Officer. At 10 unexcused tardies, parent and student will be referred to Truancy Court.
2. **Class Tardy:** All students are expected to report to class on time. Students who report to class after the tardy bell, will be written up on a discipline referral.

## **EARLY DISMISSAL**

**Any student leaving campus before the established dismissal time is required to have an authorized parent or guardian sign the student out in the front office of the school building. Sign outs will only be allowed between classes.**

Early Dismissal, leaving before the end of the school day is discouraged. All early dismissals are classified as either excused or unexcused absences. Time missed due to early dismissal will count against a student's attendance record in the class(es) missed. Therefore, whenever possible, parents are strongly encouraged to arrange appointments after school hours for students.

### **The following are classified as lawful excused dismissals:**

1. Medical appointments, with a doctor's statement required to change from unexcused.
2. Illness of a student, as verified by the school nurse or administrator, and contact established with a parent.
3. Illness in the immediate family that is verified by a parent or doctor.
4. Death in the immediate family.
5. Court appearance, with appropriate documentation.

Request for early dismissal must be given to the office secretary at the beginning of the school day. All early dismissal requests must be in writing and contain the following:

1. Student's full name and current date.
2. Reason and time for dismissal.
3. Signature of legal parent/guardian, and
4. Telephone number where parent can be reached.

All Early dismissal requests will be verified by telephone. Students will remain on campus if dismissal cannot be verified with parent/guardian.

## **TRESPASSING**

### **Unlawful Presence on District Property**

The principal is empowered to take appropriate action against anyone who trespasses on school grounds. It is unlawful for students who are suspended or recommended for expulsion or expelled to be on District Property. Such action will include the right to call in the police authorities and swear out warrants. The authority for such action is Section 16-17-420 of the South Carolina Code of Laws as follows:

### **DISTURBING SCHOOL:** It shall be unlawful:

1. For any person willfully or unnecessarily:
  - a. To interfere with or to disturb in any way or in any place the students or teachers of any school or college in this state.
  - b. To loiter about such school or college premises or
  - c. To act in an obnoxious manner thereon; or
2. For any person to:
  - a. Enter upon such school or college premises or
  - b. Loiter around the premises, except on business, without the permission of the principal or president in charge.

Any person who violates a provision of this section is guilty of a misdemeanor and, upon conviction, may be fined not more than two thousand dollars or imprisoned for not more than one year, or both.

**TECHNOLOGY RESOURCES/INTERNET ACCEPTABLE USE POLICY**  
**Policy IJNDB- Spartanburg School District 7/**  
**Whitlock Flexible Learning Center**

**Purpose:**

To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education. In an effort to promote learning and expand educational resources for students, WFLC provides a variety of technology resources for students and staff.

WFLC's goal in providing these resources is to promote educational excellence by facilitating resource sharing, communication and innovation. The purpose of the WFLC's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research and consistent with the educational objects of the district. Use of other networks or computing resources must comply with the rules governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Access to computer systems and networks owned or operated by the WFLC imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

**Technology Access:**

Because technology is a vital part of the educational process and the curriculum of WFLC, students and staff will be provided access to the Internet. By providing this access, the district intends to promote educational excellence in schools by allowing access to resources unavailable through traditional means. WFLC provides this instructional resource as an educational tool for staff and students and its use will be governed by this Internet acceptable use policy. The failure to follow this policy or responsibilities may result in the loss of privileges or other disciplinary measures. With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting.

WFLC has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. Users (and parents/legal guardians of students who are users) must understand that neither the district nor any district employee controls the content available on outside systems. WFLC firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not

consistent with the educational goals of the district.

**The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines.** These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited. Vandalism includes any malicious attempt to harm or destroy data of others. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas.
- Never access or attempt to access inappropriate or restricted information not directly related to the educational purposes. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials, advertisements or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Do not be abusive in messages to others. Profanity, vulgarities or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass or annoy other users.
- Documents, electronic mail, chat room messages and any other form of direct communications may not include a student's Social Security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent/legal guardian. No original student work will be published without permission from the student's parent/legal guardian.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources. Users may not reproduce copyrighted material without permission.
- All subject matter on district web pages will relate to curriculum, instruction, school-authorized activities or to the district. Neither

students nor staff may publish personal home pages as part of district web sites or home pages for other individuals or organizations not directly affiliated with the district. All pages on the district's server(s) are property of the school district.

- Use of the Internet is for educational and educational support activities only. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors.
- Always follow the instructions of the supervising staff members.
- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.
- No user of the system may send messages or information with someone else's name on it or misrepresent the source of information entered or sent.
- No user of the system may send messages or information that is inconsistent with the school's conduct code or assist others to violate that code.
- No user of the system may distribute addresses, home phone numbers or other personal information which could then be used to make inappropriate calls or contacts.
- No user of the system may engage in "spamming" (sending an annoying or unnecessary message to large numbers of people).
- No user of the system may purchase something which requires a credit card number and obligates a student or school to provide payment to another party without consent of the supervisor.
- No user of the system may access or attempt to access and/or alter information in restricted areas of any network.
- No user of the system may download or load any software or applications without permission from the building network administrator or system administrator.
- No user of the system may violate the confidentiality rights of other users on any network.

Failing to report abuses or other conditions that may interfere with the

appropriate and efficient use of school resources will result in disciplinary actions. Technology protection measures, in compliance with the Children's Internet Protection Act (CIPA), 47 USC § 254(h), WFLC uses technological devices designed to filter and block the use of any of the computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography or "harmful to minors" as defined in the CIPA. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled for valid educational research purposes or other lawful purposes not otherwise inconsistent with this acceptable use policy.

Internet safety policy Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents/legal guardians will be required annually to sign a permission form before students will be allowed access to the Internet. Students also must sign a form annually acknowledging that that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form. Email, phone and Internet usage. WFLC will monitor email, phone and Internet activity and may disclose the content and/or details when, in the district's sole discretion, there is a business need to do so.

Employees and any students granted email accounts should not expect that email messages, even those marked as personal or accessed by a personal ID, are private or confidential. Email, phone and Internet usage should be used only for business/educational purposes. The district reserves the right to monitor personal use to the same extent that it monitors business use. Use by employees of the district's communication system constitutes consent to monitoring.

Continued use of the system is conditioned on acceptance of and strict adherence to the district's policies. Failure to adhere to policy requirements may result in discipline or dismissal. Employees should exercise the same restraint and caution in drafting and transmitting email messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee. Adopted 6/3/08; Revised 6/5/12 Legal references: Federal law: Children's Internet Protection Act. 47 USC Section 254(h) The Digital Millennium Copyright Act of 1998, Section 512 S.C. Code of Laws, 1976, as amended: Section 10 Section 16 Section 1613-- 205 850 15--305 Computers in public libraries; regulation of Internet access. Encountering child pornography while processing film or working on a computer. Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband. Section 5919 Court cases: 90 General powers and duties of school trustees. *Purdham v. Fairfax Co. Sch. Bd.*, 637 F.3d 421, 427 (4th Cir. 2011) 30.

## **DISCIPLINE PROCEDURES FOR TECHNOLOGY INFRACTIONS**

All students will have access to a technology device for use at home and at school. There is a **\$25.00 technology insurance fee**, if the device was received at Whitlock Flexible Learning Center, that is required to be paid for the device to be transported home and to school. If parents refuse to purchase the insurance, they will be held liable for any damaged caused to the device.

The discipline procedures for technology infractions are designed as a guide to assist with the misuse of technology. This document may be used in conjunction with the Student Discipline Code of Conduct. The administration reserves the right to handle actions listed below or any other example of misuse of technology in the manner they feel is most appropriate.



### Level 1 Infractions

<b>Consequences for all Level 1 Infractions:</b>	<b>1<sup>st</sup> Offense: ISS – 1 Day</b> <b>2<sup>nd</sup> Offense: OSS – 1 Day</b> <b>3<sup>rd</sup> Offense: Suspended Use</b>
Unauthorized communications, use of email, Internet, apps or social media	Negligent care of device (minor) of device resulting in damage
Using device in unauthorized areas	Failure to transport device in an appropriate manner/not using district approved carry case
Unauthorized use of technology during instructional time	Inappropriate use of earbuds (to include use in unauthorized area)

### Level 2 Infractions

<b>Consequences for all Level 2 Infractions:</b>	<b>1<sup>st</sup> Offense: ISS – 1 Day</b> <b>2<sup>nd</sup> Offense: OSS – 1 Day</b> <b>3<sup>rd</sup> Offense: Suspended Use</b>
Sharing (your own or someone else's), using or modifying someone else's username and/or password	Downloading unauthorized applications
Inappropriate written/oral/graphic (minor) communications using the device	Unauthorized changing of software/hardware configuration
Taking pictures, audio, video without subject's or school's permission	Sending, transmitting, accessing, uploading, downloading or distributing obscene, offensive and/or profane materials
Negligent care of device (major) of device resulting in damage/willful destruction of school property (restitution in all cases)	Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including students
Unauthorized changing of software/hardware configuration	Cyberbullying
Any activity that voids the device, service agreement, software license or warranty such as but not limited to jail breaking or rooting (process of hacking a device to bypass digital rights management software)	By-passing the Web filter

### Level 3 Infractions

<b>Consequences for all Level 3 Infractions:</b>	<b>1<sup>st</sup> Offense: OSS – 5 Days</b> <b>2<sup>nd</sup> Offense: OSS – Suspended Use and/or possible criminal charges</b>
Deletion, examination, copying, or modifying of files/data/device settings belonging to staff or district	Sending, Transmitting, accessing, uploading, downloading or distributing pornographic, or sexually explicit materials with intent to harm staff and students.
Any use that violates local, state and/or federal laws or regulations	Pornography or pornographic images
Use of school/district’s Internet or e-mail accounts for financial gain or personal gain, or any illegal activity.	

### INTERNET USAGE

Students will routinely use the Internet and other web-based resources. Students are prohibited from:

1. Accessing, viewing, downloading, uploading, or disseminating illegal, commercial, racist, abusive, profane, pornographic, violent, offensive, or discriminatory material or messages
2. Attempting to disable, evade, defeat, or circumvent district information system filters, controls, and/or restrictions
3. Knowingly or negligently introducing or disseminating a virus, worm, spyware, malware, or other malignant code into any district information system
4. Unauthorized access to district information systems, and other users’ accounts, files, or resources
5. Accessing non-district or unauthorized email, IM, SMS, or other communication services
6. Accessing chat rooms or discussion forums that are not approved by school staff
7. Divulging personal or another person’s private information with an unauthorized person online
8. Duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law
9. Participating in any online behavior or activity that would not be permissible or advisable offline
10. Transmitting information in violation of federal, state or municipal laws

**Students are to report to their Assistant Principal any abuse of information systems usage.**

1. Users assume full responsibility for using all information systems in an ethical and appropriate educational manner. Users are to adhere to and respect all copyright laws.
2. All users are prohibited from attempting to gain unauthorized access to district information systems or data. Students must have permission from a teacher or administrator to use information systems.

3. Installing, deleting, attaching, or modifying software and/or hardware on any information system must have proper authorization.
4. Users vandalizing, modifying or causing damage to information systems will be responsible for the full cost to repair or replace hardware or software. Users are to report to their administrator any abuse of systems.
5. Use of information systems is a privilege – any breach of this privilege may result in the closure of user accounts, cancellation of privileges and/or disciplinary action in accordance with Spartanburg District 7 Board Policy and the Code of Conduct.
6. All information systems activity is recorded and logged. No file, document, email, or website used, created, or accessed on the network is guaranteed to be private. All files, logs, and activity on district information systems are district property.
7. Whitlock Flexible Learning Center’s administration will notify and fully cooperate with authorities in any investigation relating to activities involving school’s information systems.

**Disciplinary Action**

Principals will determine the appropriate disciplinary action for students who violate these guidelines. Principals will consult with the Superintendent regarding consequences for severe violations.

**DISCIPLINE CODE DEFINITIONS**

**Bullying**

- a) A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student’s property, or placing a student in reasonable fear or harm to his person or damage to his property; or
- b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**Cutting Class**

An unauthorized absence from an assigned class or related activity

**Defiance**

Refusal to comply with a request from school staff/personnel

**Disrespect**

Lack of courteous regard for another person

**Disturbing School**

Behavior which disrupts the orderly educational process of the school

**Electronic Device**

Devices such as: telephone, walk-man, CD player, boom box, TV, video games, etc.

**Extortion**

Attempting to obtain/obtaining money or other item(s) of value from an unwilling person, or forcing an individual to act through the force or threat of force

**Fighting**

A physical conflict between two individuals

**Forcible Sex Offense**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forgery**

Signing someone else's name or using a signature which is not authentic

**Gambling**

Participation in games of chance for money and/or other things of value

**Ganging/Gang Related Activities**

Group activity which involves intimidating, threatening, lynching, or physical violence

**Harassing**

Repeated annoyance of students/staff

**Intimidating**

To frighten/inhibit another person

**Intoxicating Substance**

Any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.

**ISS**

In school suspension

**Laser pointer**

If used to inflict harm, will be considered a weapon

**Loitering**

To stand idly by without legitimate reason or business

**Lynching**

Group activity involving physical violence

**Misconduct**

Behavior not conforming to school rules/regulations

**Non-forcible Sex Offense**

Unlawful, non-forcible sexual intercourse; or unlawful sexual exposure

**Obscene/Profane**

Offensive or degrading

**OSS**

Out of school suspension

**Public Display of Affection**

Inappropriate physical contact including but not limited to intimate touching, kissing, and/or hugging

**Threatening**

To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.

**Tobacco/Paraphernalia**

Use/possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, etc.

**Victimizing**

Harming/taking advantage of another person

## **RIGHTS TO SEARCH**

**Under *South Carolina Law*, anyone on school property may be searched.**

Whitlock Flexible Learning Center actively encourages appropriate police agencies to search the buildings, grounds, and vehicles for controlled substances, weapons, or other such objects as may jeopardize the health and safety of students, staff, or other persons. These searches may include the use of specially trained dogs.

Violations of school rules and regulations concerning drugs, alcohol, smoking, damage to school property, verbal or physical abuse to peers or faculty or verbal or physical threatening of school faculty, staff, or students will be handled in accordance with the discipline policies of Whitlock Flexible Learning Center and the Spartanburg School Districts served by this school.

Students and parents should be aware that *state law* treats all persons entering the premises of the school as having consented to a reasonable search, with or without probable cause, of such persons and their effects, including without limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets and satchels.

## **TRANSPORTATION**

### **Buses**

Bus transportation is a privilege provided for the students by the home school/district. The home school/district retains the right to discipline students according to their transportation guidelines. Should you have any questions or concerns regarding bus transportation matters, please contact your home school district office.

## **Return to Home School**

Student recommendations will be based on the following criteria:

1. Passing grades in all classes
2. Administrator's approved discipline record
3. Administrator's approved attendance report

**The home school/district reserves the exclusive right to accept or reject the recommendation of the Whitlock Flexible Learning Center. Appeals for rejections must be made to the home school/district.**

## Attendance

Ensuring that students attend school regularly is necessary for learning. Whitlock Flexible Learning Center requires the attendance of all students to comply with the home school/district's attendance policy and in accordance with the *South Carolina Attendance Law* (Regulation R43-274).

1. Students are required to bring written documentation for absences as soon as they return to school.
2. All requests for a lawful absence must be submitted within five (5) school days from the day of absence to be considered
3. Parent's notes will be accepted, but limited to five (5) days per semester. Thereafter, doctors' notes will be required.
4. Absences with no documentation will be considered unlawful.
5. Students who exceed attendance limits (5 days unlawful per semester—10 unlawful absences yearly) must justify/document extenuating circumstances to the principal to receive credit. Credit will not be granted unless the Board of Trustees or its designee grants an exception.

### **SECTION 59-65-10.** Responsibility of parent or guardian

A parent or guardian shall require his child to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education, a member school of the South Carolina Independent Schools' Association, a member school of the South Carolina Association of Christian Schools, or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child is five years of age before September first until the child attains his eighteenth birthday or graduates from high school. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the Department of Education.

The Truancy/Attendance Official tracks students' attendance on a daily basis. Phone calls for student absences will be placed by a staff member. The official will meet with students and/or parents/guardians for interventions as needed and may make referrals when deemed necessary to assist in getting the child to attend school as mandated by law.

### **What does truancy mean?**

South Carolina Code of Regulations No. 43-274 outlines the state requirements for school attendance. In November of 2003, the State Board of Education revised this regulation in response to the federal "No Child Left Behind" Act mandate to gather and report on truancy rates. As amended, Reg. 43-274 provides a clear and concise definition of truancy. The regulation uses a three tiered approach for defining the varying levels of truant behavior. A child is deemed to be a truant, a habitual truant, or a chronic truant depending on the surrounding circumstances, as described below:

**Truant:** A child, at least 6 but not yet 18 years old, who has accumulated three consecutive unlawful absences of a total of five unlawful absences. A Student Attendance Intervention Plan

will be developed in a meeting with the administrative staff, parent/ guardian, and student.

**Habitual Truant:** A child, at least 12, but not yet 18 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of noncompliance, must be attached to the truancy petition asking for court intervention.

**Chronic Truant:** A child, at least 12 but not yet 18 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school for the court on action the court should take.

The varying levels of truancy are important because there are requirements and limitations at each level for what should and can be done to address the child’s truant behavior. Contact the school’s attendance clerk if there are other concerns here at the school.

## ATTENDANCE POLICY

**All children are required to attend school until their 18<sup>th</sup> birthday.**

Reg. 43-274 requires school districts to adopt policies to define and list lawful and unlawful absences.

Given the proven, positive results of regular school attendance upon student performance and growth, parents/guardians—with the support of the school—should insure and promote the daily attendance of their child(ren).

**Because 180 days are the minimum required by the state,** the first five (5) absences per semester at the high school or the first ten (10) at the middle school may be unlawful, lawful, or a combination of both. All absences beginning with the sixth (6<sup>th</sup>) at the high school and the eleventh (11<sup>th</sup>) at the middle school must be lawful and fall within the following guidelines:

### A. Excused Lawful Absences.

1. The student is ill and his/her attendance at school would endanger the student’s health or the health of others.
2. There is a death in the immediate family. Immediate family includes father, mother, brother, sister, grandfather, grandmother, or resident of the same household.
3. There is a recognized religious holiday of the student’s faith. Notification from the head of a church must be sent to the school prior to the absence.
4. The student has a doctor, dentist, or orthodontist appointment and brings a note from the physician verifying the appointment.
5. The student has a period of hospitalization or extended medical care by a physician.



6. The student has a chronic illness, certified by a physician, that may cause him/her to be absent in excess of the lawful number of absences permitted by law. Such illness must be approved through the school.
7. A senior may be allowed one college visit per semester with the prior approval of the school and with proper documentation from the college.

#### **B. Unexcused Unlawful Absences.**

1. The student is willfully absent from school without the knowledge of the parent/guardian.
2. The student is absent from school without acceptable cause with the knowledge of the parent/guardian.
3. An absence is not covered by a parent or doctor excuse within three (3) days of the student's return to school.
4. The student is absent for sickness for more than ten (10) cumulative days not covered by a doctor's excuse.

#### **Attendance Excuses**

If a student has to be absent from school, he/she must bring to the school a written excuse for the absence to be excused. The excuse should be turned in during check-in the mornings. The excuse should be brought in on the first day that the student is able to return to school. In order for the absence(s) to be considered a Legal Lawful Absence, proper documentation must be submitted.

#### **Procedure for Missed Work**

Students may make up any school work missed due to lawful or unlawful absences.

**The student has five (5) days to complete any missed work or assignments.**

#### **Guidance**

Whitlock Flexible Learning Center provides a comprehensive guidance program which seeks to take into consideration the needs, problems, and concerns of all students. Working with students in the educational, vocational, personal, and social areas, the guidance department establishes the following goals:

1. To help students discover their interests, understand themselves and their abilities better so that they may have a successful middle school or high school experience.
2. To help students plan their course of studies at Whitlock Flexible Learning Center and prepare them to return to their home school.
3. To be available to talk in confidence with any student regarding problems of a personal nature. Please stop by the guidance department to schedule a conference or ask your teacher to email a counselor.
4. To help students evaluate various test scores and plan for future educational and vocational needs including securing admission to post-secondary institutions that meets their needs.

## **Grading**

The basis for academic reporting is the teacher's evaluation of a student's performance in a course. This evaluation is expressed as a grade. A grading system is used to indicate the specific level of a student's achievement of the master of the subject. Under South Carolina law, a student must earn a minimum grade of (i.e D-) in order to receive credit for a subject.

Whitlock Flexible Learning Center follows the SC grade reporting System:

A-90-100

FA-Failing due to Attendance

B-80-89

WF-Withdrew Failing

C-70-79

D-60-69

F 0-59

The dates for issue of Report Cards are listed on the school calendar. Interims are distributed to students at the mid-point of each grading period. Teachers will be available to discuss your child's progress at any point during the grading periods.

For questions concerning your student's progress and/or grades, please contact your child's teacher by phone at 864-594-4482 or request a teacher's e-mail address for written replies.

## **SOUTH CAROLINA ASSESSMENTS**

*End-of- Course Examination Program (EOCEP)*

The Education Accountability Act of 1998 requires end-of-course examinations in selected gateway or benchmark courses for grades nine through twelve. End-of-Course examinations will be given when the student completes one of the following courses: Algebra 1, English 9, Biology I, and US History: Colonial Period-Present. The end-of-course exam will count 20% of the student's final grade in the course.

*Act/WIN-Ready to Work Assessment*

South Carolina law requires that students take two tests in order to demonstrate college and career readiness. Both tests will be taken during the third year after initial enrollment in the 9<sup>th</sup> grade, which for most students in the 11<sup>th</sup> grade.

The two tests are the ACT and WIN-Ready to Work Assessment. The ACT is a college entrance exam, and the school-wide administration will result in a college-reportable score. The test will include reading, English, math, science, and writing sections. WIN-Ready to Work Assessment measures foundational work skills essential to career success, and students can earn a National Career Readiness Certificate for their performance. The test includes Applied Mathematics, Reading for information, and Locating information. Both the ACT and WIN-Ready to Work Assessment will be administered on dates set by the state, traditionally in March.

## SCHOOLWIDE TESTING

Diagnostic Testing will be given to students to explore academic levels. Benchmarks Testing will be used to help teachers monitor and adjust to meet students' academic needs. Students in courses that require an end-of-course exam are not required to take a final exam.

## PROMOTION REQUIREMENTS

The following promotion policy regulations are now in effect for Spartanburg County. Promotion decisions at the end of the school year will be based on these criteria.

	Current Grade	Promoted to Grade	Min. # of Carnegie Units
Sophomore	9	10	5** units
Junior	10	11	10** units
Senior	11	12	17***units

## Graduation Requirements

Students must earn a total of 24 units in state approved courses to receive a SC High School diploma. The unit requirements are distributed as follows for the:

Subject	Units Required
English/Language Arts	4.0
Mathematics	4.0
Science 1	3.0
U.S. History & Constitution	1.0
Economics	0.5
U.S. Government 2	0.5
Other Social Studies 3	1.0
Physical Education or Junior ROTC	1.0
Computer Science (including Keyboarding)	1.0
Foreign/World Language OR Career and Technology Education 4	1.0
Electives	6.5
Health 5	0.5
<b>Total</b>	<b>24</b>

### **TOTAL 48 Semester Credits/24 Units**

Beginning with the Class of 2011, 1 unit of Fine Arts is required for students planning to attend a state four-year college.

\*\* To be a Career & Technology Education completer, a student must have 4 units (8 semesters) in a recognized CTE program.

\*\* Any exceptions to this requirement must be approved by the principal. The student is encouraged to take other Social Studies courses in addition to those required. The additional courses may be applied to the Electives requirement.

\*\*\* Citizenship (Civics) courses are not acceptable to comply with this requirement.

\*\*\*\* College Prep students should check with the colleges and universities to which they are thinking of applying to determine the number of Foreign Language credits they will need. Three units (6 semester credits) are required by Clemson University, for example.

*Requirements may be subject to change pursuant to State Department of Education directives.*

### **PARENT CONFERENCES**

Parents are encouraged to contact the teacher for a conference with the student's teacher, counselor, or administrator. To make an appointment for a conference, please contact the teacher or telephone the school for assistance with contacting the teacher.

### **VISITOR'S POLICY**

All visitors must report to the main office or school administrator when they enter the building. All visitors will be required to proceed through the walk-through metal detectors as they enter the building. Students are not permitted to bring friends, relatives, or other visitors to the school without prior permission from an administrator. Unauthorized persons in the school building or on the campus will be asked to leave. Refusal to leave school property in response to a reasonable request will result in arrest for trespass and for disruption of the school.

### **SCHOOL NURSE**

The school health room is located on the 100 Hallway. The nurse will be available to see students if they become ill during the school day. All prescription medications must be brought to the school by a parent to be dispensed by our school nurse.

#### **Medication**

**The following guidelines have been implemented for the protection of all children. Parent cooperation is greatly appreciated!**

1. Medication will be given at school only when prescribed by a licensed physician.
2. A parent or guardian must bring the medication to the school nurse in the original container with the prescription label attached. Students are not allowed to transport medicine to or from school. Please do not bring medications to school in baggies, etc. If you anticipate your child needs to take medicine at school, you may ask your pharmacist for two prescription bottles.

3. A parent or guardian must complete a written permission form for medicine to be given at school. These forms are available from the school nurse and will be given at orientation.
4. Please note that DHEC regulations prohibit the schools from keeping more than a thirty (30) day supply at a time and plan refills accordingly.
5. Asthma inhalers need to be kept with the school nurse. The student will be allowed to use the inhaler, with nurse supervision, as instructed by the physician. Other arrangements need to be made through the school nurse.
6. All emergency medication needs, such as insulin, glucose, Epi-pens, etc., will need to be arranged through the school nurse.

**Students are not allowed to see the nurse without a pass/e-mail, unless escorted by a faculty or staff member.**

**Criteria for students remaining home or being sent home due to illness:**

There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home if they have any of the following symptoms:

1. Fever, temperature of 100 degrees or higher within the past 24 hours, with or without other symptoms
2. A cold in the contagious stage: Severe nasal discharge that is not clear in color
3. Any communicable disease (chickenpox, measles, etc.)
4. Undiagnosed rash or skin eruptions
5. Vomiting or diarrhea within the last 24 hours
6. Untreated head lice or scabies

**SCHOOL RESOURCE OFFICER**

Whitlock Flexible Learning Center employs the services of a Spartanburg County Sheriff's Deputy. He/She serves in the capacity as the School Resource Officer (SRO). The SRO has the legal authority to detain, arrest, and/or place in custody any student or person in violation of the laws of the State of South Carolina.

The primary purpose of the SRO is to insure that students attend school in a safe environment. In addition, the SRO assists in developing student programs, counseling students, and teaching legal issues to classes.

The role of the SRO is *not* to deal with routine disciplinary matters. That role is the responsibility of the school administration. However, the SRO does provide law enforcement support in disciplinary actions when it is deemed necessary and appropriate.

## **INCLEMENT WEATHER POLICY**

If it is necessary to close school because of bad weather, announcements will be made on local Spartanburg radio and television stations starting at 6:15 AM. on the days concerned. When in doubt that school will be in session the day of unusually bad weather, listen to the broadcast over any of the local station.

## **INCLEMENT WEATHER**

<b>Two Hour Delay Schedule – Omit 2nd Block</b>
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9:57 AM  
10:00 AM

First Bell – Report to 1<sup>st</sup> Block  
First Block 10:00 AM – 11:15 AM (HS)  
First Period 10:00 AM – 11:00 AM (MS)

Resume regular schedule beginning with third Block or Period depending on High School or Middle School schedule.

### **MEDIA POLICY**

Occasionally, our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast transmission, and/or electronic display by the news media or school and district officials. All releases will be performed in accordance with school district policy and privacy laws. As such, only directory type information will be provided. This information includes name, school, grade level, teacher, participation in officially recognized activities, etc. If you have any questions or concerns, please contact your school principal.

### **STUDENT/PARENT RESPONSIBILITIES RELATED TO INSTRUCTIONAL MATERIALS**

- To write the student's name in the space provided on all non-consumable materials but otherwise make no mark in the materials and do no writing in them.
- To take care of non-consumable instructional materials issued to him/her so that they are returned to the school in good, usable condition with the bar code intact and in good condition.
- To return materials (non-consumable and consumable) to the school under the following circumstances:
  - When requested by a teacher or school official.
  - When the course is completed or discontinued by the school or student.
  - When the student withdraws from school.
  - At the end of the school year.
- To pay for any instructional materials lost or damaged by the student. (In Spartanburg School District Seven the fee for a lost book or one that is damaged so that it is no longer usable is the full price at the time of the

state/district adoption of the material. Note: This fee may be waived if the school determines that the student is a victim of unusual circumstances.)