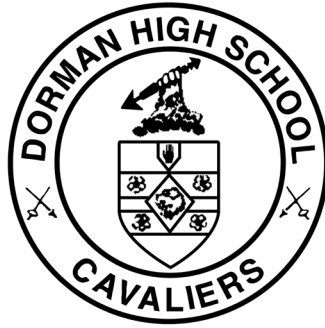


# DORMAN HIGH SCHOOL

1050 Cavalier Way  
Roebuck, South Carolina 29376  
(864) 582-4347  
dhs.spart6.org

2023-2024



**BRYANT ROBERSON**  
PRINCIPAL

## STUDENT HANDBOOK BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Student I.D. \_\_\_\_\_

Counselor: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_

**BOARD OF TRUSTEES**  
**SPARTANBURG COUNTY SCHOOL DISTRICT SIX**

Mr. Lynn R. Harris, *Chairman*  
Mrs. Christie B. Johnson, *Vice-Chairperson*  
Mr. Charles I. Boyd, *Secretary*  
Mrs. Nicole R. Bulman  
Rev. Kevin D. Harrison  
Mr. Wendell J. Lee  
Mr. Henry B. Ross, Jr.  
Mrs. Tracy H. Smith  
Mr. Troy A. Yarborough

Mr. Ken Kiser, *Acting Superintendent*

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The following information can be accessed from the Dorman web site: [dhs.spart6.org](http://dhs.spart6.org).

- Alumni Information
- Class Reunions
- Clubs and Activities
- Faculty/Staff e-mail addresses
- Scholarship Opportunities
- School Calendar
- Sports and Schedules
- Student Daily Bulletin
- Student Handbook
- SACS Report

**HANDBOOK PURPOSE**

Spartanburg County School District Six provides this *Student/Parent Handbook* to each one of our students so that students and their parents can become familiar with our schools' rules and regulations.

The district administrative and/or the Board of Trustees may amend, modify or discontinue at any time the policies, rules and regulations to which it refers.

**SPARTANBURG SCHOOL DISTRICT SIX MISSION STATEMENT**

Spartanburg School District Six, where children are always first, ensures the highest quality education for all children by providing a highly qualified staff, a challenging curriculum, first class facilities and a nurturing environment.

**PAUL M. DORMAN HIGH SCHOOL MISSION STATEMENT**

The mission of Dorman High School is to provide each student with a quality education that allows them to function independently as productive members of society with a belief that learning is a lifelong activity.

**SCHOOL MASCOT** ..... The Cavalier  
**SCHOOL MOTTO** ..... Virtus in Arduis  
**SCHOOL COLOR**..... Columbia Blue and Navy

**DORMAN DIRECTORY**

**Administration**

Bryant Roberson ..... *Principal*  
Ashley Abernathy ..... *Assistant Administrator*  
Marcus Black Sr. .... *Assistant Principal*  
Thomas Brooks ..... *Assistant Principal*  
Michael Bush ..... *Assistant Principal*  
Kevin Farmer ..... *Assistant Principal*  
A'Deana Jones..... *Assistant Principal*  
Tracy Malone ..... *Assistant Principal*  
Kelli Outlaw ..... *Assistant Principal*  
Jon Stoehr..... *Athletic Director*

**Guidance Department**

Susan Polson, *Director* ..... *Counselor*  
Amanda Stewart..... *Registrar*  
Evan Feemster..... *Counselor*  
Peter Mezzanotte..... *Counselor*  
James Moore ..... *Counselor*  
Tonya Price ..... *Counselor*  
Imani Richard..... *Counselor*  
Sonya Watson..... *Counselor*  
Benjamin Whitesides ..... *Counselor*  
Patrick Suber..... *Truancy/Youth Stop Coordinator*  
Ann McIntyre..... *CDF/EEDA Coordinator*  
Walt Canty..... *CDF*  
Roc Robinson..... *Clinical Counselor*  
Paige Smith ..... *Clinical Counselor*

**Secretarial Staff**

Sherry Carey/Stephanie Webber ..... *Attendance*  
Kimberly Young ..... *Administrative Assistant*  
Crystal Crosby ..... *Administrative Assistant*  
TBA..... *Study Hall*  
Cynthia Harvey ..... *Guidance/Receptionist*  
Sarah Manuel ..... *Guidance/Receptionist*  
Kimberly Deaton..... *Bookkeeper*  
Sherry Hudson ..... *Receptionist*  
Heather Chittum..... *C-Wing Receptionist*  
Michelle Acker..... *Main Office*  
Letitia Neuder ..... *Athletics*  
Chelsea Means ..... *Athletics*  
Dana Cantrell ..... *Graphic/Layout Designer*

## 2023-2024 CALENDAR

### FIRST SEMESTER

#### August 7-11

Teacher Staff Development Days

#### August 14

First Day of School for Students

#### September 4

Labor Day Holiday

#### September 13

Interim Reports Issued

#### October 16

End of 1<sup>st</sup> Grading Period

#### October 18

Report Cards Issued

#### November 6

Staff Development

#### November 7

Election Day Holiday

#### November 17

Interim Reports Issued

#### November 22-24

Thanksgiving Holidays

#### December 20

End of First Semester/  
Student Half Day

#### December 20-31

Christmas/Winter Holiday

### SECOND SEMESTER

#### January 3

Staff Development

#### January 4

First Day of 2nd Semester for  
Students

#### January 5

Report Cards Issued

#### January 15

Dr. Martin Luther King, Jr. Holiday

#### February 8

Interims Issued

#### February 16

Staff Development

#### March 12

End of 3<sup>rd</sup> Grading Period

#### March 14

Report Cards Issued

#### March 15

Staff Development

#### April 1-5

Spring Holidays

#### April 22

Interims Issued

#### May 22

Half Day

#### May 23

Last Student Day/Half Day

#### May 24

Staff Development Day/  
Final Report Cards Issued or Mailed

#### May 27

Memorial Day Holiday

## 2022-2023 BELL SCHEDULE

**First Period**  
8:20-9:50

Class Change  
9:50-10:00  
Announcements  
10:00-10:03

**Second Period**  
10:03-11:33

<b>First Lunch</b>	<b>Second Lunch</b>	<b>Third Lunch</b>	<b>Fourth Lunch</b>
Lunch 11:33 - 12:01	Class Change 11:33 - 11:43	Class Change 11:33 - 11:43	Class Change 11:33 - 11:43
Class Change 12:01 - 12:08	Third Period Part A 11:43 - 12:08	Third Period Part A 11:43 - 12:43	Third Period 11:43 - 1:18
Third Period 12:08 - 1:46	Lunch 12:08 - 12:36 Part B 12:43 - 1:46	Lunch 12:43 - 1:11 Part B 1:18 - 1:46	Lunch 1:18 - 1:46

Class Change  
1:46 - 1:56

**Afternoon Announcements**  
1:56- 2:00

**Fourth Period**  
2:00 - 3:30

### **DORMAN CAFETERIA**

All Spartanburg County School District Six students will receive meals at no cost during the 2023-2024 school year.

### **LUNCHROOM REGULATIONS**

The Dorman cafeteria is provided for students who want to eat lunch or breakfast. Dorman personnel will NOT deliver food from off campus to students. Students who prefer to eat outside are encouraged to use the patio area when weather permits. All glass containers are prohibited. Students are expected to remove their trash from cafeteria tables.

### **STUDENT IDs**

Students will be issued a free ID card upon initial enrollment to use at Dorman High School. Replacement cards can be purchased for \$5.00. Students are required to have their school ID visible and displayed at all times.

### **DELIVERIES TO STUDENTS**

No gift items or non-essential items should be brought during the school day. The school will not accept deliveries from Door Dash or other food delivery services.

### **DORMAN HIGH SCHOOL ACADEMIC HONOR CODE OF CONDUCT**

Students at Dorman High School are expected to achieve excellence in education. Honesty and integrity are integral parts of the learning environment and are considered vital to the ethical behavior of each student and staff member. To promote these values and to protect each student's right to a fair and equal education, the Dorman Honor Code of Conduct has been established.

Students at Dorman pledge not to engage in and will discourage others from cheating, plagiarizing, lying, and participating in any inappropriate academic behavior that violates the school policies of Spartanburg School District Six.

### **CURRICULUM INFORMATION**

#### **Minimum Course Load**

Seniors are required to take a minimum of 5 courses (3 one semester, 2 one semester). Sophomores and juniors are required to take a minimum of 8 credits (4 each semester).

#### **Timetable For Adjusting For Course Level/Load Difficulty**

Schedule changes will be made to accommodate failures, teacher recommendations, enhance academic selection and/or administrative errors. Schedules with errors will need to be reconciled on registration day in August. According to state policy, schedule changes must occur no later than the first five days in a 90-day semester course or the first three days in a 45-day, nine weeks course. Seniors have first consideration in rescheduling failed courses from first semester.

#### **Class Drops**

Students may only withdraw from a course without penalty within three days of the first day of enrollment for a 45-day course, five days for a 90-day course, and ten days for a 180-day course. A student who receives administrative approval to withdraw after this window will receive a WP (Withdraw Passing) for the course, which will be posted on the student's transcript. A student who does not receive administrative approval to withdraw after this window will receive a WF (Withdraw Failing) for the course, which will be posted on the student's transcript and calculated as an F (50) in the GPA. Students who drop out of school or are expelled after this window will receive a WP for any course they were passing and WF for any course they were failing.

#### **Grade Classification**

Students are classified into one of three categories based upon the following criteria:

**Sophomore/10<sup>th</sup> grade:** All students who have earned 4 units of credit, including 1 unit of English 9 and 1 unit of required mathematics, and are enrolled in courses

leading to an additional unit of credit in both language arts and mathematics, and who have been enrolled at the secondary level for 1 year.

**Junior/11<sup>th</sup> grade:** All students who have successfully completed at least nine units of credit; these nine units must include English 9, 10, and two units of math.

**Senior/12<sup>th</sup> grade:** All students who have successfully completed 15 units of credit – two of these must be English 9 and 10, and who will be able to complete the remaining number of required courses for graduation by the end of the school year.

#### **Retaking the Same Course**

Any student may take retake a course at the same level of difficulty if the student has earned a D, P, NP, WP, FA, WF, or an F in that course. If the same level course is not accessible, the course may be taken at a different level of rigor. Retaking the course means that the student must complete the entire course again (not a subset of the course such as through credit recovery). If the course being retaken has a EOCEP, the EOCEP must be retaken. All course attempts from middle and high school will show on the transcript. Only one course attempt and the highest grade earned for the course will be calculated in the GPA. A course retake must occur by the end of the subsequent school year or before the next sequential course (whichever comes first). A student may not retake a course if the course being replaced has already been used as a prerequisite for enrollment in a subsequent course.

#### **Credit Recovery**

If a student fails a course with a grade of 50 or higher, they may be eligible to recover credit for the course by completing a credit recovery option. Credit recovery options follow the Dorman High School Credit Recovery Plan and can be worked out through a student's academic counselor or principal. Grades from credit recovery attempts and completions are transcribed according to the following procedures: (1) The original failing grade will remain on the transcript as is; (2) A new course starting with the appropriate activity code, grades scale designation, and unit marker will be entered on the student record (i.e., 3024CRCW English 1-CR); (3) if a student passes the credit recovery course with a 60 or higher, the passing grade is entered as a "P" as the final grade and transcribed to the numerical grade value of "0" as indicated by the addition of the "P" to the grade scale chart. Thus, the credit recovery course does not impact the student's GPA. If a student fails the credit recovery course, the failing grade is entered as an "NP" as the final grade and transcribed to the numerical grade value of "0" as indicated by the addition of "NP" on the grade scale chart; (4) A student wishing to modify his or her GPA shall repeat the full course and not seek a credit recovery solution.

#### **GPA/Class Rank**

Grade point averages and class rank will be determined using the state mandated Uniform Grading Scale. Class rank will be computed at the end of each semester to account for Winter Graduates (students who complete Early Graduation forms and are approved to graduate at the end of the first semester of their Senior year). Winter Graduates do not receive a final class rank. For scholarship purposes, Winter Graduates must use alternative criteria that does not include an end-of-Senior year final class rank. Winter Graduates are still allowed to participate in the Spring graduation ceremony.



**Valedictorian/Salutatorian**

The class rank is the basis for school activities needing rank such as junior marshals and top senior honors. Calculation for naming the valedictorian and salutatorian will not be determined until the end of the second semester of the senior year. A student must be enrolled as a Dorman student for at least one full academic year to be eligible for valedictorian or salutatorian.

**South Carolina State Department  
of Education Diplomas**

- S.C. High School Diploma (as determined by the S.C. State Department of Education)
- Students must earn 24 units in the manner prescribed in the accompanying chart. Students must have completed a college preparatory or technology preparatory program of study.
- **Academic Achievement Honors Award** (as determined by the S.C. State Department of Education)

**Students must:**

- 1) complete 24 units of credit, (18 units must be college preparatory courses, 4 units in additional electives, and 2 units in one or more of the following: English, Science, Social Studies, or Mathematics),
- 2) earn no less than a "B" average for each course in grades 9-12 through the seventh semester, and
- 3) achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on Mathematics.

*OR*

- 1) have a combined score of 1400 on the SAT math and verbal sections or an ACT composite of 31 and
- 2) have earned 24 units of high school credit and be eligible for graduation with a state high school diploma.

**Dorman High School Academic Diploma**

A student must earn 27 units as prescribed on the accompanying charts.

### **SC Seals of Distinction**

Beginning with the class of 2022, students enrolled in South Carolina high schools shall have the opportunity to earn graduation *Seals of Distinction* within each high school diploma pathway that identifies a particular area of focus.

#### **Honors Seal of Distinction**

**UGP GPA:** 3.5 or higher

**English:** 4 units (2 at HON level or higher)

**Math:** 4 units (3 at HON level or higher; 4th course must have Algebra II as a prerequisite)

**Lab Science:** 3 units (2 at HON level or higher)

**Social Studies:** 3 units (2 at HON level or higher)

**World Language:** 3 units of same language

**Advanced Coursework:** 4 units at HON level or higher during Junior/Senior years

#### **College-Ready Seal of Distinction**

**UGP GPA:** 3.0 or higher OR ACT 20 OR SAT 1020

**English:** 4 units

**Math:** 4 units (4th course must have Algebra II as a prerequisite)

**Lab Science:** 3 units

**Social Studies:** 3 units

**World Language:** 2 units of same language

**Fine Arts:** 1 unit

#### **Career Seal of Distinction**

**UGP GPA:** 2.5 or higher

**English:** 4 units

**Math:** 4 units

**Science:** 3 units

**Social Studies:** 3 units

**AND**

**Career Credential:**

Earn at least one industry-recognized credential OR WIN/R2W Silver Level or higher OR Semester-long Work-Based Learning (WBL) credit

#### **Specialization Seal of Distinction**

**UGP GPA:** 3.0 or higher

**AND**

*Complete one of the following areas:*

**STEM:** 4 elective units beyond the required courses in math, science, and technology with at least 2 at HON level or higher (4 units may be in one area of STEM or across difference areas)

**World Language:** 4 units in the same language and/or proficiency on language exam

**Military:** 4 units in JROTC AND a 31 or higher on ASVAB

<b>Graduation Requirement Guidelines</b>		
<b>Subjects</b>	<b>SC Diploma Requirements 24 Units</b>	<b>Dorman Academic Diploma 27 Units</b>
English/ Language Arts	4 units	4 units
Mathematics	4 units	4 units
Science +	3 units	3 units
US History & Constitution	1 unit	1 unit
Economics	1/2 unit	1/2 unit
US Government	1/2 unit	1/2 unit
Other Social Studies	1 unit	1 unit
Physical Education or JROTC	1 unit	1 unit
Computer Science*	1 unit	1 unit
Occupational Specialty <b>OR</b> Foreign Language	1 unit	1 unit
Core Units	17 units	17 units
Electives	7 units	10 units
<b>Total Units</b>	<b>24 units</b>	<b>27 units</b>

\* As defined in the Course Booklet

\*\*Occupational classes include classes offered at R. D. Anderson Applied Technology Center, advanced computer, business technology and vocational classes offered at Dorman High School.

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

#### **REPORT CARDS**

Dorman High School operates on nine-week reporting periods. Report cards will be issued at the end of each nine-week period. Parents and students should study these reports carefully. Any questions regarding interpretation of reports should be directed to the student's counselor. The telephone number is 582-4347. The following grading system is used:

A: 90 to 100	INC: Incomplete
B: 80 to 89	FA: Failure due to
C: 70 to 79	excessive absences
D: 60 to 69	WF: Withdrew failing
F: Failing Below 60	WP: Withdrew passing

NOTE: Posting of summer school grades will take place upon completion and receipt of grades.

### 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F, FA, WF, WP	0.000	0.000	0.000

## COLLEGE PREPARATORY COURSE PREREQUISITE REQUIREMENTS

**FOUR UNITS OF ENGLISH:** At least two units must have strong grammar and composition components, at least one must be in **English literature**, and at least one must be in **American literature**. Completion of **College Preparatory English I, II, III, and IV** will meet this criterion.

**FOUR UNITS OF MATHEMATICS:** These include **Algebra I** (for which **Applied Mathematics I and II** may count together as a substitute, if a student successfully completes **Algebra II**), **Algebra II**, and **Geometry**. A fourth higher-level mathematics course should be selected from among **Algebra III/trigonometry, precalculus, calculus, statistics, discrete mathematics**, or a **capstone mathematics course and should be taken during the senior year**.

**THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical or life sciences and selected from among **biology, chemistry, or physics**. The third unit may be from the same field as one of the first two units (**biology, chemistry, or physics**) or from **any laboratory science** for which **biology and/or chemistry** is a **prerequisite**. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is **not** a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a **prerequisite** to the three required units of laboratory science outlined in this section. **It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.**

### TWO UNITS OF THE SAME FOREIGN LANGUAGE

**THREE UNITS OF SOCIAL SCIENCE:** One unit of **U.S. History** is required; a half unit of **Economics** and a half unit in **Government** are strongly recommended.

**ONE UNIT OF FINE ARTS:** One unit in Appreciation of, History of, or Performance in one of the fine arts.

**ELECTIVE:** One unit must be taken as an elective. A college preparatory course in **Computer Science (i.e., one involving significant programming content, not simply keyboarding)** is **strongly recommended for this elective**. Other acceptable electives include college preparatory courses in **English; fine arts; foreign languages; social science; humanities; laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.**

### ONE UNIT OF PHYSICAL EDUCATION OR ROTC

#### DUAL ENROLLMENT COURSES

Dual enrollment is an opportunity for high school students to take college courses while still enrolled in high school. Students earn both college credit and high school credit for the course.

- ACCUPLACER *or* COMPASS Placement Test Scores *or* ACT Scores are required for Spartanburg Community College courses. SAT Scores *or* ACT Scores are required for USC Union and USC Upstate courses.
- **Courses taken through dual enrollment will be included in the student's GPA/Rank and are given the same GPA weighting as an AP course.**
- A three-hour credit college course transfers as 1 high school unit of credit.
- **Students that drop a dual enrollment course after the first five class sessions will receive a WF, meaning withdrew failing, on their high school transcripts. Students must pay the tuition for the dropped course. Students must also follow the withdrawal guidelines of the college that the course is taught.**

- Students are NOT charged tuition for their first dual enrollment course; however, they are responsible for books and/or other course fees. Students making an A or B in dual enrollment courses may continue to take additional courses tuition free. Students making a C or below in a dual enrollment course will be required to pay tuition for additional dual enrollment courses.
- **Students with 504 Plans must contact the college directly in order to request accommodations.**
- Students that want to take the ACCUPLACER at SCC must see Ms. Polson in Guidance and complete a *SCC Early College Prospect and Application Form*.
- **At the completion of the course, students must sign a Spartanburg Community College, USC Union, and/or a USC Upstate Transcript Request Form and you must directly request dual enrollment transcript from the college awarding the credit in order for grades to be sent to any colleges to which you apply.**

**NOTE: South Carolina public two and four year colleges and universities have a list of courses that are transferable within the state public college system. Students should verify the course they choose is a part of their college major or can be counted as an elective credit. Student should check with the four-year college they plan to attend to see if the course they selected will be accepted for college credit.**

### **SCHOLARS ACADEMY**

The Scholars Academy is a dual credit program through USC Upstate. Students in the eighth grade apply for acceptance into this prestigious program which allows one to earn approximately 60 hours of college credit while simultaneously completing high school diploma requirements. Students attend DHS for one period per day. For more information regarding application procedures to the Scholars Academy, please contact your guidance counselor.

Students who attend the Scholars Academy are given an advantage in GPA calculation because of the multiple opportunities for dual credit courses. Therefore, Scholars Academy students may compete for all Scholars Academy honors. However, students who attend the Scholars Academy would be excluded from most DHS honors associated with class rank. Scholars Academy students cannot compete for the honor of speaking or delivering the invocation at graduation as one of DHS honor graduates. This would include the exclusion of Scholars Academy students from valedictorian and salutatorian titles. However, Scholars Academy students can be recognized as Dorman High School Scholars Academy Junior Marshals. Once students enter into the Scholars Academy, those students are no longer eligible for the graduation speaker honors even if the return to DHS for fulltime enrollment at any time. Scholars Academy students may participate in DHS graduation and wear a cord to reflect this honor. (Note: Scholars Academy students may compete for the title of valedictorian or salutatorian of the Scholars Academy cohort at USC Upstate.)

Scholars Academy students will be included in class rankings at DHS. This inclusion in class rankings would allow Scholars Academy students to be eligible for Beta Club, National Honor Society, Palmetto Fellows, Life Scholarships, etc. (Note: A Scholars Academy student may be ranked #1, but he/she would not be recognized as valedictorian.)

### **GRADUATION EXERCISES**

While participation in graduation exercises is an optional activity, it is one that is traditionally desired by the majority of seniors as the highlight of their high school careers. Since graduation marks the end of a student's tenure in high school, the school mandates that all requirements for a diploma/certificate be completed before the day of graduation. Anyone who is unable to complete his high school requirements before the date of graduation will not be allowed to participate in the graduation ceremony. All students who participate in graduation must wear a cap & gown.

### **JUNIOR MARSHALS**

Juniors who will serve as junior marshals for the graduation ceremonies and Honors Day, are the twenty students with the highest cumulative GPAs at the end of their sophomore year.

Note: In order to be eligible for junior or senior honors, a student must be in a diploma track.

### **EXAMINATIONS**

Cumulative examinations are given in all courses at the end of the first and second semesters. Exam periods are designed to provide time to evaluate the achievement of the main points of the course work.

Exams will be given to classes only at the assigned times. No exams will be given early without the approval of the principal. Students who miss these exams will make up the exams within two weeks of the end of the semester.

### **EXAM EXEMPTIONS**

The only students who may exempt an exam are seniors who have a 90 or higher average in a course.

### **AP EXAMINATIONS**

A major benefit to completing an AP course at Dorman is the ability to take the corresponding AP Exam at no additional cost in the spring of each school year. Many colleges grant credit and advanced placement to students who score a 3 or higher on an AP Exam. It is the responsibility of parents and students to confer with a college to determine recognition of AP scores for credit and/or placement. Students must continue to attend AP classes after their scheduled AP Exam. AP students will be excused for testing only on the date of their AP Exam. The schedule for AP Exams can be found at <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>.

Students will register for the AP Exam through their College Board account within the first month of active enrollment in an AP course. Students must complete the required registration steps as instructed in order to be included in the school's AP Exam Order for applicable exam(s). If a student decides that it is in their best interest to opt out of taking an AP Exam, they must notify the AP coordinator and modify their intent to test on their College Board account no later than November 1st for a Fall-semester course and no later than March 1st for a Spring-semester course. This will remove the student's name from the school's AP Exam Order for the noted exam(s). Students who wish to take an AP Exam for an AP course they are taking through a non-Dorman institution (e.g. VirtualSC) must contact the AP Coordinator and complete the required registration steps no later than November 1st. Students who wish to register for a self-study exam in any subject must contact the AP coordinator and complete the required registration steps no later than November 1st.

AP Services allows students affected by certain circumstances to test during a Late Testing window with an alternate form of the exam. When the cause of late testing is beyond the control of the school or student, there is no additional fee. However, when the student has a choice between testing on the scheduled date or requesting to test during Late Testing, there is a fee of \$125 per exam. This non-refundable fee shall be incurred by the student upon their request for late testing and must be paid in full before the Late Testing order deadline (usually the second Friday morning of the standard testing window).

AP Services considers the following as "beyond the control of the school or student" (No Additional Fee): conflict with 1B exam; conflict with state-, province- or nationally mandated test; disabilities accommodations issue; emergency; bomb scare or fire alarm; emergency; serious injury, illness, family tragedy (must provide documentation); religious holiday/observance; school closing; election, national holiday, or natural disaster; strike/labor conflict; three or more AP Exams on same date; two AP Exams on same date and time. AP Services considers the following as "a choice between standard and

late testing” (Additional Fee); academic contest/event; athletic contest/event; conflict with non-AP and non-IB exam; family/personal commitment; ordering error (would include not notifying AP Coordinator of changes before initial school order is placed); other school event; school closing (local decision, non-emergency); two AP Exams on same date, but not at same time. Dorman High School will cover the cost of this late fee for students who have a conflict with an academic or athletic event due to their membership on a Dorman High School organization or team.

**2023-2024 SAT Program Test Dates**

<b>August 26, 2023</b>	<b>March 9, 2024</b>
<b>October 7, 2023</b>	<b>May 4, 2024</b>
<b>November 4, 2023</b>	<b>June 1, 2024</b>
<b>December 2, 2023</b>	

**2023-2024 ACT Program Test Dates**

<b>September 9, 2023</b>	<b>February 10, 2024</b>
<b>October 28, 2023</b>	<b>April 13, 2024</b>
<b>December 9, 2023</b>	<b>June 8, 2024</b>
	<b>July 13, 2024</b>

**PSAT Date: October 11, 2023**

**PARENT/TEACHER CONFERENCES**

To schedule a teacher conference, parents should call the switchboard (864-582-4347) and leave a message for the teacher to return the call. Upon arrival for the conference the parent needs to check in at the reception desk and receive a visitor’s pass before reporting to the teacher’s classroom. The teachers can also be contacted directly via e-mail. The e-mail addresses are located on the Dorman web page: [dhs.spart6.org](https://dhs.spart6.org)

**COUNSELING AND GUIDANCE PROGRAM**

The Dorman High School Guidance and Counseling Program focuses on helping all of the students achieve full academic potential, establish and reach career goals, and develop interpersonal skills necessary for living successfully in our society. Program activities emphasize learning to learn, learning to live, and learning to work. The Guidance and Counseling Center is open from 7:45 a.m. until 4:00 p.m. every school day. The Center is located adjacent to the school’s main lobby.

Guidance and Counseling Center activities include individual and group counseling, classroom guidance, college recruitment programs, test interpretation sessions, information seminars, registration and course selection, parent-teacher-student consultations and a variety of other initiatives designed to help students become responsible and successful in the school setting. Instructions regarding the completion of college and scholarship applications are provided through classroom guidance sessions and parent workshops. The Guidance and Counseling Center hosts a number of special events throughout the year including parent workshops, college and military recruiter visits, career presentations, and financial aid seminars.

The Guidance and Counseling Center publishes an opportunities and scholarship newsletter at least monthly and often more frequently, which notifies students, faculty and parents of upcoming scholarships and special opportunities. The scholarship newsletter is circulated to every teacher who then reviews the information with students, posts the publication, and informs students that individual copies are available from each counselor and in the Guidance and Counseling Center. It is also posted on the Dorman Web Site ([dhs.spart6.org](https://dhs.spart6.org)). It is important that students become familiar with the newsletter since it is the primary means through which scholarship and special opportunities are publicized.

Please ask for a pass if you would like to see your counselor or complete a Guidance Counselor Request Form. Counselors make every effort to see students in a timely manner. However, it is not always possible to reach a student immediately. Students are asked to state clearly whether or not they need urgent attention. Students may also see a counselor by going to the Guidance and Counseling Center during their lunch periods, before or after school.



### **TRANSCRIPT AND TEST SCORE CARDS**

When students submit college and/or scholarship applications either online or paper, then they must complete a ***Dorman High School Transcript Form***. Students must mark on the form if they would like Dorman to send the school's copy of their test scores. It is important for students and families to check with prospective colleges to ensure that they will accept test scores from the high school. Some colleges, *like Clemson, College of Charleston and USC-Columbia*, require that test scores be forwarded from the national testing service. Students may get the ***Dorman High School Transcript Request Forms*** from the guidance office. Some applications require that a counselor complete a ***Counselor Recommendation Form***. Students should attach the ***Counselor Recommendation Form*** to the ***Dorman High School Transcript Request Form*** and submit to your counselor prior to the application deadline.

### **LIBRARY**

The Dorman library is centrally located at the main entrance of the school. The library offers access to a print and non-print collection of over 20,000 titles, as well as access to computers and printing. The library strives to provide an atmosphere conducive to research, reading and studying at all times. Join the library's Google Classroom for digital access to our programs, resources, and up to date information. Inquire with librarians to join this Google Classroom.

#### **Hours:**

- 7:45 a.m. - 4:00 p.m. - Monday through Thursday
- 7:45 a.m. - 3:30 p.m. - Friday

#### **Student Visits:**

- Students may visit freely before school, between classes, during lunches, and after school without a pass.
- Students visiting from a class must present a pass.
- Upon entering the library, students must sign in; they must re-sign in during each block they visit. Sign-ins are required for visits before school, during blocks, between class visits, during lunches, and after school visits.
- Students with early dismissal and late arrival may visit during those blocks without a pass. Students in dual enrollment classes may visit without a pass.

#### **Services/Resources for students:**

- Access to recreational and required reading resources
- Research materials in print and subscription/online
- Printing - Students may only print from a Dorman Library laptop from inside the library. Color printing is available at a cost, and can only be completed from the circulation desk.
- Chromebook troubleshooting and repair
- Reading and research through ebooks
- Gaming center
- Student supplies (pencils, pens, markers, staplers, hole punches, etc.)

#### **Activities**

- Seasonal literacy promotions and contests
- CavsRead Book Club (monthly during lunches; no after school meetings)
- Occasional Makerspace activities

#### **Behavior:**

- Students must follow all school rules and expectations for behavior.
- Food and drinks may not be consumed in the library. These items must be stowed away properly or left at the circulation desk until a student leaves.

#### **Circulation of Library Materials:**

- The loan period for library materials is three weeks with one renewal.
- Students must present their school IDs in order to check out materials. Renewals require the student to bring the material to the library for rescanning.

- Materials checked out to a student will become the responsibility of the student in all circumstances.
- To provide fair access to library materials, borrowers must return materials by the due date.

**Fines/Lost/Damaged Books & Materials:**

- The library does not charge fines for late/overdue material. Instead, we encourage and remind students via their Spartanburg District 6 email to return items once they are overdue.
- With the exception of graphic novels, books are stamped with a due date inside the back cover of a library book.
- A book is due back to the library in 21 days (3 weeks). Students may log into Destiny to view the status and/or due dates of library books.
- Students are notified of overdue library books through their Spartanburg District 6 student email account. When parents have provided active email accounts to Dorman High School, they also receive an overdue/lost library book notification.
- Students keeping a book for 45 school days are charged \$25 for a lost book. This fee is waived upon returning a lost book, as long as it is in good condition.
- Books that are damaged are assessed a fee to repair a book. If the damage is beyond the scope of the cost of repair, a \$25 replacement fee is charged.

**Available for Purchase in the Library:**

- Earbuds, \$2.00 (cash only)
- Color copies, \$0.25 per page (cash only)
- Replacement Chromebook chargers, \$25.00 (cash, check, or credit card)

**BOARD POLICY AND NETWORK  
CODE OF CONDUCT**

**INTRODUCTION**

The District Six computer network has been established to give faculty and staff access to current information resources. It also provides instant communications within the district and throughout the world via the Internet. All network users must be aware of and adhere to the district policies and regulations that address electronic information resources.

**POLICY**

The Board of Education supports the use of the Internet to improve learning and teaching through person to person communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration.

In return for this access, every Internet user within Spartanburg School District Six has the responsibility to respect and protect the rights of every other user in the community and on the Internet. Network users are expected to act responsibly, ethically and legally in accordance with the district's Network Code of Conduct, the mission and purposes of other networks accessed on the Internet and the laws of the states and the United States.

**NETWORK CODE OF CONDUCT**

**Use of the network shall be in support of education and research that is consistent with the mission of the district. Network use is limited to those students who have completed the training and have a specific educational objective to research. Users must adhere to the following rules of conduct:**

1. Use the network in such a way that your use does not disrupt its use by others.
2. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
7. Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.
8. Refrain from using the network for commercial purposes.
9. Respect the privacy of others.
10. Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number

The district reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. (Form available from homeroom teacher.)

#### **DISTRICT OWNED DEVICE DAMAGE FEES**

Every student issued a district owned device will be held to the fee list below that covers loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district and/or school will access the device damage. If the device or the accessories are deemed to be intentionally or neglectfully damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. See below for anticipated repairs or replacement costs.

Screen replacement	\$ 75.00
Power adapter with cord replacement	\$ 25.00
Chromebook replacement (lost/stolen/broken beyond repair)	\$300.00
Windows Laptop replacement (lost/stolen/broken beyond repair)	\$300.00
Broken keyboard	\$ 25.00

*(Costs are estimates and subject to change)*

#### **LOST OR STOLEN EQUIPMENT**

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment.

If the equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of the replacement.

The district/school may use its discretion to replace a student device if and only if it is determined by the district/school that the student acted in a reasonable manner when storing and taking care of the device and acted in good faith to find the device, such as filing a police report and reporting the loss or theft to the district/school. The district/school will not be obligated to replace a student device in the case of negligence and failure to use diligence with district property.

#### **PUBLIC RELATIONS**

Spartanburg Schol District Six values student achievement and understands the significance of student recognition. Therefore, the District Six Office of Communications may share information regarding student achievement, awards, artwork and activities to members of the press. Videography, photography, and names may be used on our website, social media accounts or in news stories, district publications, or for similar purposes. **If you prefer that your child not participate in any public relations activities, please notify the school office in writing.**

#### **ATTENDANCE**

The South Carolina Compulsory Attendance Law, Section 59-65-10, states that all parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this State. Section 59-65-20 of the Compulsory Attendance Law states that any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

#### **ATTENDANCE REGULATIONS**

##### ***Attendance Requirements to Earn Credit:***

In each class where one unit of credit is awarded, a student may not miss the class more than eight (8) times due to excused, unexcused, or parent note absences. In each class where one-half unit of credit is awarded, a student may not miss more than three (3) times due to excused or unexcused absences. Nine (9) or more absences in a full unit course or five (5) absences in a half unit course will cause loss of credit. Absences approved as Medical, Bereavement, School Activities, and College Visits are exempt and do not count towards the maximum number of absences for courses.

Students that miss more than the maximum days allowed will not receive credit for the class unless they make up the time in make up sessions at the cost of \$5 per hour. If time is not made up by the completion of the semester the course was taken, students will not receive credit for the course and will receive an FA-Failure Due to Attendance. An FA will require students to re-take a course to earn credit.

##### **To Have an Absence Excused**

Parent/guardian or student must bring a doctor's note or parent note to the attendance office within three (3) days of the absence. Absences will not be excused via telephone or email. RDA students must provide one excuse to Dorman and another to RDA.

**NOTE:** Fraudulent communication by a student concerning reasons for absences will be dealt with as a disciplinary matter.

**For the purposes of this policy, students may be counted present under the following conditions:**

- The student is present for a minimum of (1) one hour of the class period.
- The student is on homebound instruction.
- The student is engaged in a school-sponsored activity approved by the principal. (i.e. field trip)
- The student is assigned in-school or out-of-school suspension.
- The student has a court order to appear and has provided documentation from the court.

### **INTERVENTION POLICY**

Dorman High School will apply the following interventions, each semester, to encourage student attendance:

- **3 consecutive/5 total unexcused absences – a student is considered truant if he/she accumulates 3 consecutive or 5 total unexcused absences. In these cases, a letter will be sent to parents/guardians requesting an intervention conference. A written intervention plan will be completed by the school designee and parent.**
- **7 unexcused absences – a student is considered a habitual truant if he/she accumulates seven (7) unexcused absences and the Spartanburg County Truancy Intervention Plan has been completed. A referral to Family Court may be made at this time.**
- **Additional unexcused absences – a student is considered a chronic truant if he/she accumulates any additional unexcused absences after the student has been referred to Family Court and placed on order to attend school.**
- **Truancy status is coded as a discipline incident in the student's discipline record. A court referral may be made for chronic truants under the age of 17.**

### **MAKE UP WORK**

When a student is absent from class, the student will receive a zero for the missed assignment in the gradebook. The teacher will adjust the grade to reflect the appropriate credit once the work has been completed.

Work missed due to absences is to be made up as soon as reasonably possible after the student's return to school. Teachers may set a limit to the amount of time extended before make-up should be completed. When possible, make-up should be accomplished during a time mutually agreed upon by both the teacher and the student. If necessary, the work can be made up during regular school time if such make-up does not interfere with the work of the class as a whole or does not keep the student out of another class.

Missing one class to make up another is prohibited unless the absence was caused by a school-sanctioned activity. In this case make-up time may be, and perhaps should be, taken from the class that caused the absence. Routinely, the make-up should take place at some time other than class time, and teachers are entitled to require make-up after or before school or during lunch as long as prior notice is given.

Occasionally, time allowed for make-up work may be extended due to unusual circumstances such as extended absences. Work not completed by the end of a reporting period will cause the student to receive an "Incomplete" for that grading period. This grade is computed as a zero for the nine weeks and remains in effect until the required work is completed. All "Incompletes" must be made up within the next two weeks or they become zeros.

Failure to meet a reasonable teacher-imposed deadline for extended make-up is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for make-up will result in loss of make-up privileges unless the teacher agrees to change the appointment before the fact or unless a bona fide emergency exists. Failure to make up work within the guidelines of this policy will result in the awarding of zeros for missed assignments. In the event of a dispute over make-up rights, the principal will be the final authority.

If a student is absent for several days, the parent may call the receptionist to request assignments. It will be necessary to have 24-hour notice before assignments can be picked up in order to give the teachers time to collect the material and get it to the receptionist.

### **EARLY DISMISSALS**

The Early Dismissal Desk is for students who become ill during school or have medical appointments during the school day. No gift items, food, or non-essential items should be brought to students during the school day.

- Students who sign out of school and return during the same day should sign in at the Attendance Office.
- Early dismissals will occur at class change only unless there is a medical emergency, doctor's or orthodontist's appointment.
- To be dismissed early, the parent must call the Early Dismissal desk or the student must bring a note to the Early Dismissal desk from a parent/guardian; the note must include a phone number where the parent/guardian can be reached in the morning.
- Someone from the Early Dismissal Desk will call to verify the note.
- If the Attendance Office is not contacted, the class absences due to early dismissal will be unexcused.
- Only emergency early dismissals will be processed on state testing days. Interruptions must be limited.
- Students will not be allowed to sign out of school to leave campus for lunch.
- Students will not be allowed to sign out of school early more than four times per semester without prior approval of the principal or the principal's designee.

### **INCLEMENT WEATHER**

When inclement weather has the potential to impact the safety of students and staff, District Six may make the decision to make weather-related schedule changes. If it is necessary to call for a delay, closing, or early dismissal, District Six will utilize various communication methods in order to notify parents and students. This information will be disseminated using our emergency notification feature on the District Six app. This can be downloaded on the App Store or Google Play. Please download the District Six app and enable the notifications feature in order to receive important weather-related schedule changes. We may also utilize the all-call parent notification system. The district will also provide schedule-changes to our local television stations. The district will also post delays, closings, or early dismissals on Twitter (@spartadistrict6) on Facebook (@spartanburgdistrictsix) and on our website ([www.spart6.org](http://www.spart6.org)).

During inclement weather, the superintendent, administrators, and transportation personnel stay in constant communication with the National Weather Service reports and frequently check road conditions. It is our goal to make decisions in a timely manner in order for parents to plan ahead. However, weather is not always easily predictable. If possible, a decision will be made the evening before. If a decision cannot be made at that time, we will attempt to make a decision to close or delay by 6:00 a.m.

See Board Policy EBBB.

### **SPARTANBURG COUNTY PUBLIC VIRTUAL PROGRAM**

In an effort to expand educational opportunities for students, school districts across Spartanburg County have collaborated to offer a virtual program aimed at providing a high-quality web-based learning initiative. The Spartanburg County Public Virtual Program is a comprehensive, standards-based program that can be easily accessed anywhere an internet connection is available. Parents/guardians can determine if their child is a good candidate for the virtual program after speaking with their school counselor and principal. Students must maintain daily work completion and exhibit success in the SCPVP in order to remain in the program.

### **eLEARNING**

eLearning refers to a formal learning activity where students and teachers are separated due to inclement weather or other unforeseen circumstances. This type of learning offers both teachers and students a way to stay connected and continue learning while they are apart. The South Carolina Department of Education approved the District's eLearning plan in June 2020.

For an eLearning day to count as an instructional day, the state requires students to complete a minimum number of instructional hours set at each level (elementary, middle, and high). A teacher's work hours, at a minimum, must mirror the same requirements.

eLearning lessons will address academic content or skills that would have been addressed if school had been in session in a traditional setting. At all grade levels, lessons provided should require a minimum of 200 minutes of instruction (video, reading, and listening); the remainder of the time is for student engagement, studying and work completion. Students will have up to 5 days to complete and submit any assignments given on an eLearning day.

### **TARDY REGULATIONS**

Being late is not acceptable at Dorman High School, and tardiness is dealt with through the process outlined here. A student is considered tardy if he/she is not in the classroom before the tardy bell begins ringing. If a student comes into the classroom and leaves for any reason without permission of the teacher, including going to the bathroom or to obtain class materials, he/she will be considered tardy. Students who are late to class with a pass from another teacher, the attendance office, counselor, or a principal will not be considered tardy.

#### **TARDIES TO ALL PERIODS**

##### **Less than 5 Minutes**

1st Tardy: Student is notified of the tardy by the teacher.

2nd Tardy: Student is notified that the next tardy will result in a discipline referral.

3rd Tardy and all subsequent tardies: Student will receive a discipline referral that the teacher will send to the student's assistant principal.

4th Tardy: Discipline Referral: Principal's detention

5th and subsequent tardy: Discipline Referral: Principal's Detention or Saturday Detention

##### **More than 5 Minutes**

All tardies more than 5 minutes will result in a referral sent to the student's assistant principal. 1st Tardy over five minutes will result in a warning. 2nd Tardy and all subsequent tardies over five minutes will result in detention.

*\*STUDENTS WHO FAIL TO ATTEND SATURDAY DETENTION WILL BE GIVEN ONE DAY OF ISS.*

### **ARRIVING LATE TO SCHOOL**

**Buses** - Students who arrive on late buses will bring a late bus pass to the late bus sign-in desk in the Attendance Office where a late bus pass will be issued. If this is done, the tardy (or class absence) will not count against the student. Failure to sign in

could result in disciplinary action for class cutting.

**Excused** - Students who arrive late from a doctor, dentist or court appointment, must bring the doctor, dentist or court note to the Attendance Office when they arrive at school, to avoid receiving a tardy. Students will be issued a pass to class by the attendance clerk.

**Unexcused** - Students who arrive within the first five minutes of their first period, will report directly to class, and the teacher will follow the tardy policy.

**Unexcused** - Students who arrive at school late five minutes or more should report to the Attendance Office. The attendance clerk will issue the student a pass to class, and the teacher will follow the tardy policy.

#### **PRINCIPAL'S DETENTION HALL**

Principal's detention hall will be conducted as follows:

- 1) Detention will be from 3:40 until 5:10 p.m. on Tuesday and Thursday of each week.
- 2) Students assigned to detention hall will be given at least 24-hour notice. It will be the responsibility of the student to notify his/her parents and arrange transportation.
- 3) A student may early-dismiss on the day he/she is assigned to detention hall if he/she has a doctor's appointment or leaves due to illness. The student must present the documentation to the appropriate principal before school the next day or day of return and plan to stay the next day detention hall is held.
- 4) The appropriate administrator has the right to assign detention hall in combination with other forms of punishment as needed.
- 5) Failure to report to school detention hall, failure to report on time, failure to bring books and materials, including textbooks, notebooks, and pens/pencils, and disruption of detention hall for any reason will result in a one-day ISS assignment.

#### **SECURE ENTRANCES**

Students entering the building should do so ONLY through designated secure entry points. Upon entry, students will be screened using a detection system. Students who cause the system to alarm will be subject to search before being allowed to enter the school building. Visitors entering the building will likewise be screened and will be subject to search. Students are not allowed to enter/exit through an unauthorized entrance/exit. Students are not allowed to assist others in entering/exiting through an unauthorized exit.



**SPARTANBURG SCHOOL DISTRICT SIX  
HIGH SCHOOL DISCIPLINE CODE**

The provisions of this code apply to conduct during the normal school day, on school-owned vehicles, and during school-sponsored activities that take place after normal school hours. Discipline records are cumulative and will be part of the student's record. All disciplinary infractions will be a part of the cumulative record.

The Dorman High School student discipline code applies to student conduct occurring away from school and school-related activities when such conduct affects or threatens the safety and well-being of students or staff in the school setting, substantially affects or interferes with the rights of students or staff in the school setting, or otherwise presents an actual or reasonably foreseeable risk of materially or substantially disrupting the orderly operations and discipline at school.

The school principal or designee will investigate and evaluate student misconduct occurring away from school and school-related activities on a case-by-case basis. Students may be subject to appropriate discipline, up to and including expulsion, if the conduct violates school district policy, has a nexus to the school, and causes or could reasonably be foreseen to cause a material or substantial disruption to the school environment. The school district may investigate and take disciplinary action for conduct occurring away from school and school-related activities regardless of, and prior to the final disposition of, any pending civil, criminal, or other proceedings involving the student.

**CONSEQUENCE CODE:**

- |                                       |   |
|---------------------------------------|---|
| <b>TD</b> - Teacher Detention         | <b>SRO</b> - School Resource Officer            |
| <b>PD</b> - Principal Detention       | <b>WFLC</b> - Whitlock Flexible Learning Center |
| <b>ISS</b> - In-School Suspension     |   |
| <b>OSS</b> - Out Of School Suspension |   |
| <b>PC</b> - Parent contact/conference |   |

**LEVEL I - DISORDERLY CONDUCT**

Disorderly conduct is defined as those activities, which tend to impede orderly classroom procedures, instructional activities, or orderly operation of any school activity. Acts of disorderly conduct with enforcement procedures or sanctions to be applied may include all but are not limited to the following violations. Administration reserves the right to issue consequences depending upon the severity of the offense. Possible actions include those listed for each violation.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Unaccounted for in class or failure to attend after reporting to school grounds	Any Offense – ISS or OSS			
Leaving campus without signing out properly	Any Offense is ISS or OSS (Once you arrive on campus you cannot leave w/o signing out properly.)			
Leaving campus for lunch	ISS	ISS to OSS		
Illegally walking out of class	Any Offense – ISS or OSS			
Disruptive behavior	PD or 1-7 days ISS/OSS depending on severity			

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Failure to attend a teacher's detention hall	PD	PD	PD	PD
Failure to attend Saturday Detention	Any Offense	1 Day ISS		
Inappropriate behavior in the cafeteria	1 Day ISS - 3 Days OSS depending on severity			
Failure to attend principal's detention hall	ISS	ISS	ISS	ISS
Disruptive behavior in ISS, refusing to work in ISS or leaving ISS without permission	Any offense – 1-3 days of OSS depending on severity			
Inappropriate language/gesture to/or around students	Range from principal's detention to 3 days OSS depending on severity			
Unauthorized/restricted area (i.e. parking lots, gym, gym lobby during school)	PD	ISS	ISS	ISS
Violation of the dress code	<i>1st offense</i> ISS until violation is corrected (Change to appropriate dress) <i>2nd offense</i> ISS until violation is corrected & 1 full day of ISS for each incident			
Failure to wear an ID	PD	ISS	ISS	ISS
Laser Pointers	ISS	ISS	ISS	ISS
	(These items are confiscated & not returned)			
Any student caught leaving trays, food or other trash in the cafeteria, or on campus	PD	PD	ISS	ISS
Misuse of lunch account (sharing, selling or falsification)	Discretion of administrator.			
Accessing inappropriate Internet websites	2 days ISS-5 days OSS (loss of Internet privileges for the remainder of the school year)			

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Cheating	Handled by the teacher, given zero for the assignment, reprimand by the teacher, parents notified, and incident documented.			
Public display of affection	PD	ISS	ISS	ISS

#### **LEVEL II—DISRUPTIVE CONDUCT**

Disruptive conduct is defined as those activities which are directed against person or property, the consequences of which tend to endanger the health or safety of the student or others in the school. Acts of disruptive conduct with enforcement procedures or sanctions to be applied may include but are not limited to the following violations. Consequence depends upon the severity of the offense. Possible actions include those listed for each violation.

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
Falsification of any school document report cards, hall pass, absence excuses, etc.	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Horseplay	Any Offense	1 day ISS to 5 Days OSS depending upon circumstances
Entrance or exit from unauthorized door (students must enter and exit through Evolv stations)	1st Offense 2nd Offense	1 day OSS 3 days OSS, possible recommendation for alternative placement
Getting another student out of class under false pretenses	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Giving false information to school official	Any Offense	1 day ISS to 5 days OSS depending upon circumstances
Gambling (no cards are allowed and will be confiscated)	Any Offense	1 to 5 days OSS depending upon circumstances
Destruction of school or teacher property	Any Offense	1 to 10 days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities.
Vandalism	Any Offense	1 day ISS to 10 days OSS, possible recommended expulsion, restitution (to include labor and material costs), and/or notification of law enforcement.
Verbal Confrontation	Any Offense	3 days OSS to 5 days OSS

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
In restroom stall with another student	1st Offense 2nd Offense 3rd Offense	1 day OSS 3 days OSS OSS-Recommendation for alternative placement
Rude, discourteous or disrespectful behavior directed towards a teacher or staff member	Any Offense	1 day ISS to 5 days OSS
Fighting (both persons actively involved)	Any Offense	10 days OSS Possible recommendation for expulsion, referral for alternative placement, referral to law enforcement authorities depending upon circumstances and severity of the fight
Fighting (More than two people actively involved)	Any Offense	10 days OSS Possible recommendation for expulsion, referral for alternative placement, referral to law enforcement authorities depending upon severity and circumstances
Inciting, instigating, or contributing to a fight	Any Offense	2 -5 days OSS
Deliberate refusal to cooperate with or obey a teacher, other school official, or security staff	Any Offense	1 - 10 days OSS
Violation of the District Medication Policy	1st Offense Subsequent Offenses	Administrative Discretion
Tampering with Food and/or Drink	Any Offense	1-10 days OSS, Referral to SRO, restitution, possible recommendation for expulsion.
On campus while under suspension unless accompanied parent or guardian for conference; includes attendance at extracurricular events.	Any Offense	1-5 days OSS added to original suspension, notification of law enforcement authorities or recommendation for expulsion
Use or possession of tobacco products (vaping device, e-cig.)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	3 days OSS 5 days OSS (possible recomm. to SRO) all subsequent offenses are to the discretion of the principal including possible referral to alternative placement All Offenses: Possible referral to law enforcement depending on circumstances.

<b>Violation</b>	<b>Offense</b>	<b>Consequence</b>
Avoiding search at Evolv station or failure to comply with Evolv security personnel	1st Offense 2nd Offense	3 days OSS 5 days OSS, possible recommendation for alternative placement
Possession of tobacco paraphernalia (matches, lighters)	Any Offense	1 day ISS and paraphernalia will be confiscated
Distribution, use, and/or sale of materials disruptive to the educational process or materials not approved by the principal and/or superintendent	Any Offense	1 Day ISS to 5 Days OSS Materials Confiscated
Refusal to attend the WFLC after referral	Any Offense	Recommendation for expulsion
Any use of a cell phone or telecommunication device is not allowed during class time	1st Offense 2nd Offense 3rd Offense	Conference with parent PD PD - OSS

### **LEVEL III—CRIMINAL CONDUCT**

Criminal conduct is defined as those activities which result in violence to oneself, another person, or property, or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board of trustees. Acts of criminal conduct with enforcement procedures or sanctions to be applied may include, but are not limited to the following violations. Consequence depends upon the severity of the offense. Possible actions include those listed for each violation.

Theft

**Any Offense – Consequence:** 1 day OSS to 10 days OSS, possible referral for alternative placement, possible recommended expulsion, restitution, possible referral to law enforcement authorities

Inappropriate language or gestures directed towards a teacher, staff member, or another student:

**Any Offense – Consequence:** 5 – 10 days OSS, possible referral for alternative placement.

Harassing, blackmailing, threatening, intimidating, or abusing a teacher, staff member, or another student:

**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities, possible referral for alternative placement.

**Note: Section 16-3-612 of the Code of Laws stipulates that an assault and battery against any person affiliated with the school in an official capacity is a misdemeanor and, upon conviction, must be fined not more than a thousand dollars, or imprisoned not more than one year, or both.**

**Note: S.C. Code 16-3-1040 stipulates that it is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on the teacher, principal or their immediate families. Any person violating this law must, upon conviction, be punished by a term of imprisonment of not more than five years.**

Assault and battery (one person is the aggressor and the victim cannot or chooses not

to defend himself/herself), only the aggressor will be penalized:  
**Any Offense – Consequences:** 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Disruption of the educational process:  
**Any Offense – Consequence:** 1 to 10 days OSS, recommend expulsion and/or referral to law enforcement authorities

Possession and/or detonation of fireworks, stink bombs, water guns, balloons, or water balloons:  
**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Possessing knife, blackjack, mace, box cutter, razor, or any object deemed a risk to school safety, or using any object in a violent act or in an irresponsible, threatening, or unsafe manner (any object considered a weapon will be confiscated and given to the appropriate law enforcement authorities):  
**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion

Possessing, using, transferring, or transporting any kind of firearm (guns, pistols, air rifles, pellet or BB guns, starter pistols, cap pistols, etc.):  
**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion

Gang Related Activity:  
**Any Offense – Consequence:** Student will be removed immediately by appropriate law enforcement authorities, will be suspended, and recommended for expulsion  
Indecent exposure:  
**Any Offense – Consequence:** 1 to 10 days OSS, recommended expulsion and/or referral to law enforcement authorities

Sexual Misconduct:  
**Any Offense – Consequence:** 1 to 10 days OSS, expulsion and/or recommended referral to law enforcement authorities

Sexual Harassment:  
**Any Offense – Consequence:** 1 to 10 days OSS, possible recommendation for expulsion, referral to law enforcement authorities

## **SEXUAL HARASSMENT**

In accordance with the District Code of Student Conduct, engaging in sexual harassment of either male or female students, staff, or visitors on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action. The action may include suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school or while riding a school bus.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (a) a District employee conditioning the provision of an aid, benefit or service of the District on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment"); (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or (c) sexual assault [as defined in 20 U.S.C. 1092(f)(6)(A)(v)], dating violence [as defined in 34 U.S.C. 12291(a)(10)], domestic violence [as defined in 34 U.S.C. 12291(a)(8)], or stalking [as defined in 34 U.S.C. 12291(a)(30)]. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence, and other

verbal, non-verbal, or physical conduct of a sexual nature by an employee, student, or third party. Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent, a teacher, guidance counselor, principal, Title IX Coordinator, or any other school official.  
See Board Policy JCAC.

#### **Hazing Policy**

The district prohibits hazing by student, staff, and third parties as a part of any school-sponsored activity. All students must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity.

State law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other authorized treatment by the superior student of a subordinate of a tyrannical, abusive, shameful, insulting, or humiliating nature”.

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint with his or her principal. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

A student found to be in violation of this policy is subject to discipline in accordance with the District Six High School Discipline Code.

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

The School District Six Board of Trustees recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Therefore, harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events.

For the purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. Harming a student physically or emotionally, damaging a student’s property, or placing a student in a reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

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

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

Information regarding this policy must be included in each school’s student handbook and incorporated in the district’s employee training program.

Board Policy JCAD

## **PERSONAL ELECTRONIC DEVICES**

Students, with parent permission, have the privilege of limited use of personal electronic devices on school and district property in a manner that does not interfere with the learning, safety, and well-being of students and staff.

Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard or troubleshoot any student-owned personal electronic devices. The district, its trustees, administrators, and employees shall not be responsible or liable for the theft, data loss, damage, destruction, misuse or vandalism of any student-owned personal electronic device brought onto district or school property.

Students who possess and use personal electronic devices will do so for instructional and educational purposes and will be expected to comply with the Spartanburg County School District Six Network Code of Conduct at all times. Students may use personal electronic devices in authorized areas of the school prior to and after the school day, and during other non-instructional times, as established by the school principal, provided such use does not violate district school policies.

Recording sound or video/images at any school in Spartanburg School District Six, on any Spartanburg District Six property, or on district-owned vehicles is strictly prohibited without the consent of the principal and will result in substantial disciplinary consequences. This misuse includes the posting of video or images obtained through cameras, phones, and other electronic devices to websites or social networks. Students who are involved in any unauthorized recording, videoing or posting of unapproved videos or images may face loss of privilege to possess and use a personal electronic device, suspension, alternative placement, possible recommendation for expulsion, and/or referral to law enforcement officials.

## **DRESS CODE**

All clothing must be appropriate and non-distracting for an educational setting. Any clothing item deemed offensive or disruptive to the educational process by the faculty/staff will result in the student being removed from class (unexcused absence) until appropriate garments are obtained. Disciplinary action will follow.

### **Appropriate Attire for School:**

1. Dresses, skirts and shorts must be mid-thigh, fingertip length, or longer.
2. Straps on young ladies' tops must be the width of "three fingers."
3. Clothing must cover all underwear/undergarments.
4. Baseball caps and beanies are allowed if there is no substantial distraction (inappropriate language).
5. Appropriate footwear must be worn at all times.
6. Shirts must be long enough so that when arms are raised above the head, the midriff area does not show.

### **The following items have been deemed inappropriate for school:**

1. Sunglasses unless medically prescribed
2. Bare midriffs and backs
3. See-through garments
4. Tube tops, halter tops, tops with spaghetti straps, and tops with one shoulder strap
5. Apparel that publicizes alcohol, tobacco, drugs, violence, obscene or profane language/gestures, "colors", sexual connotations, or any insignia that may be considered disruptive.
6. Clothing items worn in any way depicting gang affiliation (i.e. bandanas)
7. Studded bracelets, chains or any objects worn that are considered dangerous
8. Trench coats of any type
9. Bedroom slippers (cloth fabric soles)
10. Pajamas of any type
11. Blankets
12. No muscle tees in which sleeves fall more than two inches below the armpit.
13. For the safety and security of students and staff, a student's face must be visible at all times on school property and at school-related activities for identification



purposes (except for approved medical face coverings that cover the mouth and nose without concealing the student's entire face or head).

#### **DORMAN HIGH SCHOOL SUBSTANCE ABUSE REGULATIONS**

- Any student found to be selling, purchasing, distributing, or possessing ANY AMOUNT of alcohol or illegal drugs while on school property, at any place where an interscholastic athletic contest is taking place, or during the course of any trip, activity, or school function shall be suspended 10 days and/or recommended for alternative placement and/or expelled for the remainder of the school year. Recommendation to law enforcement.
- All prescription medication must be brought to the school by the parent/guardian and given to the school nurse.
- Any student found to be under the influence of alcohol or any illegal drug while on school property, at any place where an interscholastic athletic contest is taking place, or during the course of any trip, activity, or school function shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 10 days and/or alternative placement
  - 2<sup>nd</sup> Offense:** Alternative placement and/or expulsion
- Any student who aids in using, selling, purchasing, distributing, or possessing alcohol or illegal drugs shall be suspended 10 days and/or recommended for alternative placement and/or expelled for remainder of the school year. Recommendation to law enforcement.
- Any student found to be using, selling, purchasing, distributing, or possessing any amount of SUBSTANCES WHICH APPEAR SIMILAR but are different in content from illegal drugs (i.e. look-alike drugs, imitation drugs, counterfeit drugs such as caffeine-packaged as amphetamines), shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 10 days
  - 2<sup>nd</sup> Offense:** Alternative placement and/or expulsion
- Any student found to be in possession of items considered to be drug PARAPHERNALIA shall be:
  - 1<sup>st</sup> Offense:** Suspended out of school 10 days
  - 2<sup>nd</sup> Offense:** Alternative placement and/or expulsion

**Any violation of the substance abuse policy may result in referral to the Spartanburg County Alternative School. The administration will refer those who violate this policy to the appropriate law enforcement agency.**

#### **THE ADMINISTRATION WILL REFER THOSE WHO VIOLATE THIS POLICY TO THE APPROPRIATE LAW ENFORCEMENT AGENCY AS IT IS DEEMED APPROPRIATE.**

Incidents involving the violation of this substance abuse policy shall be cumulative for the period of time that the student is in School District Six. In cases where suspensions are used, the school administrator will dictate probationary restrictions, which must be followed if students are to continue in school. Any disciplinary referral received by the school administration while the student is on probation will result in immediate expulsion. Restrictions may include but are not limited to the following:

- The student may not participate in any after school activities in School District Six whether they are assigned or voluntary.
- The student may not drive a vehicle on Spartanburg District Six properties at any time.
- Satisfactory academic progress must be made and maintained.

#### **DUE PROCESS PROCEDURES FOR INVOLVED STUDENTS IN DISCIPLINARY ACTIONS**

#### **MINOR INFRACTIONS**

Minor disciplinary infractions are defined as those serious enough to require a set code of procedures. These are summary discipline actions like teacher detention halls. The traffic violation procedure is also considered a summary disciplinary action because driving and parking on the Dorman High School campus is a privilege and not a right. Parents and students may appeal a summary action to the student's assistant principal.

### **SUSPENSIONS OF LESS THAN TEN DAYS**

The only persons at Dorman High School who have the authority to suspend (in-school or out-of-school) are the principals. For suspensions (ISS or OSS) of less than ten days, students must be afforded the following:

- 1) written or oral notice of the charges against them;
- 2) an explanation of the evidence against them; and
- 3) an opportunity to tell their side of the incident.

Parents or legal guardians should be provided a written notice giving the reason(s) for the suspension and setting a time and/or a place that the assistant principal will be available for a conference. The conference should be set within three days of the suspension.

### **APPEAL PROCEDURE**

Parents and students have the right to appeal a disciplinary action, first, to the assistant principal who handled the case; then to the principal. Out-of-School Suspension (OSS) prohibits students from attending any day or night school functions, riding the bus, or from entering the school or school grounds during the course of the suspension, except for a pre-arranged conference with an administrator. Students on campus under suspension are subject to disciplinary action and/or arrest. Students who have been determined to be dangerous or disruptive to the school or classes and/or who are engaged in fighting or other violence will be removed from the campus by the parents or legal guardians (or the police depending upon circumstances). They will remain off campus during any appeals process.

### **SUSPENSIONS OF MORE THAN TEN DAYS**

Suspensions of ten or more days or expulsion is for serious misconduct or criminal behavior. When serious disciplinary actions are taken that require a suspension of more than ten days or an expulsion, due process actions are as follows:

- 1) The principal and/or assistant principal will notify the student of the charges, the nature of the evidence supporting the charges and the consequences.
- 2) The parents/legal guardians or authorities (depending upon the circumstances) will remove the student from the campus after the charges are given. If a crime has been committed, the authorities will be notified and they will remove the student.
- 3) He/she will be suspended pending recommendation for expulsion. The student will remain suspended until disposition of the case.
- 4) Every effort will be made to notify parents or legal guardians by telephone as soon as possible.
- 5) The principal will contact the superintendent and handle the suspension and/or expulsion procedures according to board policies.

### **ARREST OF STUDENTS**

Students are subject to arrest for violations of the law while on the campus or while participating in any school activity on or off the campus. This is in addition to school disciplinary actions. School due process procedures apply only to school disciplinary actions and do not apply to civil or criminal actions taken by the authorities.

ALL CASES NOT MENTIONED WILL BE HANDLED AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPALS. THE PRINCIPAL OR ASSISTANT PRINCIPALS RESERVE THE RIGHT TO INCREASE OR DECREASE THE CONSEQUENCES FOR A PARTICULAR OFFENSE DEPENDING UPON THE CIRCUMSTANCES OF THE CASE.

### **STUDENT SEARCH**

All Dorman students are subject to reasonable searches of their person and property. A metal detector may be used in accordance with established policy.

### **END OF THE YEAR REFERRALS**

Students who receive referrals the last few days of school may have consequences extend into the summer or beginning the next school year.

**SPARTANBURG SCHOOL DISTRICT SIX STUDENT  
SCHOOL BUS DISCIPLINE CODE**

Responsibility for safe transportation of students is shared by administrators, bus drivers, parents and students. **Riding a bus is a privilege.** This privilege must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, disciplinary action will be taken to correct the situation.

The school principal or designee has the responsibility to investigate and enforce the bus discipline code. Bus drivers shall report to the principal or designee any student whose conduct interferes with safe driving or who acts disruptively. The parents will be notified by phone and/or mail of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. The privilege of riding a bus will be denied when student behavior may lead to accident, injury or disruption. When a student is suspended from riding a bus, the student is suspended from **all** buses and will not be allowed to ride any bus until the suspension is over. In incidents involving students from different schools, the administrators in charge of buses at each school shall consult with each other to resolve the problem.

Bus referrals for students in grades 6 through 12 are cumulative. Beginning in grade 6, any student who has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of the next school year for **any** misbehavior on any bus. All bus referral records of rising ninth grade students who have been suspended from a bus for a school year will be forwarded to the high school. **Year-end referrals will be carried into the next school year.** The director of transportation and the school principal will monitor those students who have had chronic problems on buses.

The provisions of this code may apply to conduct on any school district or state owned vehicle during transportation to and from school and school sponsored activities.

**LEVEL I - DISORDERLY CONDUCT**

Disorderly conduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following:

**Violations:**

- Disorderly conduct on bus
- Getting on or off the bus at an unauthorized stop without permission
- Eating and/or drinking on the bus
- Littering on the bus
- Standing or sitting improperly while the bus is moving
- Violating any safety procedures
- Riding the wrong bus without permission from the principal
- Continually making loud noises, yelling, etc.
- General horseplay
- Encouraging others to misbehave

**Consequences:**

- 1st referral – warning and contact parent
- 2nd referral – in-school punishment and contact parent
- 3rd referral – suspended from bus up to five days and contact parent
- 4th referral – suspended from bus up to ten days and contact parent
- 5th or more referral – suspended from bus for ten or more days

## **LEVEL II – DISRUPTIVE CONDUCT**

Disruptive conduct is defined as those activities which are directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others on a school vehicle or may cause damage to property. Discipline records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following:

### **Violations:**

- Possessing and/or using any tobacco product on the bus
- Throwing objects out of the bus
- Throwing objects on the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language or obscene gestures toward other passengers
- Having hands, arms, head, etc. out bus windows and/or doors
- Using rude, discourteous behavior directed toward other passengers
- Defacing property (writing, marking on the bus)
- Disobeying bus driver
- Harassing, threatening, or intimidating another passenger.

### **Consequences:**

- 1st referral – suspended from bus up to ten days and contact parent
- 2nd referral – suspended from bus for ten days and conference with parent
- 3rd referral – suspended from bus for the remainder of the school year and conference with parents

Level II violations may also result in out-of-school suspension, in-school suspension, and/or restitution of property as stipulated in the discipline codes of individual schools.

## **LEVEL III – VIOLENT OR CRIMINAL CONDUCT**

Violent or criminal conduct is defined as those activities which result in violence or injury to oneself, another person or property, or which pose a direct and serious threat to the safety to oneself or others on a school vehicle. These activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the board of trustees. Violations may lead to students being removed from the bus immediately. Principals or the transportation director will work with parents in arranging transportation home for the day. Acts of violent or criminal conduct may include, but are not limited to:

### **Violations:**

- Fighting on the bus
- Physically abusing or hitting another passenger
- Hitting or physically abusing the driver
- Using profanity, threatening or abusive language or obscene gestures directed toward the driver.
- Possessing, using, or distributing explosive/fireworks, including snap and pop, on the bus
- Carrying weapons
- Carrying any object that might be used as a weapon on the bus
- Possessing, using, or distributing alcohol, drugs and/or look-alike drugs on the bus
- Vandalism-destruction of seats or interior and/or exterior part of the bus
- Criminal behavior directed at passengers and/or driver (ex.: extortion, assaults, sexual offenses)

### **Consequences:**

- Any referral – suspended from the bus for the remainder of the school year and conference with parents

Level III violations may also result in out-of-school suspension, recommended expulsion, notification of law enforcement authorities, and/or restitution as stipulated in the discipline codes of individual schools.

#### **APPEAL:**

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offenses, the student must remain off the bus for at least 45 school days. If the parent wishes to appeal the removal after 45 school days have been served, the parent should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus driver regarding reinstatement and inform the parent of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off the bus with no appeal under this code.

#### **59-67-245: Interference with Operation of School Bus; Penalties**

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

#### **DORMAN DRIVING AND PARKING RULES**

**IF YOU DRIVE TO SCHOOL, YOUR VEHICLE SHOULD BE LOCKED WHEN PARKED. DORMAN IS NOT RESPONSIBLE FOR ITEMS OF VALUE REMOVED FROM YOUR VEHICLE, NOR IS IT RESPONSIBLE FOR DAMAGE DONE TO THE VEHICLE WHILE PARKED OR DRIVEN ON CAMPUS.**

1. All vehicles must display a current Dorman High School student hang tag. This must be displayed on the rear view mirror at all times when the vehicle is on campus. Tags can be purchased for \$7.00.
2. Upon arrival to Dorman, before, during, and after school, students should park and leave the car. **Parking lots are off-limits and considered restricted areas during the school day.** Students are not to be in the parking lot during the school day without permission from an administrator.
3. Students who dismiss early should have the early dismissal permission slip in their possession.
4. Once a vehicle is parked, permission should be obtained from **administration** prior to moving the vehicle.
5. The campus speed limit is 20 M.P.H. and should be observed at all times.
6. Students are to park in the lined areas only.
7. The following areas are restricted from student parking: the teacher parking spaces, visitors parking, the front rows in Wing A and B, bus lot parking and cafeteria parking.
8. Transporting riders in the rear of trucks or on the outside of any vehicle is prohibited.
9. Transporting school equipment in private vehicles on campus is prohibited.
10. Cruising on campus is not allowed.
11. Student drivers and/or riders on motorcycles must wear a helmet.
12. Operating a vehicle with objects displayed on or hung from the vehicle that might be disruptive or dangerous is prohibited.
13. Littering the campus from a vehicle is not allowed.
14. Students will not be allowed to play music at unacceptable levels.

#### **TRAFFIC VIOLATIONS AND PENALTIES**

To drive and park a vehicle on the Dorman campus is a privilege. Following all rules for operating a vehicle on campus is very important due to safety and the number of

vehicles on campus during the day. Students are subject to school fines, revocation of driving privileges, and, in some instances, city traffic tickets. Consequences depend upon the severity of the offense. Traffic violations and penalties that may be applied include all, but are not limited to the following violations:

Reckless driving (sliding, spinning wheels, endangering lives or property, students riding in rear of trucks, on a motorcycle without a helmet, etc.):

**1<sup>st</sup> Offense – Consequence:** Fine and/or suspension of driving privileges for 10 days to remainder of year

**2<sup>nd</sup> Offense – Consequence:** Fine and driving privileges suspended for the remainder of the school year

Speeding-driving over the 15 mph campus speed limit:

**1<sup>st</sup> Offense – Consequence:** Fine and driving privileges suspended for 5-10 days

**2<sup>nd</sup> Offense – Consequence:** Fine and driving privileges suspended for 10 days

**3<sup>rd</sup> Offense – Consequence:** Driving privileges suspended for the remainder of the school year

Parking in a restricted area or improper parking:

**1st Offense – Consequence:** Fine and suspension of driving privileges for 10 days

**2nd Offense and all Subsequent Offenses – Consequence:** 1 day OSS and loss of driving privileges for the remainder of the year

Failure to display a hang tag:

**All Offenses – Consequence:** Fine which will include the charge of obtaining information regarding vehicle ownership.

(If a hang tag is not purchased, the driving privileges of the student may be suspended for the remainder of the school year.)

Leaving campus without permission:

**1<sup>st</sup> Offense – Consequence:** If the car is transporting no passengers, driving privileges will be suspended for 10 days and student will be handled under the disciplinary code for leaving campus illegally. If the car is carrying passengers, driving privileges will be suspended for the remainder of the school year. The driver and passengers will be handled under the disciplinary code as well for leaving campus illegally.

**Other Offenses – Consequence:** Driving privileges will be suspended for the remainder of the school year. Student and/or passengers will be handled according to the disciplinary code for leaving campus illegally.

Littering the campus from a vehicle:

**Any Offense – Consequence:** Depending upon circumstances, can range from a warning, to suspension of driving privileges for the remainder of the school year, and/or removal of litter and/or paying for clean up

Moving a vehicle on campus without permission from an administrator:

**1<sup>st</sup> Offense – Consequence:** PD and driving privileges suspended for 10 days

**2<sup>nd</sup> Offense – Consequence:** One day of ISS, passengers will receive ISS as well, driving privileges will be suspended for the remainder of the school year.

Operating a vehicle with objects displayed or hanging from the exterior of the vehicle, disrupting school, or creating an obstruction

**1<sup>st</sup> Offense – Consequence:** Warning given if the objects displayed or hanging are not preventing the safe operation of the vehicle, disrupting school, or creating an obstruction. Safety hazards will be handled as reckless driving.

**2<sup>nd</sup> Offense – Consequence:** Driving privileges will be suspended for 10 days

**3<sup>rd</sup> Offense – Consequence:** Driving privileges suspended for the remainder of the school year

**The object displayed will be confiscated and not returned.**

ALL OTHER IMPROPER DRIVING BEHAVIORS WILL BE HANDLED AT THE DISCRETION OF THE ADMINISTRATIVE STAFF. THE PENALTIES COULD RANGE FROM DRIVING PRIVILEGES BEING DENIED FROM 3 TO 30 DAYS AND EXTEND TO DRIVING PRIVILEGES BEING REVOKED FOR THE REMAINDER OF THE SCHOOL YEAR AND/OR INVOLVING PUBLIC SAFETY OFFICERS. TICKETS AND FINES ISSUED BY THE CAMPUS POLICE OFFICER MUST BE PAID AT CITY HALL.

### **CLEARING THE BUILDINGS**

For cleaning and security reasons, among others, it is important that students clear the buildings by 3:40 each day. Students should establish daily prearranged times for transportation so they will not need to use the phone. Only students who are in a classroom under the supervision of a teacher are allowed to remain past 3:40 p.m. No students should re-enter any building after this time without permission. Students who choose to disregard this request will be punished appropriately. The lobby area around the office is off limits.

### **FUNDRAISING/STUDENT SOLICITATIONS**

Fundraiser or Fundraising Activities refer to a school or district sponsored activity or event that uses students to generate funds. Fundraisers or fundraising activities can come in the form of group or individual; the former refers to funds raised for the mutual benefit of a particular organization or team, while the latter refers to funds that are being raised to help subsidize or pay for an individual student's costs. Fundraisers or fundraising activities generally involve or use students to generate funds or monies for the organization, team, or individual. Monies raised from fundraiser or fundraising activities contribute to the organization or team, and as such, cannot be refunded to an individual. If a trip or event is cancelled, the school cannot issue a reimbursement from the fundraiser or fundraising event to the student or guardian.

### **UNLAWFUL USES OF THE TELEPHONE**

Dorman High School expects that students will make only appropriate use of the telephone. Violations of the regulations set up in SOUTH CAROLINA LAW-CODE NO. 16-17-430 may result in a student having to face serious penalties for improper use of the telephone. Any person violating the law may be found guilty of a misdemeanor and, upon conviction, punished at the discretion of the court. The telephone can only be used by a student during class change or lunch, in the attendance office, with a note from a school official for a legitimate phone call.

### **LOST AND FOUND**

Lost and found articles are turned in to the switchboard.

### **TEXTBOOKS**

Textbooks are located in the bookrooms on Wing A, B and C. Each bar-coded textbook will be issued to individual students. Students are expected to take care of the books issued to him/her. Do not store books in a teacher's classroom. Each student is responsible for the book that is scanned out in their name. Not turning in a book issued to him/her will result in a fine.

### **LOST BOOKS/DAMAGED BOOKS**

- If a book is lost, a student is charged the full price of the book and issued another textbook. This fee will be paid in the Business Office. If the book is found after it is paid for, a refund will be given if both the receipt and the textbook are produced and returned to the bookroom on or before May 24, 2024. NO REFUNDS will be issued after May 24, 2024.
- Books that are left unattended are returned to the bookroom. All unclaimed books will be returned to stock the week following the end of each semester. It is the student's responsibility to check the bookroom for lost textbooks.

### **LOCKERS**

Students will have the option of obtaining lockers during registration. **It is against school policy to share a locker.** Do not keep personal items of value in your locker because lockers may be broken into, left unlocked, or combinations given to other students. The school cannot be responsible for loss of clothing, money, books, and valuables or for other items stolen from your locker. Do not share your locker or combination. If the lock is lost the student is held responsible (replacement locks cost \$7.00).

If you have a problem with your locker, please see Mr. Marcus Black, Assistant Principal, for assistance. No personal locks may be used on school lockers. Changing lockers without authorization from the locker supervisor is not allowed.

### **NOTICE OF ITEMS/BALANCE OWED**

Students are expected to meet their financial obligations. Students who owe a debt will be issued a Notice of Items/Balance Owed.

### **MESSAGES**

Only EMERGENCY telephone messages from parents to students are delivered.

### **JUNIOR/SENIOR PROM**

All current Dorman High School students who are classified as juniors or seniors are eligible to attend the prom. Juniors and seniors may invite a guest to the prom. Guests who are not current Dorman High School students must be pre-approved by the school administration. Prom guests must be in at least the ninth grade. Prom guests cannot exceed the age of 21.

The Junior/Senior Prom is a formal event. Only formal attire will be permitted at the Prom.

### **VISITORS/VOLUNTEERS**

In order to keep students safe, school principals will take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds. For safety, all outside doors remain locked during the school day. At the main entrance of the school, a visitor presses the button on a call box. School officials in the office will acknowledge the visitor and allow entrance into the building. Once inside the building, visitors report to the school office where they will check in using a system call "School Check IN" to help ensure that no unauthorized person enters a school. Each visitor must check in and out when in a school, regardless of the time of day.

To check in using the system, a visitor feeds the driver's license through a scanner. The scanner "reads" the driver's license, runs a quick background check and prints out a stickon visitor/volunteer badge that displays the visitor's photograph and name as well as the date, time and purpose of the visit.

Should the system "flag" an individual for any reason, the system will automatically and privately alert the front office staff and the school administrators. Appropriate action will be taken.

When the visitor leaves the building, he or she returns to the school's check-in station, to check out with the receptionist.

All visitors to the school who serve the school in a volunteer capacity by performing tasks in the school building or accompanying students on field trips of any length will be subject to background checks utilizing the South Carolina Law Enforcement Division, DSS Registry and National Crime Information Center.

### **THREATS (S.C. CODE 16-3-1040)**

It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on the teacher, principal or their immediate families.

Any person violating this law must, upon conviction, be punished by a term of imprisonment of not more than five years.

### **THREATS**

It is unlawful for any student to:

1. Knowingly and willfully deliver or convey to a teacher, principal, or other school district or school official any letter or paper, writing, missive, document, or verbal or electronic communication that contains a threat to take the life of or to inflict bodily harm upon the teacher, principal, school district or school official, or members of their immediate families if the threat is directly related to the teacher's, principal's, or school district or school official's professional responsibilities; or
2. Make threats to take the life or inflict bodily harm upon any student, staff member, or any other person by using written, verbal, electronic, or any other form of communication whatsoever.



School officials will report such student threats to law enforcement authorities. Additionally, students found to have made such threats may be subject to disciplinary consequences in accordance with board policies and applicable law, including, but not limited to, being suspended, expelled, or placed in an alternative educational setting.

School officials may immediately remove a student from the school if there is reasonable belief the student has engaged in such actions and the student's presence poses an imminent risk or danger to the safety and well-being of others and/or causes a significant disruption to the learning environment and climate.

Students found to have made such threats will have to comply with outlined requirements as determined by the administration as a condition of returning to a school building for their educational instruction, which may include, but are not limited to, risk assessments, mental health evaluations, counseling, intervention and monitoring plans, behavior plans, and re-entry meetings.

#### **TRESPASSING/DISTURBING SCHOOL (S.C. Code 16-17-420 and 16-11-520)**

Anyone on any school campus without a visitor's pass is trespassing.

Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

#### **EMERGENCY COMMUNICATION**

We understand the importance of timely communication to families when there is a school emergency. In an emergency situation, our first priority will always be to ensure the safety of those on campus and then we will work to provide accurate information to families as quickly as possible. Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes, we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. If there is an emergency, we ask that you please do not come to the school, unless directed to do so. This is for the safety of everyone involved. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

#### **EMERGENCY DRILLS**

The safety of your child is our greatest concern. All outside doors will remain locked at all times. The school has a security, health, and safety plan. The schools holds regular emergency drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted once a month, severe weather drills and active shooter drills are conducted once each semester, and bus emergency evacuation drills are conducted once a year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. All children are taught to sit with hands covering their heads. During earthquake drills, students take cover under a desk or table, and are taught to hold on to the legs of the table or desk.

## COMMUNICATION DURING AN EMERGENCY

We understand the importance of timely communication to families when there is a school emergency. In an emergency situation, our first priority will always be to ensure the safety of those on campus and then we will work to provide accurate information to families as quickly as possible.

Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes, we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. If there is an emergency, we ask that you please do not come to the school, unless directed to do so. This is for the safety of everyone involved. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

- **Direct Parent Email/Phone Call**
  - During emergency situations, the district will send notifications to the parent email and phone number on hand. Please be sure this information remains accurate at all times.
- **Social Media**
  - Accurate information and updates about emergency situations will be posted on the district's official social media sites, Facebook and Twitter.
- **District Website**
  - During extended emergency situations, updates will typically be posted to the school and/or district website: [www.spark6.org](http://www.spark6.org). Please check the website frequently for the latest information.
- **News Media**
  - We actively work with news media during emergency situations to share accurate and helpful information. Please watch for OFFICIAL information from the district or first responders on news media.
- **District Six App Notification**
  - We will utilize the app notification system in case of a District-wide emergency.
  - Please be sure to download the app and turn on notifications.



## HEALTH ROOM

The health room is operated daily by a licensed school nurse under the direction of the Director of Health Services. The health room is equipped to render emergency care for injuries or illnesses occurring at school and for caring for the student until a parent or proper medical personnel can assume responsibility. It is the responsibility of the school nurse to evaluate students with health needs, administer first aid and medications according to district policy, and to refer students for additional medical attention as needed. All student health and medical issues and procedures will be handled and performed by the school nurse.

## CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK

Spartanburg School District Six follows the DHEC School Exclusion guidelines for school attendance. 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 from school if they have any of the following symptoms:

- COVID-19 or Flu-like symptoms.

- Fever, oral temperature of 100 degrees or higher, with or **without** other symptoms. A student must be fever free, without fever reducing medications, for 24 hours before returning to school.
- A cold in the contagious stage. (Severe nasal discharge that is not clear in color)
- Any communicable disease (chicken pox, measles, etc.)
- Undiagnosed rash or skin eruptions.
- Vomiting - (2 or more episodes within 24 hours)
- Diarrhea - (3 or more loose or watery stools in a 24-hour period)
- Untreated head lice or scabies. District Six follows a “no nit” procedure for students returning to school after diagnosis of head lice.
- Strep throat - must be on antibiotics for 24 hours and be fever free, without fever reducing medications for 24 hours, before returning to school.
- Conjunctivitis (pink eye) - may return once on antibiotic eye drops for 24 hours and without discharge from the eye.

#### **ACCIDENTS AND EMERGENCIES**

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If it is serious, every effort will be made to contact the parent/guardian. If, however, we are unable to reach the parent/guardian, the school will follow the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

#### **MEDICATION GUIDELINES**

1. **Prescription medications, including over-the-counter medication prescribed by an authorized licensed provider, will be given at school only when prescribed by an authorized licensed provider and with signed parental consent.** The signed permission must be kept on file with the School Nurse and is valid for the period specified on the form or expires at the end of the current school year.
2. A parent/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.** If you anticipate your child needing to take medicine at school, you may ask your pharmacist for two prescription bottles.
3. Please note that DHEC regulations prohibit the schools from keeping more than thirty-day supply of medication at a time. Please plan to provide a one month supply and plan re-fills accordingly.
4. Asthma inhalers will be kept in the school health room. The inhaler must be brought to the School Nurse in the manufacturer’s box with the prescription label attached. The student will be allowed to use the inhaler, with the nurse supervision, as instructed by the authorized licensed provider. If other arrangements are needed, please contact the School Nurse.
5. All emergency medications: insulin, glucagon, epinephrine auto-injectors, etc., will need to be arranged through the School Nurse.
6. The school will stock a limited number of over-the counter medications that may be administered, by the School Nurse, to students with written parental consent. The parent/guardian must, on an annual basis, designate permission for each medication on the registration Health Form. Parents/guardians will be responsible for providing any needed over-the-counter medications, with written consent, not provided by the School District.
7. Over-the-counter medications may only be given as recommended by the manufacturer on the label and/or package insert. Any request for a medication dosage that exceeds this recommendation must be submitted with a written order from the child’s authorized licensed provider.
8. Herbal medicines, food supplements, alternative medicinal products and other items that do not have FDA approval require a written order from an authorized licensed provider.
9. Each school maintains epinephrine auto-injectors in junior and adult strengths. School Nurses and other designated personnel may administer an epinephrine auto-injector to a student or other individual on school premises who is experienc-

ing anaphylaxis.

**These guidelines have been implemented for the protection of all children.  
Your cooperation is greatly appreciated!**

#### **HOMEBOUND INSTRUCTION**

Students who cannot attend school because of an accident or illness may be eligible for homebound instruction. A licensed physician must certify that the student is unable to attend school and may profit from instruction given in the home. Homebound instruction must be requested through the Director of Health Services at the District Office.

#### **IMMUNIZATION REQUIREMENTS**

All students must have a South Carolina Certificate of Immunization signed by a licensed physician or from the Health Department stating that the student is complete on all required immunizations before entering school. The school nurse can transfer immunization records to the South Carolina Certificate of Immunization. When a student transfers from another school, the permanent record will be checked for a completed immunization form. If immunizations are not complete, the student will be required to obtain the needed immunizations before entering school.

#### **ACCIDENT INSURANCE**

Accident insurance is offered during registration for a nominal cost. The insurance covers the student during the school day. It is the responsibility of each parent to be sure that his/her student is insured in case of accident or injury.

#### **RELEASE OF STUDENT INFORMATION**

Parents are permitted to examine permanent records of the child(ren). An appointment can be made through the school office to see the permanent record.

Individual student records (grades, test scores, evaluations, etc.) are not available for public inspection. This information is available to the student's parents, legal guardians, or to the individual student of legal age. However, general information relating to students can be released as directory information, upon request, at the discretion of the student's school principal. This information includes the student's name, age, sex, grade, subjects of study, awards earned, participation in officially recognized activities and sports, weight and height of members of athletic teams and various other public information. **ANY PARENT OR GUARDIAN WHO WOULD PREFER NOT TO HAVE THIS GENERAL INFORMATION RELEASED WITHOUT PRIOR CONSENT SHOULD NOTIFY THE SUPERINTENDENT IN WRITING.** The use of any information by Spartanburg School District Six is solely for the promotion of the student's welfare. Any questions concerning student records should be addressed to the guidance office.

#### **RELEASE OF INFORMATION TO THE ARMED FORCES**

Congress passed legislation (No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002) which requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Directory information includes names, addresses and telephone numbers for high school juniors and seniors. Parents may opt out of disclosure (under FERPA legislation) by notifying the district by August 31, 2019. For additional information or to Opt-Out, please contact the Records Secretary in Dorman Guidance, 582-4347.

Congress passed legislation (No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002) which requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Directory information includes names, addresses and telephone numbers for high school juniors and seniors. Parents may opt out of disclosure (under FERPA legislation) by notifying the district in writing by August 31, 2020. For additional information, please contact the school principal at 582-4347.

The use of any information by Spartanburg District Six is solely for the promotion of the student's welfare. Any questions concerning student records should be addressed to the guidance office.

## **ELIGIBILITY FOR GROUPS WHICH COMPETE AGAINST OTHER SCHOOLS**

All students must meet eligibility requirements as listed under Athletic Eligibility Requirements of the S. C. High School League in order to participate in groups that compete against other schools.

### **ATHLETIC PROGRAM**

The aim of the athletic program, for the player, is to provide interscholastic athletic competition that offers increased opportunities for improving playing skills, developing physical vigor, promoting real friendship and learning good sportsmanship. It is fully intended that inter-school competition develops the understanding that the rules of the game are similar to the rules of everyday living. For the student body, the athletic program provides opportunities for developing fine school morale, demonstrating sportsmanlike attitudes toward our opponents and exercising the qualities of fair play and courtesy.

### **SPORTSMANSHIP**

Sportsmanship is a general way of thinking and behaving. In order for school activity programs to continue to be positive educational experiences, fans and participants need to be aware of the necessity for good sportsmanship.

### **ATHLETIC ELIGIBILITY REQUIREMENTS**

To participate in interscholastic activities, students in grades 9-12 must achieve an overall passing average.

**First Semester Eligibility:** To be eligible first semester a student must have passed a minimum of five courses during the previous year, two of which were earned during second semester which may include summer school courses earned.

**Second Semester Eligibility:** To be eligible second semester the student must meet one of the following requirements:

1. If the student was eligible first semester he/she must have passed at least two courses during first semester.
2. If the student was not eligible first semester he/she must have passed at least two and a half courses during first semester.

Correspondence, extension, and adult education courses may not be used for eligibility purposes. A course dropped with a failing grade after 20 days also will be used in determining eligibility.

- A student must furnish the athletic director with a certified copy of his/her birth certificate.
- A student who becomes 19 years of age prior to July 1 will not be eligible.
- A student must not participate under an assumed name.
- A participant must be a bone fide student carrying the equivalent of at least 3 units of credit for which no previous credit has been received.
- A student must not have received a high school diploma or its equivalent.
- If guardianship is involved, a contestant must live with the appointed guardian for one full calendar year following filing of guardianship papers in the County Clerk of Courts Office.
- Foreign exchange students may be granted eligibility for a maximum of one year.
- Athletes are subject to the athletic discipline code.
- A student is eligible immediately if a transfer is the result of a real change of residence of his/her parents or guardian.
- A student must live with his/her parents or guardian.
- A student must have attended school at least 60 days in the semester immediately preceding the present semester.
- A student must not violate his/her amateur status.
- A student will be ineligible at the end of the fourth school year from the time that he/she first entered the 9<sup>th</sup> grade.

These rules apply to boys and girls as well as varsity, JV, 9<sup>th</sup> grade, and middle school teams.

If there is any question concerning your eligibility for high school interscholastic activities, please consult your high school athletic director or write: Mr. Jerome Singleton, Commissioner, South Carolina High School League, 121 West Park Blvd., Columbia, S. C. 29210

#### **ALUMNI INFORMATION**

The following booster clubs support various activities at Dorman High School. Information relating to these organizations can be obtained from our web page or by contacting the following individuals:

Academic Team	Laura Slusher
All Sports	April Parton
Band	Cynthia Harris
Bluebelles	Gaile Camp
Orchestra	Amanda Zibell

#### **STUDENT ACTIVITIES**

"Participation in activity programs is a school's best predictor of an adult's success." Studies clearly show that students who participate in school activities earn better grades, have better attendance, have fewer discipline problems, and have a lower dropout rate than non-participants. In light of DHS's Mission Statement and the school's Shared Values and Beliefs Statement, we encourage students to become involved. Through involvement in extracurricular and co-curricular activities, students will truly prepare themselves to be mentally, socially, emotionally and physically able to function productively now and in the future. Through student involvement the values of excellence, diversity and leadership will be fostered and personal growth enhanced.

Dorman commits its talent, time, and resources to providing an environment that not only encourages but also nurtures student involvement. The numerous performing groups, honors organizations, publications, special interest clubs, professional organizations, service clubs, and student government ensure that a diversity and variety of interests and talents can be recognized and fostered.

#### **STUDENT DISCRIMINATION**

Students who believe that they have been discriminated against on the basis of their sex, disability, or any other reason have the right to appeal to their principal. The principal, or his/her designee, will conduct an investigation of the complaint and render a decision. If the student is not satisfied with the decision of the principal, the student may appeal to the Director of Personnel (Title IX Coordinator) for issues related to alleged discrimination based on sex, or to the Assistant Superintendent of Special Services (Section 504 Coordinator), for complaints related to discrimination based on disability. If the matter is still unresolved, the student may submit the complaint in writing to the District Superintendent for further consideration. The Director of Personnel, Assistant Superintendent for Special Services, and the District Superintendent may be reached at 864-576-4212, 1390 Cavalier Way, Roebuck, SC 29376.

#### **STUDENT CLUBS AND ORGANIZATIONS 2023-2024**

Academic Team	Medical Society
Bluebelles	National Art Honor Society
<i>CAVALIER</i>	National Beta Club
Chess Club	National French Honor Society
Ecology Club	National German Honor Society
FBLA	National Honor Society
FCCLA	National Spanish Honor Society
FEA/SAE	Photo/Video Club
French Club	Science Bowl
German Club	Science Olympiad
JETS	<i>SHIELD</i>
JROTC Color Guard	Special Olympics
JROTC Drill Team	Student Council
JROTC Raider Team	Tri-M Music Honor Society
JROTC Rifle Team	<i>VANGUARD</i>

#### **NON-CURRICULAR STUDENT CLUBS/ORGANIZATIONS 2023-2024**

African-American Awareness Club  
Asian-American Awareness Club  
Astra Club  
Fellowship of Christian Athletes  
Interact Club  
Key Club  
Unity Club  
World Language Club

Student membership and participation in any non-curricular club/organization shall be voluntary. Parents/guardians who wish to disallow membership in any non-curricular club/organization to a student under the age of 18 may do so at any time by completing and returning an opt-out form. This form must be submitted each school year. Opt-out forms are located at the front desk in the main office.

#### **NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. Their rights are:

- (1) **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents should submit in writing to the principal the part of the record they want changed and specify why it is inaccurate. If the principal decides not to amend the record as requested by the parent, the principal will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Six Board of Trustees; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on a special committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by School District Six to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL  
RIGHTS AMENDMENT (PPRA)**

Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- (1) **Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):**
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility
  
- (2) **Receive notice and an opportunity to opt a student out of:**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law, and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- (3). **Inspect, upon request and before administration or use:**
  1. Protected information surveys of student;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

School District Six has developed policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



## **SPECIAL SERVICES**

A full continuum of special education and related services are available to students with disabilities. This continuum includes services to students in a regular classroom; small group instruction in a resource room for a portion of the school day; small group instruction in a self-contained class for the majority of the instructional day; instruction in a separate program located outside the district; and instruction provided in the home for students who are unable to attend school. Related services include those services that are necessary for the student to benefit from special education such as counseling, nursing, occupational and physical therapy. Parents or teachers who suspect that a child has a disability should contact the student's guidance counselor to discuss the screening and evaluation process for determining eligibility for special education. Psycho-educational evaluations to determine eligibility are conducted by school psychologists at no cost to parents.

### **STUDENTS WITH SPECIAL HEALTH CARE NEEDS**

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

#### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or contact Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

#### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Dr. Alan Eggert, Assistant Superintendent of Special Services at 864-576-4212.

#### **Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Dr. Alan Eggert, Assistant Superintendent of Special Services, at 864-576-4212 to learn more about the IDEA.

### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

### **SCHOOL VOLUNTEER PROGRAM**

Dorman High School encourages parents to be actively involved in the school program by volunteering their services. To help ensure the safety of all children, it is the policy of the district to conduct background checks with the South Carolina Law Enforcement Department (SLED) on all volunteers. In addition to SLED background checks, volunteers who chaperone overnight field trips will be subject to a background check through the Department of Social Services registry.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of Spartanburg School District Six that no person shall, on the basis of race, age, sex, color, religion, national origin, immigrant status, English speaking status, veteran status, disability, or other legally protected status, be denied the opportunities and benefits of, or be subjected to unlawful discrimination in, any education program or activity operated by the District. In addition, no person shall, on any of these bases, be excluded from participation in, denied the benefits of, or subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity. The district shall make reasonable accommodations for qualified individuals with disabilities upon request.

Discrimination on the basis of sex includes sexual harassment. In accordance with Title IX of the Education Amendments of 1972, the District prohibits and will not tolerate sexual harassment against its employees, students, and other persons. The District has designated a Title IX Coordinator to receive and respond to inquiries and complaints regarding sex-based discrimination, including sexual harassment.

Employees, students, parents, and other persons may contact the following individuals with any questions or concerns about, or to make a report or file a complaint regarding, discrimination, harassment (including sexual harassment) or retaliation:

Director of Personnel / Title IX Coordinator:

- Dr. Beth Haun, Director of Personnel ([Haunbd@spart6.org](mailto:Haunbd@spart6.org))
- 1390 Cavalier Way/Roebeck, SC 29376
- 864-576-4212

Assistant Superintendent for Special Services (Section 504, ADA)

- Dr. Alan Eggert ([Aeggert@spart6.org](mailto:Aeggert@spart6.org))
- 1390 Cavalier Way/Roebeck, SC 29376
- 864-576-4212

Information pertaining to the District's grievance procedures and processes may be found in our **Board Policy Manual**.

Title IX Training Materials

Title IX Basics: <https://icslawyer.com/posting-for-review-k12-title-ix-basics/>

Title IX Investigator / Decision-Maker Level I: <https://icslawyer.com/posting-for-review-k12-title-ix-investigator-decision-maker-level-1/>

Title IX Coordinator: <https://icslawyer.com/posting-for-review-k-12-title-ix-coordinator/>

Title IX Decision-Maker Appeals: <https://icslawyer.com/posting-for-review-k12-title-ix-appellate-decision-makers/>

Title IX Informal Resolution: <https://icslawyer.com/posting-for-review-k-12-title-ix-informalresolution/>

**ALMA MATER**

*Hail, Alma Mater!  
Praises proudly sing  
Of all the memories  
Our school days bring.  
Founded on Dignity,  
Honor and Liberty,  
Gave knowledge to us all,  
Hail to Dorman High.*

**FIGHT SONG**

*Fight! Fight! Fight! Fight for Dorman  
Win! Win! Win! Never Fear  
Plunge right through and make a  
Touchdown Cavaliers!  
All for one, one for all;  
We'll block that kick, take that ball.  
Fight! Fight! Fight for Dorman Cavaliers!*