



2026-2027 STUDENT HANDBOOK

A Tradition of *Excellence*

While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for updates and changes in policy throughout the year.

Mission Statement

Spring Valley High School, working together with its students, families, and the community, will provide a secure environment and innovative educational experiences that will empower our students to achieve excellence and to take responsibility for their lives, their learning, and the world in which they live.



(803) 699-3500 

(803) 699-3541 

<https://www.svh.richland2.org> 

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Columbia, SC 29229 

<https://www.richland2.org> 



SPRING VALLEY HIGH SCHOOL

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RICHLAND
SCHOOL DISTRICT
TWO

[CLICK HERE TO
VIEW THE
RICHLAND TWO
COMMUNITY
SCHOOL YEAR
CALENDAR](#)



SVHS BELL SCHEDULES

FIRST WEEK OF SCHOOL

*Welcome
Back to
School!*

Wednesday, August 5, 2026 (No Late Start & No Early Bird)

Welcome Back, Students! – ADVISORY SCHEDULE

**Take roll, review the schedule, review the Late Work, ReTake, ReDo Policy.*

Thursday, August 6, 2026 – ADVISORY SCHEDULE WITH EARLY BIRD

**Watch the discipline audio/visual presentation to go over eLearning Viking Way, Student Handbook, and the District Handbook. Have students virtually sign the Acknowledgement form.*



Friday, August 7, 2026 – ADVISORY SCHEDULE WITH EARLY BIRD

**Review Attendance Procedures, Absences, and Late Work, ReTake, ReDo Policy again.*





SVHS BELL SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

Period	Start	End
Early Bird	7:40	8:40
1st Period <i>+5 minutes for announcements</i>	8:50	9:39
2nd Period	9:44	10:28
3rd Period	10:33	11:17
4th Period	11:22	12:06
Lunch	12:09	12:37
5th Period	12:42	1:26
6th Period	1:31	2:15
7th Period	2:20	3:04
8th Period	3:09	3:53



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SVHS BELL SCHEDULE

WEDNESDAY LATE START

Semester 1: Aug 12, Sept 9, Oct 7, Nov 4
Semester 2: Jan 13, Feb 10, Mar 10, April 14

Period	Start	End
1st period Class from 9:50-10:14 ILT from 10:14-10:34	9:50	10:42
2nd period	10:47	11:19
3rd period	11:24	11:56
4th period	12:01	12:33
Lunch	12:36	1:05
5th period Class from 1:02-1:36 ILT from 1:36-1:56	1:10	2:02
6th period	2:07	2:39
7th period	2:44	3:16
8th period	3:21	3:53

Semester 1: Aug 19, Sep 16, Oct 14, Nov 11
Semester 2: Jan 20, Feb 17, Mar 17, Apr 21

Period	Start	End
1st period	9:50	10:22
2nd period Class from 10:19-10:53 ILT from 10:53-11:13	10:27	11:19
3rd period	11:24	11:56
4th period	12:01	12:33
Lunch	12:36	1:05
5th period	1:10	1:42
6th period Class from 1:41-2:15 ILT from 2:15-2:35	1:47	2:39
7th period	2:44	3:16
8th period	3:21	3:53



Semester 1: Aug 26, Sept 23, Oct 21, Nov 18
Semester 2: Jan 27, Feb 24, Mar 31, Apr 28

Period	Start	End
1st period	9:50	10:22
2nd period	10:27	10:59
3rd period Class from 10:58-11:32 ILT from 11:32-11:52	11:04	11:56
4th period	12:01	12:33
Lunch	12:36	1:05
5th period	1:10	1:42
6th period	1:47	2:19
7th period Class from 2:20-2:54 ILT from 2:54-3:14	2:24	3:16
8th period	3:21	3:53

Semester 1: Sept 2, Sept. 30, Oct 28, Dec 2
Semester 2: Feb 3, Mar 3, Apr 7, May 5

Period	Start	End
1st period	9:50	10:22
2nd period	10:27	10:59
3rd period	11:04	11:36
4th period Class from 11:37-12:11 ILT from 12:11-12:31	11:41	12:33
Lunch	12:36	1:05
5th period	1:10	1:42
6th period	1:47	2:19
7th period	2:24	2:56
8th period Class from 2:59-3:33 ILT from 3:33-3:53	3:01	3:53





ADMINISTRATION

Principal: Dr. Paul Dobyns

Assistant Principals

Kristin Claiborne – Curriculum & Instruction

Caseload: 10th- 12th Grade (Last Names: Robertson-Z)

Joshua Dunder – Technology & Communications

Caseload: 10th- 12th Grade (Last Names: Robertson-Z)

Marion Kelly – Student Services

Caseload: 9th Grade (Last Names: A-K)

Justin Simpson – School Operations

Caseload: 9th Grade (Last Names: L-Z)

Assistant Administrators

Dr. Tyesha Deas Caseload: 10th- 12th Grade (Last Names: A-Eg) 3rd Floor

Dr. Natasha Weaver-Smiley Caseload: 10th- 12th Grade (Last Names: Ek-La) 1st Floor

Dr. Leticia Hardy Caseload: 10th- 12th Grade (Last Names: La-Robert) 2ND Floor

PROGRAM & INSTRUCTIONAL LEADERS

AFJROTC – Major Gregory Perry

Athletics – John Dibattisto

CTE – Heather Faila & Cori Zimmerman

English – Jennifer Wargel

Fine Arts – Victoria Curtis

Library Media Center – Allison Pack

Magnet Programs – Dr. Michelle Wyatt

Math – Cathy Stinson & Morgan Varn

Physical Education – Coach William Lucas

School Counseling Director – Angel Coleman

SRO – Dep. Frederick Washington

Science – Dr. Michelle Spigner & Dr. Michelle Wyatt

Social Studies – Rona Stuart

Special Services – Ruth Hunt

Student Activities – Olisa Ashford

Work-Based Coordinator – Valerie Wright

World Languages – Cristian Ugro

CONTACT INFORMATION

Spring Valley Main Office – 803-699-3500

Athletics Office – ext. TBA

Attendance Office – ext. 69089

Reflection Room – ext. 69002

School Counseling – ext. TBA





ADMINISTRATION RESPONSIBILITIES



Dr. Paul Dobyns **Principal | Ext. TBA**

- Instructional Leadership
- Public Relations
- Personnel
- PEP & SIC
- Professional Development
- Finance
- SV Education Foundation
- Athletics
- Business & Community Partnerships

Kristin Claiborne

Assistant Principal | Ext. 69265

- Instructional Leadership
- Curriculum & Instruction
- Academic Calendar
- Master Schedule
- Certified Evaluations & SLOs
- Field Studies
- CATE Administrator
- Parent Orientation
- Instructional Leaders
- Magnet Program
- Teacher Handbook
- Student Discipline 10th-12th Grade (Robertson-Z)

Justin Simpson

Assistant Principal | Ext. 50123

- Instructional Leadership
- Textbook Coordinator
- School Operations & Contracts
- School Calendar
- School Safety & Security
- Substitutes
- Custodial & Maintenance
- Classified Evaluations
- Student Discipline 9th Grade (L-Z)

Joshua Dunder

Assistant Principal | Ext. 69074

- Instructional Leadership
- Fresh Start
- Communication
- Technology/Data Management
- TimeClock Plus
- Master Schedule Support
- Testing Coordinator
- Parent Portal
- PowerTeacher/PowerSchool
- Report Cards
- ParentSquare/StudentSquare
- Student Discipline 10th-12th Grade (Robertson-Z)

Marion Kelly

Assistant Principal | Ext. 69130

- Instructional Leadership
- Faculty/Staff Handbook
- Student Services
- Attendance
- Student Handbook
- Student Activities
- AP Testing
- Junior Privileges
- Policies & Procedures
- Student Registration
- Special Services Supervisor
- Student Discipline 9th Grade (A-K)



ADMINISTRATION RESPONSIBILITIES

DR. TYESHA DEAS – #69364

Instructional Leadership, Seat Time,
Open Houses, Algebra 1 Math Support, SAT,
Data Review Team, Manifestations, Hearings,
Student Discipline 10th-12th Grade (E-Ki)

DR. NATASHA WEAVER-SMILEY – #69148

Instructional Leadership, Intervention Assistance Team,
504 Plans, AVID Administrator, Master Schedule Support,
Data Review Team, Manifestations, Hearings,
Student Discipline 10th-12th Grade (Ek-La)

DR. LETICIA HARDY – #69264

Instructional Leadership, SPED Support,
Assistant Testing Coordinator, Mentoring Support,
Data Review Team, Manifestations, Hearings, Bus Lot Supervision,
Student Discipline 10th-12th Grade (La-Robert)





STUDENT LEADERSHIP

STUDENT BODY OFFICERS

Student Body
President

Karson Smith

Student Body
Vice President

Winston Hines

Student Body
2nd Vice President

Gabrielle King

Student Body
Corresponding Secretary

Courtney Wilson

Student Body
Parliamentarian

Gerald Jenkins

Student Body
Recording Secretary

Addison Brink

Student Body
Historian

Braden Lawton

Student Body
Public Relations Director

Tauren Simon

Student Body
Public Relations Asst. Director

Addison Brink

Student Body
Social Media & Communications Director

Raave Virk

Student Body
School Spirit & Special Events Director

Alexandria Brindel

Student Body
Community Service Outreach

Selena Jiang

Student Body
Creative Director

Caitlyn Jenkins



VIKING PRIDE





STUDENT LEADERSHIP

SENIOR CLASS OFFICERS

Senior Class President	Madison Bethea
Senior Class Vice President	Kylan Stone
Senior Class 2nd Vice President	Lundon Hinson
Senior Class Secretary	Miesha George
Senior Class Parliamentarian	Tanetra Battle
Senior Class Historian	Jaici Deal
Senior Class Public Relations Director	Oscar Vargas-Gomez

VIKING PRIDE



JUNIOR CLASS OFFICERS

Junior Class President	Nia Seabrook
Junior Class Vice President	Sebastian Kassza
Junior Class 2nd Vice President	Liam Shure
Junior Class Secretary	McKynleigh Fullard
Junior Class Historian	Tirtha Dave

SOPHOMORE CLASS OFFICERS

Sophomore Class President	Mitchell Wright
Sophomore Class Vice President	Morgyn Drammah
Sophomore Class Secretary	Kirsten McClam-Thomas
Sophomore Class Historian	Bre'Asia Stevens
Sophomore Class Parliamentarian	Kimberly Ogburu



GENERAL SCHOOL POLICIES

Acceptable Use Policy: Please see Richland District Two's Back-to-School Handbook.

Athletics: Spring Valley High School is noted as much for its athletic programs as it is for its academic programs. Spring Valley is well prepared to offer students numerous athletic opportunities. There are 44 teams participating in 22 different sports. Listed below are those competitive sports available to students as well as other information about our athletic program. Other questions should be directed to Jeffrey Dibattisto, Athletic Director (jdibattisto@richland2.org).

Role/Sport	Name	Email
Athletics Secretary	Christian Boyd	TBA
Athletic Trainer	Adara Ragsdale	aragsdale@richland2.org
Baseball	Will Eubanks	meubanks@richland2.org
Basketball - Boys	Cameron Lee	calee@richland2.org
Basketball - Girls	Megan Davis	megdavis@richland2.org
Cheerleading	Cori Zimmerman	czimmerman@richland2.org
Cross Country - Boys	Matt Oberly	moberly@richland2.org
Cross Country - Girls	Kanisa Williams	kanwilliams@richland2.org
Football	Norman Washington	nowashington@richland2.org
Golf - Boys	Link Graham	lgraham@richland2.org
Golf - Girls	Terry Garrett	TerryG@transitionknows.com
Lacrosse - Boys	Jacob Coleman	TBA
Lacrosse - Girls	Morgan Olney	morganolney100@gmail.com
Soccer - Boys	Andrew Richardson	andrew@viiicreative.com





GENERAL SCHOOL POLICIES



Role/Sport	Name	Email
Soccer - Girls	Jamie Brindel	jbrindel@richland2.org
Softball	Tiffany Johnson-Gunn	Tiffanyjohnsongunn@gmail.com
Strength & Conditioning	Will Lucas	wlucas@richland2.org
Swimming - Boys & Girls	Megan Whitaker	springvalleyswimming@gmail.com
Tennis - Boys & Girls	John Engel	jengel@richland2.org
Track & Field - Boys	Matt Oberly	moberly@richland2.org
Track & Field - Girls	Kanisa Williams	kanwilliams@richland2.org
Volleyball	Tonya Thompson	tothompson@richland2.org
Wrestling	Chris Cochran	coachcochran74@gmail.com

Athletic Eligibility: Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. Following is a summary of these eligibility rules.

1. A contestant must complete all portions of the physical packet on PlanetHS including birth certificate and physical dated after April 1st.
2. A contestant must be under 19 years of age as of August 1 of the current year.
3. A contestant must not participate under an assumed name.
4. A contestant must be a bona fide student carrying the equivalent of at least 5 units of credit for which no previous credit has been received and must achieve a 1.0 GPA for the previous semester. To be eligible in the first semester, a student must pass a minimum of five Carnegie units, applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
5. A contestant must not have received a high school diploma.
6. A contestant must be academically eligible as mandated by state law.
7. A contestant will be ineligible at the end of the fourth school year from the time that he or she first entered the ninth grade.



GENERAL SCHOOL POLICIES

8. A contestant must have attended school at least 45 days in the semester immediately preceding the semester of participation.
9. A contestant must not violate his or her amateur status.
10. Transfer students must have made a bona fide change of address.

To be eligible during the second semester, the student must meet one of the following conditions:

1. If the student met first semester eligibility requirements, then he/she must pass the equivalent of four, $\frac{1}{2}$ units during the first semester.
1. If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five, $\frac{1}{2}$ units during the first semester.
1. If eligible in the first semester, must earn 2 units (full unit granting classes).
2. If not eligible first semester, must earn 2 $\frac{1}{2}$ units.

These rules apply to boys and girls as well as Varsity, JV, B, middle school, and junior high teams. If there is any question concerning your eligibility for interscholastic activities, please consult Jeff DiBattisto, Athletic Director (699-3500, ext. 69919).

Note: Students in Richland School District 2 must also conform to the academic policy. Adopted by the District 2 School Board, this policy requires freshmen in the second semester to have attained a minimum 1.5 GPA in their first semester. Sophomores must have a 1.75 GPA in the semester preceding competition. Juniors and seniors must have a 2.0 GPA in the preceding semester. A student can have no more than one "F" in a course during the semester preceding the sports season.

Athletic Discipline: Athletes should not take actions that may cause embarrassment to themselves, their teammates, coaches, parents, or Spring Valley High School. Inappropriate behavior that occurs in or out of school will be dealt with according to district, school, team, and athletic department guidelines. Athletic department guidelines will be distributed to students and parents at the beginning of the season and are available on the school's website.

Attendance: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Books: Books will be issued at the beginning of each semester. Students who lose books should see the Administrator(s) in charge of textbooks. All seniors must have their textbooks in by the last day of Senior Exams. Students may place books in the book slot at the door of the book room or turn them in.





GENERAL SCHOOL POLICIES

Seniors not turning in books or turning in damaged books will be charged the replacement cost of the book and will not be able to participate in the graduation ceremony unless the fees are paid before graduation. All underclassmen books must be turned in by the last day of school. Students who have damaged or have not returned books by the second week of the next school year will be assessed the cost of the book(s).

If a student pays for a book and later finds it, he/she will receive a refund. The book is what we want to receive so that we can distribute it the next semester.

Student Code of Conduct:

Students are required to conduct themselves in a manner that is in the best interest of the school. Students may not disrupt class or become involved in substantial disruptions or invade the rights of others. Chronic recurrences of offenses may lead to suspension or expulsion when previous disciplinary actions have not proven effective in improving the student's behavior. The administration emphasizes that the level of offense, circumstances, number of offenses, prior warnings and prior suspensions affect these recommendations. In all cases of disciplinary actions taken by the administration of Richland Two, a fair, common-sense approach is maintained. This approach uses specific procedures that ensure that administrators, students and parents are involved at every step to reduce unnecessary conflict. Student Code of Conduct can be found on Richland2.org/student services

Bus Transportation: The State of South Carolina has established guidelines identifying who may be transported on school buses. The Richland District Two Office of Transportation provides this information in writing at the beginning of the school year.

Parents or guardians are responsible for the safety, conduct, and timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the children after the school bus leaves the designated school bus stop after transporting the children from school. For purposes of this section, the phrase "arrival of the school bus" includes the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops, and loads or unloads students until the school bus deactivates all pedestrian safety devices.





GENERAL SCHOOL POLICIES

A student may only ride the bus to which he is regularly assigned. Permission must be given by the Bus Administrator for students to ride on buses other than the ones they are assigned to. Students and parents must turn in the district Bus Pass to ride an alternate bus.

The pass can be found at Richland2.org/BusPass.pdf. This pass is also available in Spanish at Richland2.org/BusPass-Spanish.pdf. This is a "one-time" bus pass that must be approved by the bus administrator each time. All requests must be submitted to the Bus Administrator no later than the 1st period of the day requested. A student must conduct himself in an acceptable manner at all times. The driver is in full charge of the bus. Vulgarity and boisterous behavior or other improper conduct is not permitted. Outside of ordinary conversation, classroom conduct must be observed. A student will occupy the seat assigned to him by the driver.

A student must get on and off the bus at their assigned stop. A student must get off the bus as soon as it arrives at school. A student may not loiter or play on or around stopped or parked buses.

Discipline involving school buses is handled by the Spring Valley High School administration. The bus and bus stop are extensions of the school, and school rules and regulations apply. Students must obey the bus driver at all times while under his supervision. The administration has the authority to deny the privilege of riding the school bus to any student who fails to meet minimum standards of conduct and behavior, as well as apply other disciplinary actions. Depending on the nature of the offense, the following action may be taken in addition to school discipline.

- First offense is up to one week suspension from riding the bus
- Second offense is up to 2 weeks suspension from riding the bus but not less than 1 week
- Third offense is up to 3 weeks suspension from riding the bus but not less than 2 weeks.

If a student's misconduct persists after the third offense, he may be suspended from riding the bus for the remainder of the school session.

(Public Law 59-67-2451) 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 persons 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 passengers entering, leaving, or waiting for a school bus is disorderly conduct and any person convicted for use of such language will be punished as provided in Sections 16-17-530. Nothing contained herein will be interpreted to infringe upon the power and duties of duly constituted authorities.





GENERAL SCHOOL POLICIES

Cafeteria Program: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Cell Phones: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

[Model Policy Prohibiting Use of Personal Electronic Devices during the School Day](#)

The purpose of this [policy](#) is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate. Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life.

During the school day, students are prohibited from accessing their personal electronic devices, unless authorized for classroom use. Students may not wear or access device accessories during the school day. Students must store their devices and device accessories in lockers, backpacks, or otherwise as directed by the school district during the school day. Districts may forbid student possession of devices and device accessories on school property.

[Consequences](#)

First Offense – redirection

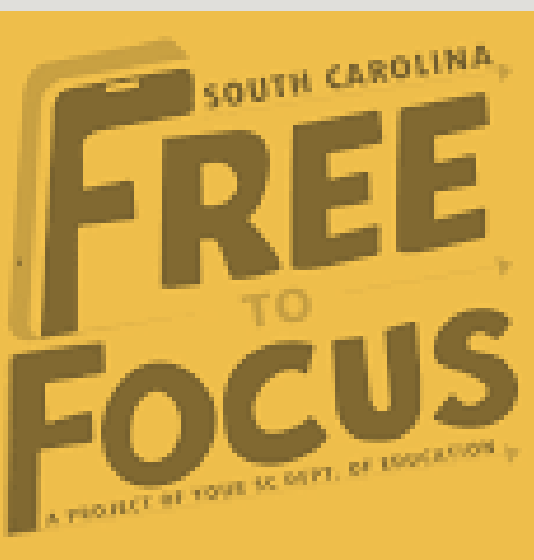
Second Offense – confiscate device; return device to student at the end of the school day

Third Offense – confiscate device; return device to parent

Fourth Offense – refusal to obey/defiance

Cheating: Students at Spring Valley are to adhere to the Honor Code **Policy** which consists of two parts:

1. Students are to tell the truth when dealing with faculty, administrators, or staff.
2. Students are not to represent any work as their own which they have not completed alone. This includes but is not limited to, plagiarism, misuse of online information, copying homework, cheating on tests, etc. Violations of these rules will result in a zero and additional disciplinary actions. Students who help others cheat will be subject to disciplinary action.





GENERAL SCHOOL POLICIES

Club Meetings: A club sponsor must be present at all meetings of school-sponsored clubs.

College Visits: Students should schedule college visits during school holidays whenever possible. College visits are only excused when they are from the actual institution in which the visit occurs with the appropriate verification information included on the excuse. **All absences will count in the total number of absences allowed per course.** See Attendance Regulations.

Computer/Internet Access and Usage: All students have access to networked programs and the Internet. Students should use their 8-digit student number as their username. To log into the local area network, students type in their ID and password. To log into a Chromebook students use their Richland2 email address and password.

Any staff user may change the password of any student user at her own site. Students should change their initial password to assure that they are secure. Students are responsible for remembering their ID and password. Students must not allow another person to use their computer ID.

When using school computers, all students are expected to abide by the school and district's Acceptable Use Policy which is posted on the district's Website under Information Technology (See policy). General school and district rules for behavior and communications apply.

Each student has access to Google Drive. This area is to be used to store school related materials only. Network storage areas are treated like school lockers. The coordinator of the local and wide area networks may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectation of privacy in their electronic files stored on Richland County School District Two computers.

Access to the Internet is provided for students to conduct educational research. The district has purchased software for Internet content filtering. This allows students to explore the Internet in relative safety. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio and movies.





GENERAL SCHOOL POLICIES

Cutting Class: Leaving campus, missing class without permission, or being in an unauthorized area during class time will be dealt with as a discipline matter. Students cutting class (on or off campus) will be assigned an ISS or OSS according to policy. Cutting class will be noted on attendance as an unexcused absence. This includes all advisory periods and assemblies that are a part of our daily schedule. **Once a student reports to campus they are expected to attend all classes and school activities in conjunction with the schedule. Students are not permitted to leave campus without administrative permission or being signed out by their parents or legal guardian.** If a student has early dismissal he/she must have a verified pass from the attendance office and complete the sign-out procedures at the atrium desk. Any other means of leaving school is considered a violation of the code of conduct and a disciplinary consequence will be enforced according to policy. The school day begins with the Early Bird period for those students enrolled in those classes and ends when the last class on their schedule has concluded. If a student attends their Early Bird class and leaves campus, they will be subject to disciplinary action for leaving campus without permission.

Debts: All students must have their past debts paid before being able to purchase a parking sticker, extra-curricular activities, co-curricular activities, clubs, or special events. To participate in co-curricular activities, current fees must be paid before the first scheduled event or competition. To participate in single events, current fees must be paid prior to the event.

Deliveries: Items such as food, money, flowers, balloons, athletic equipment, or any other item not related to academics will not be accepted at the front desk or other areas on campus during hours of operation for delivery to students. This includes mobile food deliveries during lunch. All items will be confiscated, discarded and there will be no refunds. We lack the resources to deliver such items to students, and we cannot ensure their safe keeping at the front desk. Further, we try to limit class interruptions to only those that are absolutely necessary or are of academic needs. Should a parent need to bring something to his or her child during the school day, a parental sign-out is required. We appreciate each parent's cooperation in helping maintain a safe environment and an atmosphere of teaching and learning.

Dress Code: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Please see Spring Valley Dress Guidelines for Students
STUDENT DRESS CODE (POLICY JICA)





GENERAL SCHOOL POLICIES

Several dress code changes will take effect at the start of the 2024-25 school year.

- Pants, jeans, and skirts must be long enough to cover the lining of pockets.
- Shirts must cover students' midriff.
- Bonnets are now included on the list of head coverings such as hats that students cannot wear inside schools.
- Hoods cannot be worn on the head inside the building.
- Slippers, bedroom or house shoes cannot be worn.

The administration will make the final judgment on the appropriateness of a student's clothing, appearance and/or display of symbols, messages or statements on school grounds.

Early Dismissal Schedules: Students who are scheduled for early dismissal must exit the building before the tardy bell for the next class period or must have a pass from an administrator to remain on campus. Students on campus without permission will lose their early dismissal privileges and will be placed in a study hall. For a student to qualify for early dismissal, the parent must sign the permission form indicating the student has (1) parental permission and (2) transportation to leave campus. Without this permission, the student will be assigned to the study hall. Only seniors in good standing and on target for June graduation qualify for early dismissal or late arrival. These privileges can also be revoked after the first semester grades are posted and the student is no longer on target to graduate.

Electronic Communication Devices: [Please see Richland District Two's Back-to-School Handbook.](#) [Spanish Version: Regreso A Clases -Manual Del Estudiante](#) Students can pick up confiscated devices (first offense only) on Monday - Friday after school from 3:45-4:00. Parents can pick up confiscated devices on Tuesday, Wednesday, or Thursday (2nd offense and beyond) from 4:00 - 6:45 pm in ISS (C-148). Pickup times are set to eliminate distractions during the school day. Note: **ONLY** a legal parent or guardian according to PowerSchool, will be allowed to pick up devices when confiscated. It is recommended that students take care of their portion in order to prevent being without their devices. Failure to comply with the rules on your part does not constitute an emergency on the part of the Administration.

Elevator: Students are not allowed to ride the elevator without a pass from the health room or during a supervised activity. Students using the elevator without permission will be assigned 6 hours of detention.





GENERAL SCHOOL POLICIES



Exams: Exams are given during the final weeks of each semester. All students are expected to take exams as scheduled -- **exams cannot be taken early** (in advance of the student's assigned class). Make-up exams may be given only under special circumstances which cause hardships such as surgery or death in the family (vacation plans, trips, etc. will not be considered as hardship situations.). Make-up exams must be taken within two weeks of the original exam date. Students who have turned in an appropriate written excuse within 5 school/business days and obtained a re-admit slip from the Attendance Office will be allowed to take a missed exam. Students will present that readmit slip to Testing and Tutoring to be able to take the missed exam. If the exam was project-based, students will submit their readmit slip to their teacher in order for the grade to be recorded. Students may not sign out of school during an exam period. Students cannot miss another class to make up a missed exam.

All students will be required to participate in the exam schedule. Seniors may be exempt from exams if they have 90% or above in a class (except End of Course exams). Seniors should receive notification of exemption status by the Friday before senior exams.

Excessive Absences: High school students who exceed 3 absences in a semester Skinny Course, 5 absences in a semester Block course or 10 absences in a year long course will not receive credit for that course due to failure to meet the required 120 hours for the Carnegie unit". All students who have exceeded the total number of allowed absences will fail due to absences and be assigned an "FA" on their report card and transcript unless the absence(s) have been made up during the scheduled excessive absence make-up program period



Absences are documented by the following: medical, bereavement, religious holidays, court appearances, suspensions or early dismissals prior to 15 minutes left in the current class. You must have a passing grade in the course and must not have any class cuts in the course in which you have exceeded the allowed number of absences. Students who have between 6-9 absences in a semester course or 11-14 absences in a year-long course may register in the attendance office. However, students who have 10 or more absences in a semester course or 15 or more absences in a year-long course must have the **Principal's Approval** before they register. Principal Approval Forms are located in the Attendance Office.

The Attendance office is very busy during excessive absence registration. **Excessive absence registration time and dates will be announced each semester.** Please follow the registration schedule. Excessive absence make-up time must be completed within **30 days** of the last day of the course in which the FA was assigned. Students will not be allowed complete make-up time for FAs assigned in previous school years or semesters.



GENERAL SCHOOL POLICIES

Extra-Curricular and Co-Curricular Activities

The purpose of the student activities program at Spring Valley is to provide the students the following opportunities:

- enhance leadership and citizenship qualities
- get involved with their school
- make a difference in their school and life in general
- pursue personal interests
- work with others
- make new friends
- develop hope, trust and sharing skills
- have fun

Generally, there are over forty extra and co-curricular organizations at Spring Valley. They fall into the following categories:

- competition teams
- service organizations
- honor societies
- special interest clubs
- curricular oriented groups

The largest extracurricular organization is the student council or student government. It serves three major purposes for the student body:

1. It is designed to give students a voice in what happens at Spring Valley.
2. It provides entertainment for the student body through activities such as pep rallies, bus rides to away athletic events, homecoming, etc.
3. It promotes spirit and school pride.

Students interested in participating in extracurricular activities should contact the Student Activities Director, in C-127 or leave a note in her mailbox in the Main Office. A partial list of clubs and organizations is listed below.

Competition

Math Team: Members participate in math related competitions across the state.

Mock Trial: For hard-working and self-motivated students. Members research and prepare "mock" legal cases.

Viking Robotics Club: The Viking Robotics Club is a club for students to work in engineering teams to design, build, program and drive robots in VEX Robotics competitions.

FBLA: Members compete at the state and national level in a variety of business related fields.

HOSA: Students compete in a variety of health occupation categories specific to related fields of study.





GENERAL SCHOOL POLICIES

Honor Societies

(Admission involves an application and selection process based on meeting certain requirements)

Mu Alpha Theta: A National High School Mathematics Honor Society, dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school.

National Art Honor Society (NAHS): A service/support organization specializing in art activities for the school and community.

National English Honor Society: Recognizes exemplary English students.

National French Honor Society: Recognizes exemplary French students.

National Honor Society (NHS): An organization for juniors and seniors designed to create enthusiasm for scholarship, to stimulate a desire to serve, to promote leadership, and to develop character.

National Latin Honor Society: Recognizes exemplary Latin students.

Science National Honor Society (SNHS): Recognizes exemplary science students.

National Social Studies Honor Society: Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. The purpose of this organization is to promote scholarship and provide national recognition and opportunities for exploration in social studies topics in the community.

National Spanish Honor Society: Recognizes exemplary Spanish students.

National Thespian Honor Society: Recognizes exemplary students in the field of drama.

National Technical Honor Society (NTHS): An organization for outstanding students enrolled in occupational, vocational, or technical programs.

Quill and Scroll: An organization which recognizes exemplary journalism students.

Click to view clubs and descriptions: [SVHS Clubs](#)

Co-Curricular

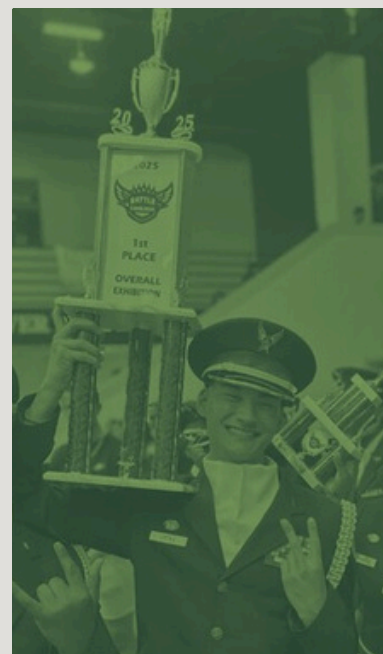
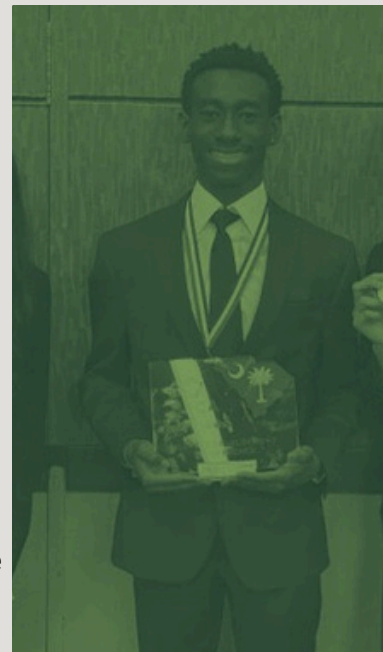
(Participants must sign up for the class)

Air Force Junior ROTC: Designed to acquaint students with the aerospace age, to develop informed citizens, and to strengthen character and develop leadership and discipline through participation in community and school activities.

Band: The band performs at all pep rallies, football games, and in competitions around the state.

Health Occupations Students of America (HOSA): Students, teachers, and industry representatives working together to assist students who are preparing for careers in health occupations.

Orchestra: For those who play and wish to perform. Audition or teacher recommendation required.





GENERAL SCHOOL POLICIES

Saga: SV's award-winning student-produced yearbook. Approval of the adviser is required. Completion of Journalism One and/or Photography is strongly suggested but not required for application.

SkillsUSA: A partnership of students, teachers, and industry representatives, working together to assist students who are preparing for careers in trade, technical, and skilled service occupations.

Academic

DECA: For students interested in marketing, finance, hospitality, management, entrepreneurship, and other business-related careers. A student-led organization that provides opportunities to develop leadership skills, participate in community service, compete in career-focused events, and attend conferences.

Future Business Leaders of America (FBLA): For students interested in business and related careers. A student-run organization for members to engage in community service and to attend conferences.

Latin Club: Provides members an opportunity to interact with other Latin students throughout the state in S.C. Junior Classical League activities and competitions.

Spanish Club: Students explore the Hispanic culture and languages. Group cooks Mexican dishes and takes trips to local restaurants.

Teacher Cadet: For those students who are enrolled in the Teacher Cadet Program and have aspirations of becoming teachers.

Special Interest

Circle of Friends: A group of students interested in interacting with students with special needs.

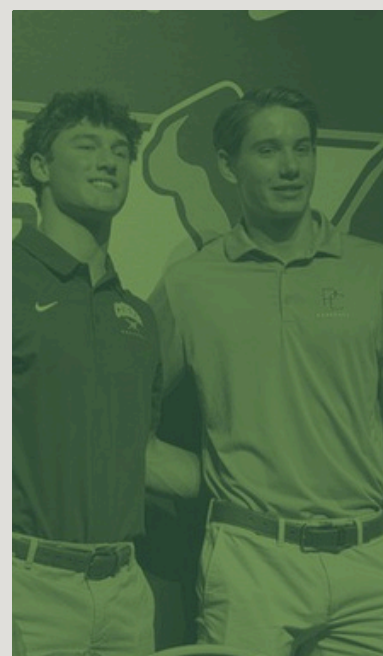
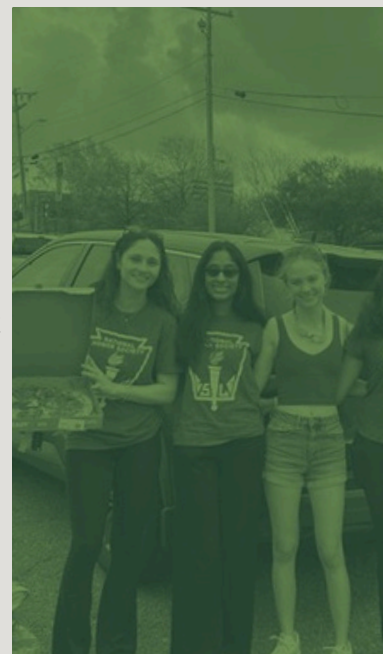
Fellowship of Christian Athletes (FCA): A nondenominational Christian club for athletes and non-athletes alike. Activities include fellowship meetings, bible study, and community service.

Key Club: Key Club is an international student-led organization which provides its members with opportunities to do community service while focusing on the core values of leadership, character building, caring and inclusiveness. Student leaders have the opportunity to hold elected leadership positions at the club, district and international levels.

Student Council (Student Government): An organization which is designed to promote school spirit and school pride; provide the student body with the necessary tools to have a voice regarding school culture and climate, as well as offer opportunities for involvement.

Winter Days: School wide community service project.

See the online student handbook for the most current list of activities.





GENERAL SCHOOL POLICIES

Fees: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Field Studies: All school rules and regulations apply to students on school-related trips.

Food/Drink: No food, gum or drinks (with the exception of bottled water) are allowed in classrooms. Students are not allowed to use snack or drink machines during class time. Detention will be assigned for students not complying.

Fundraising: Students are not allowed to raise money by selling any type of goods on school grounds except as part of a school club project approved by the Student Activities Director. All items will be confiscated and will not be returned.

Hall Passes: A student must have his/her hall pass any time he/she is outside the classroom during class time. The pass must be signed by the teacher.

Detention will be assigned for students not complying and are out of the area. Teachers are not allowed to give students hall passes during the first 15 minutes or the last 15 minutes of instruction of any class period for any reason other than a medical emergency.

Harassment/Intimidation/Bullying: Please see [Richland District Two's Back-to-School Handbook](#). [Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Health Rooms: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Homebound Instruction: Homebound instruction is provided by the district for students who cannot attend school because of extended illness, accident, or pregnancy. A student must be absent at least eight consecutive school days to be considered for services. Service delivery may be virtual. Applications for homebound instruction are available in the Attendance Office and should be requested by the parent/guardian as soon as the parent/attending physician anticipates the possibility of extended absence from school. The application must be completed by a licensed physician (medical doctor) and returned promptly to the Attendance Office for processing. Medical excuses must be on file with the Attendance Office prior to the application being submitted for homebound instruction services.



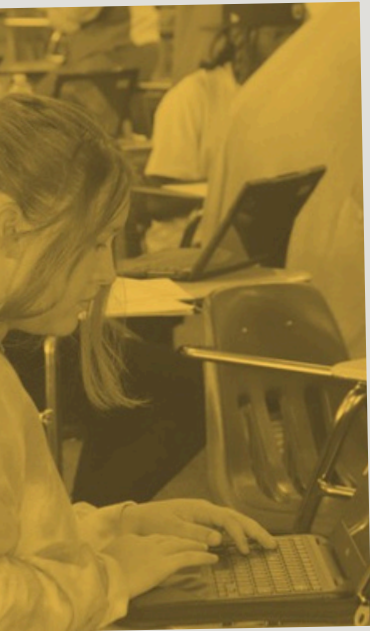


GENERAL SCHOOL POLICIES

Upon approval by the District Office, a student is eligible for services. Approved days are not counted as absences from school. Students approved for services must complete the allotted hours of instruction. Course adjustments may be necessary for students absent for an extended period of time. Questions concerning homebound procedures and regulations should be made to the district's Homebound Coordinator, Dr. Stephanie Catoe at 699-3500, extension 69022.

Honors and Awards:

- **Valedictorian** - The valedictorian is the student with the highest academic standing based on 8 semesters of work. The valedictorian is granted the opportunity to make the final remarks for the class in the Valedictory Address at commencement exercises.
- **Salutatorian** - The salutatorian is the student with the second highest academic standing based on 8 semesters of work. The Salutatorian is granted the opportunity to welcome the graduates and their guests in a Salutatory Address at commencement exercises. In the event of a tie for the highest GPA (carried to the one-thousandth decimal place), only two honor addresses will be given, the order of which will be determined by a committee of faculty appointed by the principal or by lottery. In the event of a tie for the second highest GPA, three honor addresses will be given including the valedictory speech and two salutatory addresses, the order to be determined by a committee of faculty appointed by the principal or by lottery. In all other unusual circumstances, decisions regarding honor addresses will be made by a committee of faculty appointed by the principal.
- **Principal's Scholars** - Principal's scholars are the 10 students with the highest GPAs based on 8 semesters of work.
- **Honor Graduates** - The top 10 percent of the graduating class, based on 8 semesters of work, will be designated as honor graduates. The students graduating in the top 5 percent of the class, based on 8 semesters of work, will graduate with high honors.
- **Class Speaker** - The class speaker is selected in open auditions by a committee of faculty members. To complete, a senior must have a 2.5 or above GPA and not be in danger of failing any courses required for a high school diploma and must have no serious discipline issues on record.
- **Class Soloist or Ensemble** - The class soloist or ensemble is selected in open auditions by a committee of the student body president, vice president, and faculty members. Qualifications are the same as for class speaker.





GENERAL SCHOOL POLICIES



- **General Excellence Award** - This award recognizes the student who best exhibits outstanding academic ability in a rich and varied program of studies; outstanding contributions to school and community; outstanding character and personal qualities; and outstanding commitment, maturity, and vision. It is the highest honor conferred on a student at Spring Valley High School.
- **Junior Marshals** - Marshals are chosen from the junior class based on academic standing. The top 10% of the class will be designated. Marshal status is determined by four semesters of work.
- **Outstanding Achievement Award** - The Outstanding Achievement Award is given to the African American graduate with the highest grade point average for 8 semesters of work.
- **Additional Awards** - Spring Valley High School has several honor societies and subject-specific award recognitions. For further information, contact the School Counseling Department. (699-3500 X 69022)

Honor Code:

Spring Valley students are to adhere to the honor code policy which consists of three parts:

1. Students are to tell the truth when dealing with faculty, administrators or staff.
2. Students are not to represent as theirs any work which they have not done alone. (Teachers are to make plain any assignment or type of assignment in which collaboration is acceptable or desirable.)
3. Students will not aid another student in cheating. Violations of any of these rules will result in disciplinary actions including a discipline notice being written and one or more of the following actions:
 - suspension
 - zero on assignment or test
 - grade derived by dividing one grade by the number of students working on an assignment
 - requiring a test or makeup of the assignment
 - parent conference
 - counseling
 - other action appropriate to the violation





GENERAL SCHOOL POLICIES

ID Policies:

- All students and employees must wear their **current-year ID** badge when on school grounds. ID badges must be clearly visible on the front of the student and worn above the waist and below the neck. In a pocket or under a jacket is not "clearly visible." Attached to any removable item is not considered being "visibly worn" (i.e. Book bags). Students will be assigned 3 hours detention if ID is not visible or properly worn. A temporary ID sticker will be issued to the student to be worn that day. If a student attempts to use a previous day's ID sticker for the current day, they will receive 6 hours detention for that violation and 3 hours for the ID violation.
- **All students are issued one free ID badge each year. Students who lose or forget their badges may get duplicates made between the hours of 8:05 - 8:35 a.m. in the media center for \$5.00. An additional lanyard costs \$1.00. Students who forget their ID may purchase a temporary one-day ID for \$1.00 in the media center. Temporary ID must be clearly on the student's upper torso where it is clearly visible.**
- **Six hours of detention will be assigned for defacing an ID badge. A defaced ID is any badge on which the picture, ID#, year, barcode or status has been altered. IDs should be worn based upon the original orientation (ex. no holes punched on the sides of underclassmen IDs). Stickers are not allowed on IDs. All defaced and altered IDs will be confiscated. The student will receive 6-Detention hours and will have to purchase a new ID.**
- **Any student who uses someone else's ID as his or her own will be suspended. This includes using someone else's ID for lunch.**
- **Any student who allows someone else to use their ID to leave campus will lose that privilege.**

Immunization Requirements: South Carolina law requires all students to have on file at the school a valid South Carolina Certificate of Immunization [Form DHEC 1125 (4-80)] in order to remain in school. Parents are responsible for their student's immunization record. If the immunization record is not at the school 30 days past the date of enrollment, the student will be excluded until such time that a record is located or new immunizations have begun.

Insurance: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Late Arrival/Early Departure: Any student who arrives on campus after the beginning of school must report and sign in at ISS (C-148). All students with parent notes or medical excuses for being late should sign in at the Atrium Desk. Parents will sign in late arrivals at the atrium desk. Students signed in with a parent present by 8:50 am (or 10 minutes into class time) will be sent to class with a pass from ISS (C-148) to clear the absence. Any student who misses 15 minutes of a skinny or 30 minutes of a block class will be recorded as being absent and will receive a pass from ISS (C-148) to go to class.





GENERAL SCHOOL POLICIES

Note: *Students will be allowed only 3 parent sign-ins per semester. The 4th parent sign-in will be counted as an unexcused tardy.* On any school day, a student who leaves school after arriving on campus must be signed out by a parent/guardian at the Kiosk in the atrium, or the parent/guardian needs to send a note only for students that have registered their vehicles on campus for student to be dismissed by, email or fax stating that their child has permission to leave campus unaccompanied. *Students will not be allowed to sign out via telephone approval.* Parents/Guardians who are unable to sign their student(s) out in person, may send a note, email or fax that includes a number where the parent can be reached, giving the designee permission for the student to be released in their care. Students will not be released until their note is verified. Students will not be allowed to sign out after 3:15 pm unless a medical excuse is provided.

Late Buses: Students who ride a bus that arrives after 8:45 am must obtain a time-stamped "Late Bus Pass" from the bus administrator immediately after exiting the bus. Students desiring to eat breakfast may report to the Commons. A student with a late bus pass has fifteen minutes from the stamped time to get to class. If a student reports to school on a late bus, it is their responsibility to request a late bus pass. NO late bus passes will be given once the administrator has left the bus lot and the student will receive an unexcused tardy.

Late Start Schedules: Students with late arrival schedules must report to ISS (C-148) if they arrive on campus prior to their classes.

Leaving Campus at Lunch: Seniors and approved second semester juniors are allowed to leave campus at lunch. Early dismissal students, other than seniors, may leave campus only after 6th period. Any student who transports an unauthorized student off campus will lose parking privileges for a minimum of 20 school days on the first offense and for the remainder of the school year on the second offense. Any student leaving campus at lunch without permission will be suspended. Should a parent need to bring something to his or her child during the school day, a parental sign-out is required. No outside food is allowed on campus parent sign-out is required.

Library Media Center (LMC): The LMC offers resources and services including online and digital resources, research assistance, books, magazines and audiobooks. Students must have their plastic ID card to check out materials. Materials are checked out to students for a two week period. A fine of \$0.10 per day is charged for overdue resources. The LMC is open from 7:30 am until 5:00 pm Monday, Tuesday, and Thursday. Wednesday it is open from 9:00 am until 5:00 pm and on Friday it closes at 4:00 pm.





GENERAL SCHOOL POLICIES

Students coming to the library during class are expected to have a signed Library Media Center pass or be accompanied by their teacher. Students must sign in and present their pass at the circulation desk. Students are not required to have a pass before or after school or during lunch. Cell phone use is prohibited in the LMC during lunch. Students are expected to display their ID cards and maintain proper behavior at all times. Computers are available in the LMC for academic purposes. No food or drink is allowed in the library media center.

Locks and Lockers: A school locker may be rented for \$5.00 from the Attendance Office. Lockers are the property of Spring Valley and are subject to periodic inspection by school administrators without student consent. Students who share lockers must both register in the Attendance Office for that locker. The school is not responsible for items left in unsecured lockers. Students with PE lockers must secure their items, including book bags, in a locked locker. Failure to do so will result in six hours of detention. Lockers must be cleared of all items by the end of the school year.

Lunch: Meals may be paid at school by cash or check. Meals may be paid by credit card.

www.myschoolbuck.com

Meal Prices & Programs: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Make-Up Tests and Work: Make-up work and tests are allowed for students who have turned in an appropriate written excuse and obtained a re-admit slip from the Attendance Office. The responsibility for arranging make-up tests and work rests with the student. Assignments and tests must be scheduled at the convenience of the teacher within three days of the student's returning to class and completed within five days upon the student's return. A student may not miss one class in order to complete or make-up work in another class without prior approval from both teachers. All assignments will receive a grade of zero until the work has been submitted.

Medications: ALL medications that must be taken during school hours must be brought in by the parent/guardian with a signed medication permission form. Prescription medications require both a parent signature and the prescriber's signature. All medications are to be administered by the school nurse or trained designee. (See Health Services for more information.) Carrying prescription and/or over the counter medications is a violation of the Richland School District Two Policy and will lead to disciplinary actions.





GENERAL SCHOOL POLICIES



Metal Detectors - Board Policy JCAC-R: In order to enhance security in the schools and prevent students from bringing weapons into the schools, district officials are authorized to use metal detectors to conduct student searches. The metal detectors may be used at such places as inside classrooms or offices, as well as entrances to the buildings or to the classrooms. They may also be used at extracurricular events hosted by the district, such as football or basketball games.

Off-limit Areas of the Campus: The following areas of the campus are off limits to students: copy rooms, the faculty workrooms, faculty offices, faculty restrooms, varsity locker rooms (during the school day), faculty eating areas, elevators, roof, parking lots and any other areas administration deems off-limits. Students found in unauthorized areas will receive detention hours or suspension.



Parent/Community Involvement

- **Booster Clubs:** Spring Valley High School offers parents the opportunity to be involved in many booster clubs. For information on how to become a member of a booster club, please call 699-3500.
- **Parental Concerns and/or Conferences:** Spring Valley's administration, faculty and staff strive to maintain a close working relationship with the parents of our students and the community at large. If you have a question or concern, please contact the **staff member directly involved**. If your phone call, written message, or e-mail is not returned in a timely manner, please contact your student's administrator and he/she will arrange for the staff member to contact you directly. **Due to increased security issues, classroom visitations should be arranged by appointment 24 hours in advance with an administrator. The parent must sign the parent acknowledgment form prior to each visit taking place.** Your feedback is valuable to us at Spring Valley, and we appreciate the opportunity to maintain our excellent relationship with your family. The steps for addressing your concerns are listed below.
 1. Contact the person (teacher, school counselor, or administrator) at the source of the situation. The majority of concerns are resolved at this point. If this is not the case, you may wish to proceed further by—
 2. Scheduling a conference with your student's teachers and his/her school counselor or with your student's Administrator, especially if there is a discipline concern.
 3. Schedule a classroom visit to observe the interaction of your student with the class and/or the teacher (a 24-hour notice requested). The teacher may request that a colleague or a Spring Valley administrator be present.
 4. Should your concern remain unresolved, contact an Assistant Principal who will assess the complaint.



GENERAL SCHOOL POLICIES



- **School Improvement Council:** The Spring Valley High School Improvement Council (SIC) [Spring Valley School Improvement Council \(SIC\)](#) is a committee made up of parents, students, teachers and administrators charged with the responsibility to develop an annual school improvement plan. The school improvement plan will be reviewed annually and will have a five-year focus. The School Improvement Council meets once a month, and all Spring Valley parents are eligible and encouraged to attend any and all meetings. The ultimate goal is to improve student achievement. Call 699-3500 for meeting times.

- **Spring Valley Education Foundation:** The Spring Valley Education Foundation, established in 1983, is a nonprofit, tax exempt organization incorporated under the laws of the State of South Carolina. The purpose of the corporation includes:

1. To raise funds and promote educational programs for Spring Valley High School, Columbia, South Carolina, via donations from business groups, corporations, foundations and individuals at large.
2. To provide a review committee for program ideas and to make gifts and grants to the school and to individual departments, teachers, students, and student groups, to further the education purposes of Spring Valley.
3. To act as fiscal agent for donors who wish to sponsor projects for the school, its teachers and students.

For more information, contact Dusty Broadway-Amick at the Foundation Office at 699-3500 ext. 69061.

- **Volunteer Program:** Spring Valley High School has a strong and active volunteer program. There are many ways to volunteer at the high school level—booster clubs, the Education Foundation, School Improvement Council, and the Volunteer Program. Parents of ninth grade students have found such volunteering to be particularly helpful to them as they help their children transition to the high school level. If you would like to volunteer on a regular basis or have your name added to the “on call” list, you can contact the Main Office at 699-3500 or visit richland2.org.

Parking: All student vehicles parked on campus must display a valid, current year, numbered parking permit or a special parking permit issued by Spring Valley High School. Students must supply a valid driver’s license and the proper fee to obtain a parking permit. A parking permit for the student’s primary vehicle will require a nonrefundable fee of \$35.00 and the student must complete the Alive @ 25 course.



GENERAL SCHOOL POLICIES

(A specific time frame will be announced at a later date. See online agenda for updates.) Please contact the SC National Safety Council at 732-6778 or SCAlive@25.org. All school fees and debts must be paid prior to the issuing of a parking permit. All regular and *special parking permits* will be issued in C-148.

Special parking concerns are handled in C-148 before school each day. Students are not permitted to eat breakfast or lunch in the cars while parked in the parking lot. All students must leave their cars and the parking lot immediately upon arriving; detention will be assigned. Illegally parked vehicles will be given a ticket. A second parking violation may result in the application of a wheel immobilizer and possible loss of parking privileges. All regulations cited in the parking application must be adhered to. Students are not allowed to use parking passes not assigned to them. Violations of the parking regulations during the previous school year may result in denial of a parking permit and 12 hours of detention. Revisions in the Parking Policy will be announced on all social media outlets and on the Viking Update.

Permits are not transferable to any other student without approval. If the student leaves Spring Valley, the Parking permit MUST be returned. Underclassmen may ONLY park IN THE UPPER LOT on a first-come, first-served basis. A limited number of assigned senior spaces will be issued in the main lot and tennis lots. **Students are not allowed to park in faculty parking spaces.**

Disciplinary action will be taken for smoking/vaping in vehicles, loitering in vehicles or parking lots, loud or offensive music and violation of any other parking policies. Violations may result in loss of parking privileges for a **minimum** of 20 school days per offense. **Vehicles are to be locked and vacated immediately after parking.** Spring Valley High School will not be responsible for the theft of contents, theft of the vehicle, damage to any vehicle, or contents while the vehicle is on campus. The parking permit only allows parking on campus if there is sufficient space. Violations may result in towing at the owner's expense.

Phone Messages and Dropped-Off Items: The Attendance Office will relay only emergency messages from a parent or guardian after approval by an administrator. In the event that you have an emergency, we ask that you please call the school (803-699-3500) and ask for an administrator. An emergency is an illness or death in the family. **No deliveries of food, flowers, stuffed animals, money, balloons or items that are non-instructional will be allowed or accepted at the attendance office or atrium desk.**





GENERAL SCHOOL POLICIES



This includes birthdays, Valentine's Day, Holiday's, etc. Class time cannot be interrupted for **non-emergency** phone calls. It is the student's responsibility to check the attendance office for messages and to pick up items that have been left for him/her. We will not be responsible for any items left for students. We advise parents to be sure their student has everything that he/she needs before leaving for school. Items that have been left and are not picked up on the day of dropoff will be placed in lost and found at the end of the day.

Plagiarism: The penalty for **intentional** plagiarism will be a grade of zero on the assignment. For example, it would be intentional plagiarism if the student has demonstrated no attempt at citation or has copied primarily from another source. Partial attempts/improper citations would be considered **inadvertent** plagiarism. The teacher would determine point loss for partial attempts/improper citations by subtracting points from appropriate sections of the rubric.



Pledge of Allegiance and Alma Mater: All students are expected to demonstrate respect by participating during the Pledge of Allegiance and the Alma Mater. If students choose not to participate by standing or verbalizing, they are not to cause a disruption by doing so.

PowerSchool App: Information regarding the Richland County School District Two PowerSchool App can be accessed by clicking the link and using the code **(ZNWW)**.
[Richland School District Two Power School App](#)

Prohibited Items: In addition to other items listed in the ECD Policy playing cards, lighters, dice, laser pointers, skateboards, pepper spray/mace, dirk, and *any other items that are unsafe, disruptive, illegal and deemed inappropriate* are not allowed on school grounds. These items will be confiscated and appropriate disciplinary action will be given.

Publications/Solicitations: No publications may be produced or distributed unless approved by the principal.

Release of Student Information: Please see [Richland District Two's Back-to-School Handbook](#). [Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

REPs Program (Responsibility Earns Privileges): A student is assigned to the REPs Program once enrolling at Spring Valley. The layered system of privileges is granted and increases as they progress in class. Class privileges are granted through responsible grades and behavior.



GENERAL SCHOOL POLICIES

Class	Privileges
Juniors	• A 70 average or better, no suspensions, no debt, and no overdue hours will qualify for Off-Campus Lunch in 3rd and 4th quarter. • If a student is suspended for any reason, they will lose this privilege.
Seniors	• All A's and no fees will qualify for a Free Parking Sticker and Off-Campus Lunch all school year. • Course average of 90 qualifies for final exam exemption and being excused for the course exam period.

* Privileges for qualifying Juniors require an application process where qualifications can be verified. ***Penalties for returning to campus late after leaving campus for lunch are as follows:**

1st Tardy- Warning

2nd Tardy- Privileges will be revoked for 10 school days.

3rd Tardy- Privileges will be revoked for 20 school days.

4th Tardy- Privileges will be revoked for the remainder of the school year.

School Counseling

Counselors Assignments

Caseload	Counselor
<i>School Counseling Director</i>	Angel Coleman
Caseload: 10th-12th, Last Name A-Eg	Shontelle Meyers
Caseload 10th-12th, Last Name Ek-La	Paul Joyner
Caseload 10th-12th, Last Name Le-Robert	Sophie Romigh
Caseload 10th-12th, Last Name Robertson -Z	Stanley Kennedy
Caseload 9th, Last Name A-K	Bernice Spain
Caseload 9th, Last Name L-Z	Angela Bright





GENERAL SCHOOL POLICIES

Counselor Availability: Counselors will make every effort to meet with parents who visit School Counseling and want to discuss their child's schedule. In order for counselors to be as responsive as possible to parental concerns, parents are encouraged to call for an appointment prior to visiting. School counselors are often involved in planned activities or crises and are not able to respond on short notice.

Career Information Center: The Career Information Center (CIC), located in School Counseling, offers information on colleges, occupations, scholarships, and financial aid. Identifying a career cluster is very important to students in choosing their high school courses, setting post-secondary education goals, and pursuing a career. The CIC has software and staff to provide our students with personality and career assessments which will help them to identify a cluster. T

Credit Recovery: Students will be allowed to participate in credit recovery when their final grade falls between **(50-59)**.

1. A "P" will show on the student's transcript when credit recovery is successfully completed.
2. If students do not successfully complete credit recovery a grade of NP will show on their transcript.

Retaking a course:

Students in grades 9-12 may retake a course at the same level of difficulty based on course availability. Retaking the course means that the student completes the entire course again. If the course requires EOCEP, the EOCEP must be taken. The student's transcript will reflect both courses. Only one course attempt and the highest grade earned for the course will be calculated in the. A course may be counted only once toward establishing athletic eligibility.

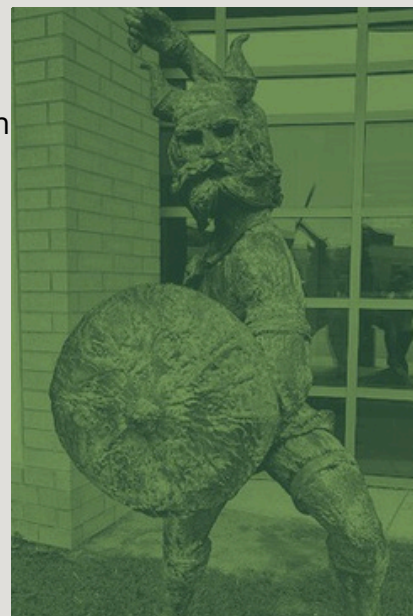
Credit for High School Course Completed in Middle School:

1. A middle school student who completes high school courses at a Richland Two middle school will be awarded credit in the same manner as a high school student enrolled in the course.
2. Courses for which a student received credit toward his/her school graduation will become part of the student's high school transcript and will be included in calculations of the high school grade point ratio and class rank.

Credit for Repeating Middle School Course in High School:

Any Carnegie unit course completed in middle school can be repeated in the 9th grade year regardless of the grade earned in middle school.

1. Credit is granted only once.
2. The course can only be repeated in the 9th grade year.
3. The grade earned during the 9th grade year will be used to calculate the cumulative grade point average regardless of whether it is higher or lower.





GENERAL SCHOOL POLICIES



Auditing of courses is not permitted by SC Uniform Grading Policy.

Course Withdrawals

Students should register for courses very deliberately and carefully, as dropping and/or adding a course will be done only under extreme circumstances. When a schedule change is permitted, it will be done according to the following criteria in keeping with State Board of Education policy:

With the first day of enrollment as the baseline, students who withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course or 10 days in a 180-day course will do so without penalty.

Students who withdraw from a course after the time specified above shall be assigned a withdraw/fail (WF) and the F will be calculated in the student's overall grade point average as a **50**.

SC 4-Year University/College Enrollment Requirements (Class of 2017 & 2018)

- **ENGLISH: Four units:** 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.
- **MATH: Four units:** 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, Pre-calculus, Calculus, Statistics, Probability and Statistics, or a Capstone Mathematics course and should be taken during the senior year.
- **SCIENCE: 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 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.
- **WORLD LANGUAGE:** Two units of the same Foreign Language.
- **SOCIAL STUDIES:** One unit of U.S. History is required, a half unit of Economics and a half unit in Government are strongly recommended.



GENERAL SCHOOL POLICIES



- **ELECTIVES:** 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.
- **PE or ROTC:** One unit of Physical Education or ROTC.
- **FINE ARTS:** One unit in Appreciation of, History of, or Performance in one of the fine arts.

SC 4-Year University/College Enrollment Requirements (Class of 2019 & Beyond)

- **ENGLISH: Four units:** All four units must have strong reading (including works of fiction and non-fiction), writing, communicating and researching components. It is strongly recommended that students take two units that are literature based, including American, British, and World Literature.
- **MATH:** These units must include Algebra I, Algebra II, and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.
- **SCIENCE: 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, physics, or earth science. The third unit may be from the same field as one of the first two units (biology, chemistry, physics or earth science) or from any laboratory science for which biology chemistry, physics and/or earth science is a prerequisite. Courses in general or introductory science for which one of these four units is not a prerequisite will not meet this requirement. It's strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all four fields: biology, chemistry, physics and earth science.
- **WORLD LANGUAGE: Two units of the same Foreign Language:** Two units with a heavy emphasis on language acquisition.
- **SOCIAL STUDIES:** One unit of U.S. History is required, a half unit of Economics and a half unit in Government are required. World History or Geography is strongly recommended.
- **FINE ARTS:** One unit in Appreciation of, history of, or performance in one of the fine arts. This unit should be selected from among media/digital arts, dance, music, theater, or visual and spatial arts.
- **PE or ROTC: One unit of Physical Education or ROTC:** One unit of physical education to include one semester of personal fitness and another semester in lifetime fitness. Exemption applies to students enrolled in Junior ROTC and for students exempted because of physical disability or for religious reasons.



GENERAL SCHOOL POLICIES



- **ELECTIVES:** Two units must be taken as electives. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding or using applications) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English, fine arts, foreign languages; social science, humanities; mathematics; physical education; and laboratory science (courses for which biology, chemistry, physics, or earth science is a prerequisite).

Completion of the above prerequisites will not guarantee admission to any public college or university. Colleges and universities will require applicants to meet other standards, such as those involving class rank and scores on aptitude tests consistent with the mission of that institution in the state system. The higher admission standards will not preclude any public institution requesting or recommending satisfactory completion of additional secondary units which are considered to be prerequisites for admission to any specific program within that institution.

Grade Classification: Grade classification will be determined by the criteria listed below.

Grade	Criteria
Freshman	Promotion from 8th grade
Sophomore	5 credits including English I and 1 unit of Math (Algebra I / Algebra I Part I or above)
Junior	11 credits including 2 units of English and 2 units of Math (Algebra I / Algebra I Part I or above)
Senior	17 credits including 3 units of English and 3 units of Math (Algebra I / Algebra I Part I or above)

Senior Checklist:

- Make sure you have met the following requirements to participate in the graduation ceremony:
- Order cap, gown, tassel, and diploma cover
- Complete Senior Exit Survey
- Seniors must turn in copies of college acceptance letters and financial aid award letters to the College Specialist. This will allow any scholarship earned to be recognized and listed in the graduation program.



GENERAL SCHOOL POLICIES

- Check debt list and pay outstanding debts
- Clear excessive absences
- Complete senior report
- Check graduation walk list
- Check on name pronunciation



The walk list will be posted on a special board for seniors outside of the School Counseling Office. Students must meet all academic requirements, must clear all fees, and return all textbooks and technology (Chromebooks) to be on the walk list. Students should check these lists and see their School Counselor or the Counseling Secretary if their information is incorrect.

Helpful Hints for Seniors:

- Meet with counselors as soon as possible to discuss college applications. Check on early applications. Meet with visiting college admissions representatives.
- Official transcripts must be sent directly to the receiving institution or organization. It is strongly recommended that students use www.Parchment.com to request all official transcripts.. In cases where Parchment cannot be used, students must bring all application materials, applicable fees, and a self-addressed, stamped envelope to either the Registrar or College Specialist. An official transcript will be added and mailed from the school. Please allow 5 business days for processing.
- Colleges look at the first semester grade point average from the senior year. A final transcript is sent in the summer after graduation. The Senior Exit Survey is emailed to all seniors and is used to determine where a final transcript should be mailed.
- Consult scholarship files in the School Counseling Office, Naviance, check announcements, and the bulletin board outside of School Counseling.
- College bound seniors should have taken the ACT and/or SAT by December of the senior year. Students are responsible for ensuring that their ACT and SAT scores are sent directly from the testing companies to their selected colleges or universities. Please visit www.collegeboard.com (SAT) or www.act.org (ACT) to register and view scores.
- Seniors may wish to take the Armed Services Vocational Aptitude Battery. ASVAB is an excellent device to show areas you may be interested in as a career. There are no military obligations. Additional career information is available in the Career Information Center in the School Counseling Office.





GENERAL SCHOOL POLICIES



Qualification for Participation in the Graduation Ceremony:

- To participate in the graduation ceremony, a student must have passed the 24 required credits.
- **Graduation Policies:** If a student fails to meet graduation requirements as a result of excessive absences, his/her diploma will be returned to the Department of Education along with the diplomas of students who fail to qualify due to course failure(s).
- Class rank and GPA will be computed, with the excessive absences being computed as failures (61), with the entire class being ranked. Final transcripts with this rank and GPA will be forwarded to colleges. The final class rank and GPA that is recorded on the permanent record will reflect a student's standing in the senior class as of graduation date + 10 days.
- A student has not officially graduated until he has received his diploma. Diplomas will be issued beginning the first Monday following graduation. Either seniors or their parents may come in to pick up the diploma during school hours which are, 8:00 am to 4:00 pm, Monday-Thursday during the summer. Diplomas will not be issued during the graduation ceremony. A copy of the final transcript showing the graduation date can be provided as proof of graduation in lieu of a diploma.
- Seniors with uncleared debts will not be allowed to participate in the graduation ceremony.
- **Dress at Graduation Exercises:** To participate in the graduation ceremony, a senior must have purchased a cap, gown, tassel, and diploma cover. All seniors order caps and gowns, but such purchases do not ensure that a student will graduate or be allowed to participate in graduation. Appropriate attire includes shirts with collars, ties, dress slacks and dress shoes for males; dress or dress slacks and dress shoes for females (no Birkenstocks, tennis shoes, sandals, jeans, or flip flops). Students will not be allowed to carry or wear signs/slogans, or possess cell phones. Mortarboards (caps) should be worn properly and not tilted. Tassels are worn on the right and move to the left after the diploma cover has been received. The administration reserves the right to deny participation in graduation when it deems dress unsuitable. Disciplinary action will be taken for any student who demonstrates inappropriate behavior at the graduation ceremony.

Juniors:

- Order class rings and yearbook, pay fees, make sure photos have been made for the yearbook.
- Juniors are encouraged to take the PSAT in October. This is the qualifying exam for the National Merit Scholarship Program.
- Consider taking the ASVAB.



GENERAL SCHOOL POLICIES



- Start inquiring through the Career Information Center about colleges and meet with college representatives.
- Juniors interested in attending a military academy should see their counselor to begin the application in the Spring.
- See school counselor second semester concerning colleges. College bound juniors should take the ACT and/or SAT in the spring. Students are responsible for ensuring that their ACT and SAT scores are sent directly from the testing companies to their selected colleges or universities. Please visit www.collegeboard.com (SAT) or www.act.org (ACT) to register and view scores.

Examinations:

ACT - The ACT assessment is a college admissions test administered by the American College Testing Program. It is given on Saturday mornings through the year at several locations in Columbia including Spring Valley High School. Currently, all South Carolina colleges and universities accept either the SAT or ACT for admission purposes. The testing schedule, information, applications and bulletins are available in the Counseling Office and online.



WIN is an assessment that measures career readiness in the areas of reading, math, data and soft skills to determine workplace skills that employers deem critical to job success. This assessment is administered during the spring semester of a students junior year.

ADVANCED PLACEMENT - These examinations will be administered in May. College credit may be granted at many colleges for scores of three or better on subject area examinations. Students enrolled in AP classes on campus or online are required to take AP exams. Students who are enrolled past the districts withdrawal without penalty date (5-days in a semester, 10-days in a yearlong, 6-weeks for a level down), **are required to take the exam or will be required to pay the full cost of the test (\$97 or \$145-Seminar/Research) plus a \$50 fee for the exam replacement.** Students not enrolled in AP courses but wish to test, must pay a test fee prior to the exam being ordered. If a makeup exam is requested that is not an excused absence (medical emergency or academic conflict), the **student** must bear the cost of the exam, proctor fees associated with the exam and provide the AP Coordinator with a reason why they missed the exam. This should be done within 48 hours of missing the exam. Scores are returned in July.



GENERAL SCHOOL POLICIES



ASSET - Seniors taking English 4 and/or a math course below Geometry are encouraged to take the ASSET test, the Midlands Technical College Placement Test. The main emphasis of the placement test focuses on helping students make sound educational decisions. Therefore, unless exempted by the SAT or ACT, applicants to Midlands Technical College are required to take a reading comprehension test and a basic mathematics and algebra skills test and to write a sample essay for evaluation. The *ASSET* is offered once each year at Spring Valley free of charge.

ASVAB-Sophomores, Juniors, and Seniors may take the Armed Forces Vocational Aptitude Battery (ASVAB). Test results will enable students to compare their vocational interests and aptitudes to assist them in making educational and career decisions.



PSAT - The Preliminary Scholastic Aptitude Test is similar to the SAT and is administered to all 9th and 10th grade students. 11th grade students may take this test but have to register in advance.

Eleventh grade PSAT scores are used to determine National Merit Scholarship winners. This test is scheduled to be given at Spring Valley High School in October.

SAT - The Scholastic Aptitude Test (SAT) is a college admissions exam administered by the Educational Testing Service. It measures critical reading, writing, and mathematical reasoning skills. It is given on Saturday mornings through the year at several locations in Columbia, including Spring Valley High School. The SAT II (achievement tests) may also be required by some colleges for placing students and is given at the same time as the SAT.

Information, applications, and bulletins are available in the School Counseling Office and online.



GENERAL SCHOOL POLICIES



SC Uniform Grading Scale Policy: The State Board of Education has adopted a uniform grading scale for all public schools in South Carolina. The grading scale designates the point range for each letter grade, correlates grade points with numerical averages, and gives weighted credit to Honors, Dual Credit, and Advanced Placement courses.

Two categories of weights are allowed: an additional 0.5 for Honors courses, and an additional 1.0 for Advanced Placement/Dual Credit courses. Those weightings are built into the conversion chart.

Grade Reporting:

- **Grade reports** (interim) are available in the Parent Portal to inform students and parents of the student's current status in each class.
- **Report cards** are distributed approximately one week after the conclusion of each grading period. The school will send a ConnectEd Message to remind parents that report cards are being issued.
- **Parent Portal:** Parents and students may access grades and other information on Parent Portal. To enroll, visit psapp.richland2.org/public/. Parent Portal can be downloaded from your mobile app store directly to your mobile devices for ease of use.
- **Transcripts:** Unofficial transcripts are available by request. Official transcripts must be sent directly to the receiving institution or organization. It is strongly recommended that students use www.Parchment.com to request all official transcripts excluding the final transcript. In cases where Parchment cannot be used, students must bring all application materials, applicable fees, and a self-addressed, stamped envelope to either the Registrar or College Specialist. An official transcript will be added and mailed from the school. Please allow 5 business days for processing.



GENERAL SCHOOL POLICIES



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



GENERAL SCHOOL POLICIES



Requirements for a High School Diploma: A minimum of 24 credits is required for graduation. The chart below specifies subjects and units needed.

REQUIREMENTS FOR HIGH SCHOOL DIPLOMA	
SUBJECT	UNIT(S)
English/Language Arts	4 units
Mathematics	4 units
Science	3 units
U. S. History	1 unit
Economics	1/2 unit
U. S. Government	1/2 unit
Other Social Studies	1 unit
Physical Ed. or ROTC	1 unit
Computer Science	1 unit
World Language or Occupational Specialty	1 unit
Elective (District Two requires one-half unit of Personal Health)	7 units
Total Units	24 units

Retake/Redo Policy: At all times, it is the students' responsibility to initiate the retake/redo by completing the retake/redo request form and submitting it to the teacher.

Students will have the opportunity to retake/redo **one** assessment per quarter (quizzes, tests, projects), per course.

- A grade of 70 or higher indicates mastery of a concept; therefore, students may only redo/retake one assessment for which mastery was not achieved.
- The highest score a student may earn on a ReTake/ReDo assessment is 70.





GENERAL SCHOOL POLICIES



Steps to Retake/Redo an Assessment:

- Complete the **ReTake/ReDo Request Form**. A parent's signature is REQUIRED for the request to be honored.
- Attend a **minimum** of one tutoring session. This MUST be done before the request form is submitted to the teacher.
 - Tutoring is offered after school from 4-5 pm in the Media Center each Monday-Thursday.
 - Peer tutoring can be arranged through Mrs. Arling in the Testing and Tutoring Center.
- Turn in the *ReTake/ReDo Request Form* to the teacher.
- Within 2 weeks of the posted grade, retake the assessment/turn in the redo project on the designated day.
 - Retakes are given before school, after school, or during lunch in the Testing and Tutoring Center.
 - Arrangements for before or after school drop off and pick up are the responsibility of the student and their parents.

Student Records: The student and his parents have the right to review and inspect the official school record. If a parent or student desires to see the student's records, the student's records will be made available to him/her within a reasonable period of time (no longer than 45 days). Upon inspection, should a parent feel that the information is inaccurate or misleading, the parent may have a hearing to challenge such information. A student 18 years old and older may have access to his records without parental permission.

Each student is responsible for reviewing his school record to ensure that courses required for graduation have been taken and properly recorded. All official transcripts will be mailed.

Searches and Interrogations: Students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances: A student committed a crime or a violation of a school rule. Such a search may reveal contraband or evidence of a violation of a school rule or a criminal law.

Please see [Richland District Two's Back-to-School Handbook](#). [Spanish Version: Regreso A Clases - Manual Del Estudiante](#)

Signs/Posters: No signs or posters may be posted without approval from the student activities director. Off-limit areas include the atrium, all glass doors, restrooms, walls, and areas visible from Sparkleberry Lane. Students are not allowed to post or distribute fliers publicizing events not sponsored by Spring Valley High School or public opinions that may be considered divisive or against school/district policies.



GENERAL SCHOOL POLICIES



Snack/Drink Machines: Students are not allowed to use the snack or drink machines during class time. A six-hour detention will be assigned and food confiscated.

Sororities/Fraternities: Fraternities, sororities, and secret organizations are strictly forbidden. Activities, initiations, or fund-raising for these organizations are prohibited and will be addressed as a discipline problem.

Special Services: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Student Conduct: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Student Consequences: In accordance with district policies, the following listing includes the usual disciplinary actions for inappropriate student conduct at Spring Valley High School. No attempt is made to include every possible infraction. A reasonable effort will be made to notify parents for all infractions and consequences. In some cases a parent may be requested to attend school to insure a student's appropriate behavior. Below are some examples of common infractions and administrative actions.

INAPPROPRIATE CONDUCT	CONSEQUENCE
ALCOHOL & DRUGS	Please see Richland District Two's Back-to-School Handbook . Spanish Version: Regreso A Clases -Manual Del Estudiante
BUS MISCONDUCT	Minimum 3 hours-Recommended for Expulsion and/or suspension of bus. Please see Richland District Two's Back-to-School Handbook Spanish Version: Regreso A Clases -Manual Del Estudiante for School Bus Safety .
CHEATING	May be suspended, see Honor Code Policy
CUTTING CLASS	ISS-OSS
DISOBEDIENCE	Minimum 6 hours detention, may be suspended
DISRESPECT	<i>To Faculty or staff.</i> A minimum 1-3 days suspension, may be recommended for expulsion
DISRUPTIVE BEHAVIOR	Minimum 3 hours detention, may be suspended. (Includes promoting a fight.)



GENERAL SCHOOL POLICIES

DRESS CODE VIOLATION	Change of clothing before returning to class.
FAILURE TO SERVE HOURS	ISD-OSS
FIGHTING	Suspension may be arrested, plus a recommendation for expulsion
FOOD/GUM	Eating, drinking, or chewing gum in classrooms = 3 hours of detention
FORGERY	1-3 days suspension possible recommendation for expulsion
GAMBLING	Minimum 1 day OSS
HARASSMENT/BULLYING	<i>Please see Richland District Two's Back-to-School Handbook. Spanish Version: Regreso A Clases -Manual Del Estudiante</i>
LEAVING CAMPUS WITHOUT PERMISSION	Suspension
LOITERING	Minimum of 6 hours detention
LYING	<i>To school personnel:</i> 1-3 days suspension
NO HALL PASS	3 hours detention
NO VISIBLE ID	3 hours detention
NON-SCHOOL FLIER DISTRIBUTION	12 hours detention and confiscation of materials.
OFF-LIMIT AREA	Detention/Suspension
ELECTRONIC COMMUNICATION DEVICES (ECD's)	<i>Please see Richland District Two's Back-to-School Handbook. Spanish Version: Regreso A Clases -Manual Del Estudiante</i>
PORNOGRAPHY	Minimum 1 day ISS (includes use of Internet) to possible recommendation for expulsion.
PROFANITY	Inadvertent – 6 hours detention. Directed toward another individual: 1-3 days OSS, may be a possible recommendation for expulsion
PUBLIC DISPLAY OF AFFECTION (PDA)	6 hours detention



GENERAL SCHOOL POLICIES



REFUSAL TO OBEY	1-3 days OSS possible recommendation for expulsion.
SEXUAL MISCONDUCT	<i>Please see Richland District Two's Back-to-School Handbook. Spanish Version: Regreso A Clases -Manual Del Estudiante</i>
TECHNOLOGY INFRACTION	<i>Please see Richland District Two's Back-to-School Handbook.</i>
THEFT	3 days suspension, possible recommendation for expulsion, may be arrested
THREATS	<i>To other students:</i> Suspension and possible recommendation for expulsion. <i>To school personnel:</i> OSS and recommendation for expulsion. May be arrested.
TOBACCO INCLUDING BUT NOT LIMITED TO: E-CIGARETTE, VAPORIZERS, JULES, ETC.	Possession or use of tobacco products (including lighters) not allowed on campus or in view of the school – will be confiscated. Suspension.
TRASH/LITTERING	3 hours detention
UNAUTHORIZED AREA OF CAMPUS	6 hours – suspension
VANDALISM	Minor – suspension and restitution Major – suspension and restitution, recommendation for expulsion, may be arrested.
VERBAL CONFRONTATION	1-3 days suspension, may be recommended for expulsion, may be arrested.
WEAPONS	<i>Please see Richland District Two's Back-to-School Handbook.</i>

Students who are assigned detention by an administrator on Tuesday- Thursday must serve the detention by the next Saturday or they will face disciplinary consequences. Serving detention takes precedence over extracurricular activities or job-related duties.



GENERAL SCHOOL POLICIES

TYPES OF DISCIPLINARY ACTION

- **EVENING DETENTION**—C-148 Tuesday-Thursday 4:00 to 5:45 pm. Students must sign in and must have study/reading materials. Cell phones will be checked in to ISS Supervisor during detention and returned at the end of detention. Students are expected to follow the posted rules which include no talking, eating, sleeping, etc. Failure to cooperate requires dismissal from evening detention and no credit for time served.
- **SATURDAY DETENTION**—Commons, 8:00-9:30 AM Saturday Detention begins promptly at 8:00 am No late sign-ins. Each student signs in on the proper form. Each Saturday served is equal to 12 hours. Failure to cooperate requires dismissal from SWD and no credit for time served.
- **Smarter Choices** (Saturday)-TBA, 8:00-9:30 AM This class begins promptly at 8:00 am. Late sign in will not be permitted. Attendance will be taken at the beginning of each class. The Smart Choices class will be available once a month at SVH as a preventive/alternative measure that was designed so that students are not excluded from traditional school day teaching and learning. The Smart Choices class is at the discretion of the administrator with parent approval.
- **PARENT SHADOWING:** A parent may be given the opportunity to shadow their student for an entire school day in lieu of the student receiving a suspension. This option is solely at the discretion of the administration and will only be used for non-disruptive offenses. This option can only be used once per semester.
- **SUSPENSION:** Any student who receives a 3rd suspension will receive a minimum of 2 days ISS or OSS and may be recommended for expulsion. The severity of an offense may warrant a recommendation for expulsion on the 1st or 2nd suspension.
- **IN SCHOOL DETENTION (ISD)** - Students assigned ISD will remain in the ISS room all day. In school detentions do not count as an absence, nor a suspension and work is requested and/or can be made up. Students will turnover cell phones to ISS Supervisor when they enter ISD and it will be returned at the end of the day. If a student is caught with a cell phone, the cell phone policy will go into effect.
- **IN-SCHOOL SUSPENSION (ISS)** - Students suspended from classes will remain in the ISS room all day. In-school suspensions do not count as an absence and work can be made up, limited to two days. Students will turnover cell phones to ISS Supervisor when they enter ISS and it will be returned at the end of the day. If a student is caught with a cell phone, the cell phone policy will go into effect.





GENERAL SCHOOL POLICIES

Note: Students report to ISS (C-148) for any of the following:

1. Tardy to class - any class period.
 2. Arrival to school after the 1st period tardy bell.
 3. After any removal from class for discipline.
 4. Teachers reviewing for a test for which a student was absent, should send the student to ISS (C-148) during the review. The student returns at a specific time or by phone call to ISS (C-148).
- **OUT OF SCHOOL SUSPENSION (OSS)** - Students suspended from school are not allowed on school grounds or at any school related function. Out of school suspensions are counted as lawful absences.
 - **ALTERNATIVE SCHOOL** - Must be assigned by the School Board or designee.
 - **EXPULSION** - Students removed from school for the remainder of the year - may lose all credits. Students who are recommended for expulsion or who are expelled may not be on or around any school grounds or any school related activity in Richland School District Two.

Ways to Serve Detention

1. **Parent/Guardian Signed Detention Slip:** Students may get their parent or guardian to sign the yellow detention slip or the white discipline notice given to you at the time of the offense. Return the signed slip to the ISS supervisor (1 hr. credit).
2. **Trash Detail:** Students may pick up trash in the Commons, Main Gym and other outdoor lunch areas with an administrator during the last 10 minutes of lunch. Only one cleanup can be done each day. (3 hr. credit) Trash pickup will also include the bus loop after school.
3. **Lunch Detention:** Students will be able to serve the first 15 minutes of lunch in the Auditorium five days a week. Students have 5 minutes to report from the dismissal bell for lunch at the end of 4th period. (2 hr. credit)
4. **After School Detention:** Students may serve after school detention on Tuesday, Wednesday and Thursday from 4:00 to 5:45pm in C-148. Students must stay at least one hour to get





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GENERAL SCHOOL POLICIES

5. **Saturday Work Detail:** Begins at 8:00 am SHARP in the Commons- no late sign-ins. Campus cleanup is required and no early sign-outs. Students must be present for the entire work detail. (12 hrs. credit)

6. **Smarter Choices:** Begins at 8:00 am SHARP in the Commons-no late sign-ins. The Smart Choices class is at the discretion of the administrator with parent approval.

*Failure to serve detention in a timely manner will result in a student serving ISD or ISS for failure to comply with disciplinary action.

Detention hours from the previous year will carry over to the next school year if not served. All seniors must clear all detention hours prior to graduation.



Student Rights and Responsibilities: Please see [Richland District Two's Back-to-School Handbook](#).
[Spanish Version: Regreso A Clases -Manual Del Estudiante](#)

Guest Teachers (Substitute): A guest teacher has the same authority as a regular classroom teacher. Students must accept responsibility for cooperating with a guest teacher. Guest teachers cannot send students to the Media Center or computer labs.

Supervision of Students: Normal school operating hours are from 7:30 a.m. to 3:53 p.m. Supervision of students will begin at 7:30 a.m. and continue until 4:05 p.m. each school day. Students arriving before 8:00 a.m. not assigned to early bird classes should report and remain in the Commons until 8:35 a.m. on regular days and 9:35 a.m. on late start days. Students involved in after school activities should report to their assigned/designated areas by 4:00 p.m. All students who are walkers or car drivers/riders should be off campus by 4:00 p.m. Any student awaiting pickup after 4:00 p.m. should remain in the area located near the front of the main entrance. Only students who are assigned bus riders and are riding the bus on that particular day should be in the bus loop after school. All students must be out of the building by 4:00 p.m. unless they are in a supervised activity or tutoring. Any student not in a supervised activity or designated area after school will receive a minimum of six hours of detention caught in unauthorized areas. Unauthorized areas include but are not limited to: Parking lots, stairwells, bus loop, classrooms, restrooms, lobbies throughout the school, arts areas or any training facility areas. Penalties will be increased if offenses continue.



GENERAL SCHOOL POLICIES

Tardy Policy: The tardy policy at Spring Valley has been established to ensure minimal interruptions in the educational process in each classroom. A student is considered tardy if all extremities are not completely within the threshold of their classroom. **Classroom doors will be locked when the tardy bell rings.** Any student who arrives after the tardy bell has rang must report directly to ISS (C-148) and sign in on the tardy roster. Failure to report within ten minutes after the tardy bell will result in the student being counted absent from class rather than tardy. **Students will be allowed to enter class with a pass on Tardy 1-3 only for each semester. These will serve as their free passes.**



During each semester (18 weeks) attendance period, a student is allowed three tardies without disciplinary penalty. On the 4th and 5th tardy the student will be assigned 6 hours of detention, on the 6th and 7th tardy, 9 hours, on the 8th tardy, 12 hours and on the 9th tardy the student will receive one day in-school detention (if not 3rd suspension). The 10th and 11th tardy, 6 hours, the 12th and 13th tardy, 9 hours and the 14th tardy, 12 hours, and on the 15th tardy the student will receive one day in-school suspension (if not 3rd suspension) and parent conference. On the 16th and 17th tardy the student will receive 6 hours of detention and parent conference is required to complete behavior contract, 18th and 19th tardy, 9 hours of detention, 20th tardy, 12 hours and must attend a Smarter Choices Class, on the 21st tardy the student will receive one day of ISS and one day of OSS and will be placed on an Attendance Improvement Plan. If a student reaches tardy 27, the student will receive two days ISS and one day OSS. A student who misses 15 minutes of a skinny or 30 minutes of a block class will be counted absent but will be given a pass to go to class.

Trash: Maintaining a clean school is the responsibility of everyone. Students are expected to clean up after themselves. Detention will be assigned for failure to do so.

Trespassing: According to state law, a student is subject to arrest for going onto school property other than his own without permission. A visitor without a pass will be asked to leave the campus and a trespassing warrant may be issued. Spring Valley students trespassing on other campuses will be suspended.

Tutoring: The Tutoring Center is open Monday through Thursday after school from 4:00 p.m. to 5:00 p.m. in the Media Center. The Tutoring Center is staffed by teachers and National Honor Society members to assist students in Math, Science, Spanish, and English courses. Virtual tutoring will also be available through scheduled sessions.



GENERAL SCHOOL POLICIES

Visitors: All visitors must report to the Atrium Desk, present a valid ID, and obtain and wear (above the waist and below the neck) a visitor's pass throughout the duration of visit. Unwillingness to wear the appropriate visitor's pass will result in the visitor being escorted off campus.

The administration of Spring Valley High School affirms that the school is in compliance with the requirements of Title IX which states, "No person in the United States shall on the basis of sex be excluded from participating in, be denied the benefits or be subject to discrimination under any education program or activity receiving Federal Financial Assistance." Further, Richland District Two is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, or other protected characteristic in its programs and activities. Inquiries concerning application of Title IX or complaints alleging noncompliance should be directed to Ms. Kelly Larkin, District Title IX/Sexual Harassment Coordinator, Richland District Two, 763 Fashion Drive, Columbia, South Carolina 29229. Telephone 803-738-3338. While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for updates and changes in policy.

District Title IX Coordinator/Sexual Harassment Coordinator
Kelly Larkins
Email: klarkins@richland2.org
Mailing Address: 124 Risdon Way Columbia, SC 29223
Physical Address: 763 Fashion Dr. Columbia, SC 29229
Phone: 803-738-3338

Spring Valley Title IX Coordinators
Kristin Claiborne, Assistant Principal
Email: kclaiborne@richland2.org Phone: 803-699-3500 Ext. 69265
Marion Kelly, Assistant Principal
Email: MKelly@richland2.org Phone: 803-699-3500 Ext. 69130



SPRING VALLEY ALMA MATER

*We raise our voices proudly,
Spring Valley High to your name.
How rich is the heritage your Vikings claim.
The years will make you glorious
And proud of your name we will be,
Answering the challenge you set for our youth.
Founded in a great tradition.
Strong in wisdom's might.
You bear the colors of strong Vikings,
Our green and gold.
And we who share these high school years,
Spirited or calm.
Pledge our faith forever to Spring Valley High.*

Spring Valley Fight Song

*We are the Vikings, mighty are we!
We are the best the Valley has seen.
We've got the spirit; We've got the power,
Vikings, Vikings, Fight, Fight, Fight!
We are the Vikings, mighty are we,
We are the best around. Vikings,
Vikings is our name, Let's go
Vikings, Let's Go-o-o!*