

D.R. HILL MIDDLE SCHOOL

2019-2020



**1303 Holly Springs Road
Lyman, SC 29365**

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Assistant Principal
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**D.R. Hill Middle School
Student Handbook
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FOREWORD

Every day is a great day at D. R. Hill Middle School!! The major goal of D. R. Hill Middle School is to create a safe and positive environment where students develop intellectually, physically, emotionally, and socially. This goal is achieved through a comprehensive curriculum and a variety of programs that meet the needs of the adolescent child. The staff of D. R. Hill Middle School consists of a competent and experienced faculty with the common goal of working together to positively impact the lives of our students. Our students, our faculty, and our community are the foundation to our success. We are proud of what we have accomplished, but we have more goals to pursue and more achievements to be earned.

Students, please read this handbook and become familiar with the procedures, rules, and regulations so that your year will be productive.

Parents, at D. R. Hill Middle School, we consider the safety of our students to be one of our primary concerns. Teachers will teach and students will learn more effectively in a secure environment. We know that you are interested in your child's total education, and we want you to join with us in providing a safe school in which all students will thrive. Please visit us frequently, and when you visit, please use the front entrance and come directly to the main office in order to check in. You will be provided with the required visitor's pass and directed to your destination. This will help make your visit with us convenient and pleasant. This is your school; these are our children.

The Administration

Terry Glasgow, Principal
Scott Hall, Assistant Principal
Asholey Williams, Assistant Principal

Vision

D. R. Hill Middle School will pursue exemplary educational opportunities and academic excellence in order to improve the quality of life for our students and community.

Mission

The Mission of D. R. Hill Middle School is to provide every student quality educational experiences in a safe, nurturing, and engaging environment, enabling each individual to succeed in life and function as a productive citizen.

Beliefs

We believe that...

- Children are our most valuable resource.
- Public education is a pillar of our society.
- Integrity is taught by example.
- Excellence is achievable.
- Mutual respect is beneficial.
- Knowledge empowers.
- Diversity strengthens.
- Family is the foundation of society.
- Children need supportive adult role models.
- Attitude makes a difference.
- Learning is a lifelong process.
- Personal responsibility serves the common good.
- Stewardship of resources maintains trust.

D.R. HILL MIDDLE SCHOOL

Principal	Terry Glasgow
Assistant Principal	Scott Hall
Assistant Principal for Curriculum	TBA
School Counselors	Danielle Akey Michelle Zwicker
Library/Media Specialist	Jane Clary
Cafeteria Manager	Sheila Wofford
Secretaries	Brenda Brooks (Attendance) Denise Cantrell (Receptionist) Karen Harper (Bookkeeper) Rita Owens (Records)
School Nurse	Aleshia Massey, RN
Resource Officer	Mark Hayes

ALMA MATER

*Far above the Tyger waters with its waves of blue,
Stands our Alma Mater glorious, glorious to view,
Lift the chorus, sing it proudly: Til our hearts we fill
With a love that will not falter: Hail to D. R. Hill.*

*Sentry like o'er hill and valley stands her regal form:
Watch and word forever keeping, braving time and storm*

*Thru the clouds of doubt and darkness gleams her beacon
light,*

Fault and error clear revealing, blazing forth the right.

Hail to thee, our Alma Mater. Hail to D. R. Hill.

How we pledge our true devotion and we ever will

Sing her praises without ceasing all our youthful days.

Her dear name and fame we'll honor, far and wide always.

SCHOOL COLORS: BLACK AND GOLD

SCHOOL MASCOT: TIGER



SCHOOL HOURS: 7:45 A.M. to 2:50 P.M

VISITORS ON CAMPUS

We welcome parents and other visitors to our campus. All visitors are required to report to the front office and use the check in system. If you would like to visit a classroom, arrangements have to be made with administration. Please be aware of the following expectation:

- Visitors are NOT permitted to have discussions pertaining to their child with the teacher or teacher assistant when they are visiting a classroom. If there are any concerns, please schedule a conference with the administration.

D.R. HILL MIDDLE SCHOOL ACADEMIC INFORMATION

GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

PROMOTION/RETENTION GUIDELINES

A plan providing guidelines for the promotion or retention of students has been adopted by the District Five Board of Trustees. The Education Improvement Act requires that each school system develop a specific policy for promoting or retaining students.

Parents/guardians, teachers, and students need to be aware that all decisions concerning promotion and retention will be based on this policy.

Following is an overview of the policy as it pertains to the present level of your student(s):

7th Grade Retention

Students who fail four core subjects (language arts, math, science and social studies) may be retained. Students who fail three or fewer may attend summer school. If a student fails Math or Language Arts, he/she will be required to go to summer school. If successful in summer school, they will be promoted to the eighth grade.

8th Grade Retention

Students who fail three core subjects (language arts, math, science and social studies) may be retained. Students who fail two or fewer core subjects may attend summer school. If a student fails Math or Language Arts, he/she will be required to go to summer school. If successful in summer school, they will be promoted to the ninth grade.

Special Education

The IEP will dictate whether or not the promotion/retention policy will apply to a student served in special education. If the IEP states that the disabled student will participate in the district's promotion and retention plan, the student must meet requirements described in this policy. If an identified disabled student's IEP states that he/she will not participate in the district's promotion and retention plan, the student will not be required to meet the standards set forth in this policy.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged by both parents and teachers. If the parent wishes a conference with a teacher, a principal, or guidance counselor, the parent should contact the school to arrange such a conference. Teachers and administrators will contact parents when conferences are necessary.

HOMEWORK REGULATIONS

Homework serves as a vital link between schools, families, and the broader community. Research has indicated that homework improves student scholastic achievement and aptitude. Homework includes any class-related assignment to be accomplished outside of class. Homework should be well-designed, purposeful, and serve as an extension of in-class learning. The term "homework" does not include make-up assignments, remedial work which requires expert instruction and supervision, or extra-credit work.

Homework will be required in grades 7-8 and will vary daily. Parental involvement and supervision will be kept to a minimum, however, parents are urged to ensure that the home environment facilitates student self-study. Homework will not be used as a punitive measure.

PHYSICAL EDUCATION

Physical Education is required by the State Department of Education. No student can be excused from physical education without a medical doctor's statement.

D.R. HILL MIDDLE SCHOOL POLICIES & PROCEDURES

ALCOHOL AND DRUG POLICY

No student shall:

1. Knowingly possess, on school premises, school buses, or at official functions, drugs including narcotics, marijuana, depressants, stimulants, hallucinogenic drugs, or other controlled substances including drug paraphanelia unless obtained from a valid prescription or ordered by a practitioner.
2. Knowingly or intentionally possess, on school premises, school buses, or at official functions, beer, wine, liquor or any other alcoholic beverage.
3. Possess, on school premises, school buses, or at school functions, any uncontrolled medicine or prescribed medicine without reporting the fact of possession to the administration upon arrival at school.
4. Any person who violates the provisions of Section 1 and 2 shall be suspended, and the principal shall recommend expulsion for the remainder of the school year to the District Board of Trustees. Any person who violates Section 3 may be suspended or expelled or subject to such other lesser penalty as shall be determined to be appropriate.
5. School rules prohibit the distribution of any material, including narcotic drugs, marijuana, depressants, stimulants or hallucinogenic drugs, uncontrolled and prescribed drugs, medicines, beer, wine or liquors. Violation of this rule may result in suspension, expulsion or such other lesser penalty as may be appropriate.
6. Students who come to school or any school function in an intoxicated condition or under the influence of alcohol or drugs or conduct themselves in a disorderly or boisterous manner may be arrested for a misdemeanor under Section 16-17-530 S.C. code, as well as suspended and/or expelled from school.
7. If a student violates this alcohol or drug policy, the principal is asked to contact the legal guardian and the local police and to suspend the student from school. Any alcohol or drugs taken from a student will be turned over to the police.
8. Students who are addicted to or dependent upon controlled substances may seek advice concerning such problems and obtain treatment without fear of arrest or being reported to law enforcement authorities.

ATTENDANCE POLICIES

School attendance problems are best resolved between parent(s), student, and school officials. Lack of cooperation by a parent/guardian and/or unimproved attendance will result in referral to the District Attendance Supervisor. Attendance supervisors are required by the S. C. Compulsory Attendance School Law (Section 59-65-10) to enforce the law which states every child of school age must be enrolled and regularly attending school. By law, a total of five (5) unlawful absences may be referred to Family Court or appropriate authorities for a review that could result in serious consequences if a student has a history of poor attendance.

Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all SC school districts to report students who are

“chronically absent”. Research shows that students with a history of “chronic absenteeism” face a serious risk of falling behind in school, thus, making it more difficult for them to succeed in the classroom.

In addition, attendance will be taken during EVERY CLASS PERIOD at the middle and high school level. If a student reaches a certain number of unexcused absences in any particular class, they will not meet the state-mandated attendance requirement, and will receive a failing grade for that class. Students must be present for at least half of the period to be counted present.

RECAPTURE PROGRAM

D.R. Hill Recapture is a program designed to assist students who have exceeded the amount of absences allowed by the State of South Carolina Department of Education. Students who have surpassed the maximum allowable absences have to make up their time to receive credit for the course(s). There is a charge for each class period recaptured by students in this program.

District Procedures for Attendance

- Parent letter for School Intervention Conference at three (3) unlawful absences (tracking form developed)
- Parent letter for continuing six (6) unlawful absences (District Attendance Supervisor notified)
- District Intervention Conference at six (6) unlawful absences
- Student Attendance Review Board (SARB) at seven (7) unlawful absences
- Recommendation to Family Court or appropriate authorities at ten (10) unlawful absences

Lawful absences include valid excuse provided by a medical professional, principal approval, approved religious holiday, or a death in the family.

Parents who vacation with school age children during the school year should notify the school of these plans. The school days missed will be unlawful, but the student will be allowed to make up his/her work. Check with your individual school on time limits for completing work. Parents are advised that after ten(10) days of parent notes for year long classes and five (5) days of parent notes for semester long classes, medical notes will be required. In addition, the principal or his/her designee will be responsible for implementing and expediting the homebound programs for students experiencing a prolonged illness or injury requiring them to be absent from school.

ATTENDANCE POLICIES FOR CARNEGIE UNIT COURSES

MAXIMUM ALLOWABLE ABSENCES:

The SC legislature mandates that credit for courses be denied if students’ absences exceed the following limits:

- More than 5 (Type II & Type III) absences in 18-week or one semester courses
- More than 10 absences (Type II & Type III) in year-long courses

On the day students return to school, they must present their homeroom teachers with documentation for Type I absences and signed parent notes for Type II absences (written on District Five absence forms located on the district website). **The DRH administration reserves the right to determine the authenticity of all notes, letters, and other documentation submitted for absences.** Students have three school days to submit documentation and notes. The classification of absences is UNLAWFUL (unexcused) without these items.

Written requests for special consideration can be submitted to the principal in cases of extenuating circumstances. **Attendance appeals will not be considered until the end of the grading period and must be completed within two weeks after report cards are issued.**

TYPE I ABSENCES

- Do NOT count toward the maximum allowable absences for courses (5 or 10)
- Excused/lawful
- Permission to make up work

Type I Absences:

Bereavement/Funerals*

Documented with obituaries or immediate family members funeral service programs

Chronic illness

Documented with initial medical form and parent note within 3 days stating absences were due to chronic illness

Court Dates

Documented with court papers

Extraordinary circumstances

Written request by parents or guardians must be approved by the principal in advance, if possible

Field Trips

Documented by teachers

Homebound

Documented by homebound teachers and guidance counselors

ISS/OSS

Documented by principals

Medical/Dental Appointments

Documented on official stationery from certified health professionals

Out of Classes for Testing

Documented by teachers

Religious Activities

Documented by official letter (required approval by the Principal prior to event)

TYPE II ABSENCES (parent documentation only)

- DO count toward the maximum allowable absences for courses (5 or 10)
- Excused/lawful
- Permission to make up work
- Three school days to submit parent notes

Type III Absences are absences that do not fit either of the above two categories. Examples are absences without parent notes or other required documentation, cases of students skipping/cutting classes, students leaving campus without permission, etc. These unlawful absences will be referred to the school administration for appropriate disciplinary action.

TYPE III ABSENCES (no documentation)

- DO count toward the maximum allowable absences for courses (5 or 10)
- Unexcused/unlawful
- Permission to make up work

CREDIT DENIAL DUE TO INSUFFICIENT ATTENDANCE

The SC legislature mandates that credit for courses be denied if students' absences exceed the following limits (5 or 10):

- More than 5 (Type II & Type III) absences in 18-week or one semester courses
- More than 10 absences (Type II & Type III) in year-long courses

The administration will review each attendance situation when extenuating circumstances arise to determine if credit will be granted. (The establishment of rules and regulations defining lawful and unlawful absences is based on the SC State Board Regulations for Attendance.)

STATE BOARD REGULATIONS FOR ATTENDANCE

Attendance policies and procedures at D. R. Hill Middle School are designed to incorporate South Carolina State Board of Education regulations. The unlawful absences pertaining to truancy are cumulative for the entire school year (180 days).

State Board Regulation: 43-274. Student Attendance

A. Lawful and Unlawful Absences: School districts must adopt policies to define and list lawful and unlawful absences.

1. Lawful absences include but are not limited to:
 - a. absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others
 - b. absences due to an illness or death in the student's immediate family
 - c. absences due to a recognized religious holiday of the student's faith, and
 - d. absences due to activities that are approved in advance by the principal
2. Unlawful absences include but are not limited to
 - a. absences of a student without the knowledge of his/her parents, or
 - b. absences of a student without acceptable cause with the knowledge of his/her parents
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

B. Truancy: The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

1. Truant: A child ages 6-17 meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A "habitual truant" is a child, ages 12-17, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan and documentation of noncompliance must be attached to the truancy petition asking for court intervention.
3. Chronic Truant: A "chronic truant" is a child 12-17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to

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

BEVERAGE POLICY

Students who bring beverages from home should only bring water, juice, milk, or soda. **Students are not permitted to bring energy drinks to school.**

ELECTRONIC COMMUNICATION DEVICE POLICY

A student may possess an electronic communication device in school in accordance to district guidelines. Please review the District Five Mobile Device Student and Parent Guide located by going to the provided link, <https://www.spart5.net/Page/7336>

These guidelines include but are not limited to:

- Students may possess/use electronic devices during non-instructional time, or under the direct supervision of a staff member.
- The district/school is not responsible for devices that are lost, stolen or broken while being used on school premises.
- All students must comply with the district/school Acceptable Use Policy regarding the use of electronic/digital devices.
- The use of devices should not infringe on the privacy rights of others (especially in restrooms and locker rooms).

DRESS CODE POLICY

The orderly conduct of the educational process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. The faculty & staff believe that children who have positive self-concepts tend to be better students and, consequently, better citizens when their formal education has been completed. Positive self-concepts are enhanced when students wear appropriate clothing to school. **Any style of clothing tending toward immodesty, exposure, or excessive emphasis of any body features, or disruptive to the learning environment will not be considered appropriate dress for school.** Students are encouraged to take pride in their appearance with proper grooming and dress.

Items that are not permitted:

1. Any skin-tight clothing (bikers' pants, leggings, etc.) without an accompanying over garment that extends to mid-thigh.
2. No holes above the knees that expose skin or undergarments.
3. Shorts, skirts and dresses should come to the mid-thigh.
4. Sagging is strictly prohibited. Under garments may not be exposed by any student.
5. Bandanas
6. Sheer or see-through blouses or shirts, midriiffs, tank tops, low cut tops, or muscle shirts (shirts worn by males must have sleeves) without a garment that covers the body. As a rule of thumb, shoulder straps should be at least 3 finger widths.

7. Garments with slogans, patches, buttons, flags, emblems, or symbols that are graphic in nature or degrade human dignity.
8. Garments that display illegal drugs, alcoholic beverages, or tobacco.
9. Any conditions that violate the state health and safety regulations (e.g. shoes and shirts must be worn at all times in public buildings; however, the soles of footwear must not be made of material that has a possibility of causing damage to school property, such as metal heel plates, taps, cleats, etc.).
10. Any symbol or sign (including the wearing of bandanas) or colors that can be interpreted as gang related is strictly prohibited.
11. No chains or spike jewelry is permitted. Such jewelry will be confiscated.
12. No sleepwear, blankets or covering, pillows, bedroom shoes, etc. will be allowed.

Note: The parents or guardians will be notified when their children have been found in violation of the dress code. Those students violating the dress code will be removed from class and required to change clothes. Judgment of questionable dress will be made on a case-by-case basis.

EARLY DISMISSAL POLICY

ANY STUDENT BEING DISMISSED EARLY MUST BE SIGNED OUT IN THE FRONT OFFICE BY THE RESPONSIBLE PERSON. The student should report to the front office at the dismissal time. Students are responsible for all assignments missed due to early dismissal.

Students leaving early can be marked absent for classes missed. This could impact if they pass/fail that class due to attendance.

INCLEMENT WEATHER POLICY

Please listen to the local radio and television stations for announcements regarding school closings. Please do not contact any radio/television stations or school officials for this information. The announcement will be made as early as possible.

MEDIA POLICY

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

PRIVACY OF STUDENT RECORDS POLICY

Personally identifiable student records are not open to public inspection. Any group member of the general public desiring to inspect student records must obtain the written consent of parents, legal guardians, student of legal age, or post-secondary students whose identifiable information appears in such records. Any questions concerning student records should be addressed to the

school principal. The revised Family Rights and Privacy Act became a federal Law in December 1974. The law is designed to protect the accuracy and privacy of student educational records. With reference to this law, please note the following required notification items according to FERPA:

1. Parents and eligible students (18 and older) have the right to inspect and review the student's educational records. Parents or eligible students have a right to request that a school correct records which they believe to be inaccurate or misleading. All requests should be made in writing to the school principal or other identified school official. The school official will make arrangements and notify the parent of the time and place that the records may be inspected. Upon request, records will be released to other schools to which the student is transferring.
2. Unless a written request is submitted to the contrary, schools may release to the appropriate organizations, without consent, the following types of directory information contained in your student's educational records: name, sex, race, address, telephone listing, date and place of birth, dates of attendance, number of days absent, participation in officially recognized activities and sports, weight and height (if member of athletic team), degrees and awards received, the most recent previous educational agency or institution attended.
3. Definition of school official shall be any person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement personnel), a person serving on the school board, or a person with whom the school has contracted to perform a specific task.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sexual discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of District Five Schools of Spartanburg County that sexual harassment of students is prohibited.

TARDY POLICY

Students are considered tardy to school if they have not entered the building by the time the first bell rings at 7:45am. Parents must accompany students to the office in order for a tardy to be excused. **Students are only permitted three excused tardies per semester. After three unexcused tardies to school, students will be assigned After School Detention.** For each additional accumulation of three tardies, students risk being assigned ISS instead of After School Detention for tardies if their tardy situation does not improve. Failure to serve After School Detention may result in an assignment to ISS. Excessive tardies to school could lead to a referral to the district attendance supervisor. Even though a student may not be tardy to school, he/she could still be tardy to class.

Class Tardies – Procedures and consequences for class tardies will be determined by each individual teacher.

WITHDRAWAL POLICY

Parents/Guardians of students withdrawing must notify the Guidance Office. Students must make sure all fees

(library, cafeteria, etc.) are paid, lockers are emptied, and all books/laptops are returned to the Guidance office by 2:30 P.M. on the student's last day of school. If books/laptops have been lost, the student must pay for the lost books/laptop. A parent/guardian must come in and sign for records.

STUDENT MATERIALS AND FEES

COLLECTION OF MONEY

1. All fees must be paid by the date set for the activity.
2. Refunds of money will not be made unless extenuating circumstances exist as determined by the principal.
3. All checks should be made payable to D. R. Hill Middle School.

INSURANCE

Insurance is provided by an independent company and is available for students at the beginning of each school year. Any student who has an accident at school should report it immediately to his teacher or to the office staff. Insurance claim forms are available from the school secretary. Parents must purchase insurance for proper coverage during school hours.

LOST AND FOUND

All lost items should be reported to the front office. All found items should be turned in to the front office.

MEAL FEES

The fees for both breakfast and lunch are communicated to students at the beginning of the school year. This also includes fees for reduced rates.

FOODS FROM OUTSIDE

To ensure student safety regarding food allergies and dietary restrictions, food brought from outside the school for student consumption will be commercially prepared and packaged or sealed. When applicable, food will be labeled with specific ingredients or the ingredients easily accessible online.

However, this policy does not restrict the food that a parent/legal guardian may provide for his/her child's consumption at school.

Parents/guardians are permitted to bring in food for their child's lunch, however there should be NO outside food deliveries arranged by parent or student.

Adopted 6/26/06; Revised 10/22/07, 2/27/12, 11/24/14

CAFETERIA PAYMENT POLICY

If there are extenuating circumstances that prevent payment of the cafeteria balance, the parent should contact the administration to work out a payment plan.

STUDENT IDENTIFICATION CARDS

1. All students are required to wear their ID card on a lanyard around a student's neck. **Failure to do this, can result in disciplinary action.**
2. This card is used in the cafeteria for breakfast and lunch, in the media center to check out books, and to ride the athletic bus.
3. The **ID card must not be defaced**. The picture and the barcode have to be in good condition to be scanned in the cafeteria and the media center.
4. **Replacement cards are made at the cost of \$5.00 and are the financial responsibility of the student.**
5. Students should only use their own ID card. Use of someone else's ID card could result in disciplinary action.

TEXTBOOKS

Students are issued a textbook in some of their subjects and are financially responsible for any lost or damaged textbooks. **Students may also be charged a fee for damaging the barcode on any of their textbooks.**

LAPTOPS

1. All students will be issued a laptop for their educational needs.
2. Those students who pay a fee are allowed to take their laptops home.
3. All students are responsible for the care of their laptops, and could be held financially responsible for loss/damaged laptops.

MEDIA CENTER GUIDELINES FOR STUDENTS

EXPECTATIONS

- ◆ Books are checked out for a two week period.
- ◆ Books may be renewed on or before the due date.
- ◆ Late books have a three-day grace period.
- ◆ Fines of \$0.10 per school day are due after the grace period.
- ◆ ID cards are required to check out books. This eliminates mistakes in the check-out procedure.
- ◆ Over-due notices and fine notices will be periodically sent to teachers.
- ◆ If students have questions about the fines or overdue-notices, students should see the Media Specialist as soon as the notices are delivered.
- ◆ Students must sign in and out of the media center. The media center staff is responsible for student supervision in the media center.
- ◆ Students must have written permission from a teacher to use computers for school assignments.
- ◆ The acceptable use policy applies to the computers in the media center. Students who violate the acceptable use policy in the media center may lose their computer privileges in addition to disciplinary action.

BEHAVIOR IN THE MEDIA CENTER

Students will:

- ◆ Maintain a respectful voice volume so that others in the media center can conduct work without disruptions.

- ◆ Take care of materials checked out and always check out materials before leaving the media center. Discipline for taking materials out of the media center will be dealt with under the discipline code.
- ◆ Students must have a media pass to come to the media center. This pass must state their specific purpose in the media center. Students who do not have a pass will be considered in an off-limits area without permission.

STANDARDS OF CONDUCT AND BEHAVIOR

Students are expected to show respect at all times and places for teachers, students, administrators, visitors, and property. The following discipline plan is to be used and enforced by all teachers and administrators. The levels are arranged from the least serious to the most serious misconduct. The provisions of this plan apply not only to within-school activities, but also to student conduct on school buses and other school sponsored activities.

TIGER EXPECTATIONS

1. **Be Respectful** – Treat others, self and materials as you expect yourself and your materials to be treated.
2. **Be Responsible** – Complete task, be prepared and take ownership of the decisions you make.
3. **Be Kind** – Be nice and courteous to others. (NO PUT DOWNS!)
4. Always do your **BEST!**

Consequences for inappropriate behavior may include:

AFTER SCHOOL DETENTION

Detention may be assigned for Level 1 offenses of the Standards of Conduct and Behavior and for students who have excessive tardies to school. After School detention will be held at D. R. Hill on Tuesdays from 3:00 P.M. to 4:00 P.M. **Students who have multiple assignments to After School Detention may receive an ISS assignment.**

IN-SCHOOL SUSPENSION (ISS)

The purpose for ISS is to allow students the opportunity to improve their decision-making methods and prevent further infractions. Students are required to be on task when they are assigned to ISS. Students receive assignments in ISS from the teacher and are held accountable for completing the assignments. Students may be assigned to ISS for demonstrating behaviors listed in the category of Level 1 or Level 2 offenses. **Students who have multiple assignments to ISS may receive an Out-of-school Suspension assignment.**

OUT-OF-SCHOOL SUSPENSION

Students may be assigned Out-of-school Suspension for demonstrating behaviors that are listed in the category of Level 2 and Level 3 offenses. During an Out-of-school Suspension assignment, students are not permitted to attend school or to be on the school campus until the suspension ends. Out-of-school Suspension may prevent students from participating in certain school activities.

EXPULSION

Students may be recommended for expulsion for demonstrating severe disruptive behavior. If a recommendation for expulsion is held, students are no longer permitted to attend school for the remainder of the school year. Students and parents can request permission to attend the school the following school year.

Teachers and administrators have the flexibility to address inappropriate behavior with other methods such as lunch detention, team meetings, and parent conferences.

Level 1: Disorderly Conduct

Below are some examples of inappropriate behavior that may result in a **Detention or In-school Suspension** assignment. **Disorderly conduct may include, but is not limited to:**

- Using profane language
- School or classroom tardiness
- Cutting class
- Being disruptive in any areas of the school (cafeteria, class, assemblies, recess, library, hallways, restrooms, and field trips)
- Physical contact with another student
- Cheating on tests or classroom assignments
- Being disrespectful or defiant towards the faculty
- Use of forged notes or excuses
- Gambling
- Being in an unauthorized area at an inappropriate time

Level 2: Disruptive Behavior

Disruptive conduct is defined as student behaviors that are directed against persons or property that endanger the health or safety of people in the school. It is also defined as behaviors that impede the progress of school activities. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities.

Below are examples of inappropriate behavior that may result in an **In-school Suspension or Out-of-school Suspension** assignment. **Disruptive behavior may include, but is not limited to:**

- Vandalism (minor)
- Stealing
- Abusive language towards the faculty/staff
- Threats against others
- Making obscene gestures towards other students/faculty
- Buying, selling or transferring items with other students
- Severe disrespect or defiance towards school personnel
- Trespassing
- Fighting – Physical contact with other students
- Possession or use of unauthorized substances
- Possession or use of tobacco products or smoking paraphernalia:

Students shall not be permitted to use or possess tobacco products or smoking paraphernalia while on school grounds, in the school building, on school buses, or during any other time that the student is under the direct administrative jurisdiction of the school, whether on or off the school grounds. Examples of smoking paraphernalia are lighters, matches, rolling paper, e-cigarettes, etc. School administrators will develop procedures consistent with the discipline code of the district in order to enforce this policy.

Level 3: Criminal Behavior:

Criminal conduct is defined as those activities engaged in by students which result in violence to oneself, another person, or property, or which pose a direct threat to the safety of oneself or others in school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities. Criminal conduct will result in a minimum of immediate Out-of-school suspension or expulsion from school.

Acts of criminal conduct may include, but are not limited to:

- Assault and battery
- Threatening to take the life or inflict bodily harm upon school personnel or students
Any student threatening school personnel will be suspended from school with a possible recommendation for expulsion. A police report will be filed with the appropriate authorities and charges pressed if deemed appropriate.
- Extortion
- False fire alarm
- Possession, use or transfer of dangerous weapons or any instrument which may be used as a weapon (Knives are not to be brought to school.)
- Sexual offenses
- Major vandalism
- Arson
- Furnishing or selling unauthorized substances, as defined by the school board policy.

BULLYING

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person. These behaviors include intimidation and/or making threats.

Bullying can take many forms, such as physical hitting, verbal taunts, spreading of rumors, intentionally leaving others out, and sending negative messages on a cell phone or over the Internet.

There are disciplinary actions for bullying behavior.

LUNCH BEHAVIOR

1. Talk in a conversational manner.
2. Respect others by keeping your place in line.
3. Keep lines orderly and straight.

4. Go promptly to class after lunch.
5. All food must be eaten in the cafeteria. Food should not be taken outside or to other parts of the building.
6. Students need to have their ID cards ready when entering the lunch line.
7. All tables, chairs and floor must be clean before leaving the cafeteria.
8. Students should not move chairs to other tables.

OFF-LIMITS AREAS

Students are considered off limits if they are in certain areas without permission from a faculty or staff member.

TRANSPORTATION INFORMATION

BUS CONDUCT

1. The bus driver may assign seats.
2. Students should be courteous.
3. Profanity is prohibited.
4. Eating and/or drinking is not permitted on buses.
5. Buses should be kept clean.
6. Students should remain seated while on the bus.
7. No large band instruments (those that take up an additional seat) are permitted on the bus.
8. Smoking is prohibited.
9. Hands and feet should be kept inside the bus at all times.
10. Students should not destroy bus property.
11. Student behavior should not distract the driver in any way.

The penalty for misbehavior on a bus will be at the discretion of the principal. Serious misbehavior on the bus may also be the cause of punishment up to and including suspension or expulsion from school.

The South Carolina Code of Laws Section 56-67-240 specifically addresses the topic of conduct where bus passengers are concerned:

"The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all pupils are dismissed by the school faculty and safely aboard the bus. He also shall take particular notice along his route in the mornings and give pupils within sight a reasonable time in which to board his bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly, to the governing head of the school to or from which the pupils are transported, any misconduct or any violation of the driver's instructions by any person riding in the bus."

"District Boards of School Trustees in this state may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus for violating instruction of the driver."

Neither the Board of Trustees, Superintendent, nor the District Five Administrators will tolerate behavior that might lead to an accident or injury on our buses. The privilege of

riding a bus will, when necessary, be denied as the safety of the District Five students is of utmost importance.

Transportation Eligibility Status

Improper bus conduct will be dealt with according to the following levels at the discretion of the principals:

- 1st Violation** - warning
- 2nd Violation** - 3 days bus suspension
- 3rd Violation** - 1 week bus suspension
- 4th Violation** - 2 weeks bus suspension
- 5th Violation** - 3 weeks bus suspension

After **5th violation**, students may be recommended for permanent bus suspension. Students who ride the bus under suspension will automatically proceed to the next bus suspension level. **IT IS THE CHILD'S RESPONSIBILITY TO DELIVER A COPY OF THE BUS INCIDENT REPORT TO HIS/HER PARENT OR GUARDIAN.**

The State Department of Education has requested that all parents and adults be notified that it is unlawful for any person other than law enforcement, medical, school, or State Department of Transportation to stop or get on a South Carolina school bus for any reason.

Additionally, the State Department has adopted a policy which requires students found guilty of acts of vandalism be required to pay damages. Therefore, students may be assigned seats on the bus. Drivers will inspect the bus daily. Those students responsible for damage or vandalism will be held responsible for actual repair costs.

STUDENT HEALTH & SAFETY

FIRE DRILLS

Unannounced fire drills are conducted each month. When the fire alarm sounds, students should move silently and orderly to their designated exits. Students should exit the building and remain outside until asked to return to their classrooms. Students should return to class in the same manner in which they exited.

LOCKDOWN DRILLS

The purpose of the lockdown drill is to prevent an intruder from entering the building or classrooms. The school practices lockdown drills so the students and faculty are prepared in the event of an intruder or criminal act. This drill requires that students and faculty remain in classrooms or other secure areas.

Other drills such as tornado, earthquake, and lock out are also conducted during the school year.

HEALTH ROOM

Students who are sick should report to the health room after obtaining a pass from their classroom teacher. The school nurse will contact a person designated on the health form if necessary. The nurse will only dispense medication that parents/guardians have provided with a doctor's note and current prescription bottle.

MEDICATION REGULATIONS

1. Any oral over the counter medication or cough syrup will not be administered by any school personnel without a doctor's note.
2. No ointments or lotions, such as Calamine or Caladryl lotion, etc. will be applied by any school personnel.
3. Topical antiseptics and cleansers, such as alcohol, peroxide, etc., may be administered by school personnel.
4. The school nurse will be available to discuss any medication questions with school personnel, parents, or physicians.
5. The district health coordinator will coordinate any needed standing orders with the physician and school personnel.

ADMINISTRATION OF ORAL MEDICATION

Prior to administering any oral medication prescribed by a physician, the following procedures must be followed:

1. A signed and dated statement from the prescribing physician giving specific information concerning the medication administration must be on file. (This is a copy of the prescription bottle label.) Adjustments in previously prescribed medications will be accepted over the telephone from the doctor or nurse.
2. A written statement from the parent or guardian outlining the medication, time of administration, and dates to be administered must be on file.
3. The prescribed medication, the physician's statement, and parental statement must be delivered to the principal or school nurse.

MEDICATION: ADMINISTRATION AND REGULATIONS DOs

DO bring all prescription medicines in the original container with labels.

DO bring a doctor's note or prescription for all over the counter medicines.

DO let the school nurse know of any changes in current medications. She will need a new prescription or notification from the doctor's office.

DO complete a medication form for all medicine a student will be taking.

DO discuss any questions with the school nurse or district health coordinator.

DO check all inhalers in with the school nurse in the original prescription package.

DO NOTs

DO NOT bring any prescription medicine in a different bottle.

DO NOT bring acetaminophen (Tylenol), aspirin, toothache medicine, cough syrup or any other non-prescription medicine without a doctor's note or prescription.

DO NOT bring any ointments or lotions such as Calamine or Caladryl, etc...

DO NOT send medicines that are to be administered once a day unless the doctor requests a specific time during school hours.

DO NOT send medicines ordered for 3 times a day that can be given before or after school.

DO NOT carry your inhaler without the completed self-medicating form, signed by your doctor and a parent/guardian on file with the nurse. (form can be obtained from the nurse).

PROCEDURES FOR RETURNING MEDICATIONS TO STUDENTS

No medication is to be returned home except under the following condition:

- It is preferable that the parent/guardian be responsible for transporting any medication to or from school.

Parents will be notified before the end of the school year of any remaining medications.

ALL STUDENT MEDICATIONS REMAINING AT SCHOOL AFTER THE LAST DAY WILL BE DESTROYED.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT & HOMEBOUND SERVICES

South Carolina Law (Section 59-63-80 and 59-63-90) requires school districts to inform parents and/or legal guardians of the rights of students with special health needs. Students who qualify for services related to Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA), and/or homebound regulations may be entitled to an Individual Health Care Plan. For additional information about Individual Health Care Plans, you may contact your school nurse or the District Health Services Coordinator. The following web sites will supply additional information as well:

Section 504 of the Rehabilitation Act of 1973
<http://www.ed.gov/print/about/offices/list/ocr/504faq/html>

Individuals with Disabilities Education Act and/or Homebound Services: <http://www.ed.sc.gov>.

ORGANIZATIONS, CLUBS & ACTIVITIES

ACADEMIC TEAM

The Academic Team is a group of students interested in scholastic competition and furthering their study of academics. We meet weekly and compete in the National Geographic Geography Bee, Science Olympiad, 3-2-1 Tournament, and additional academic competitions. Open to 7th and 8th graders.

ART CLUB

The Art Club offers art and non-art students an opportunity to participate in fun fine arts activities in a non-classroom environment. The Art Club's focus will be on group activities, as well as activities that incorporate art into our everyday school surroundings. The Art Club is open to seventh and eighth graders. No artistic ability required.

FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)

FCS is a student-led organization in which students meet once a week before school for devotions, music, prayer, and fellowship. During the course of the school year, the group participates in at least one community service project.

MATHCOUNTS

MathCounts is a program designed to encourage seventh and eighth students interests in mathematics. Students compete in local meets to progress to the national level.

RELEASE TIME

With the permission from a parent/legal guardian, students may elect to participate in released time for the purpose of religious instruction one exploratory period per week. Religious instruction will take place off campus.

**DISTRICT FIVE MIDDLE SCHOOLS
ATHLETIC DEPARTMENT**

MISSION STATEMENT

It is the mission of the Middle Schools Athletic Department to provide a comprehensive athletic program that seeks to enhance the academic standards, the personal development, and the self-esteem of our student-athletes, our middle schools, and our communities. The Athletic Department strives to provide young people who participate in athletics, as well as those who support them, the opportunity to be associated with an organization that works diligently to teach values, build character, and set itself apart as a source of pride for the entire community. The Athletic Department seeks to promote the personal development of every participant in our program. Academic excellence, personal honesty, and self-discipline are expected from everyone in our program. The Athletic Department believes that our athletic teams should be a credit to the academic institution they represent. Our athletes will conduct themselves with dignity and class at all times. We will strive constantly to earn and maintain the respect of our fans and supporters as well as that of our opponents.

ATHLETIC DISCIPLINE POLICY & EXPECTATIONS

ISS/OSS (In Season)

- 1st Offense:** Discipline will be at the discretion of the coach.
- 2nd Offense:** A one game suspension from the next scheduled contest will be served. This applies to regular season or playoff games.
- 3rd Offense:** Dismissal from team for the remainder of the season, playoffs included.

The ISS/OSS rules apply to any combination of those suspensions.

During the off-season (when an athlete is not on a sports team), the same rules apply, however, at the 3rd offense,

the athlete cannot participate in workouts or practices until summer workouts/practices begin.

*If an athlete is dismissed from a team, he/she may not begin training for any other team until the team they were dismissed from concludes competition.

An athlete's discipline record, for athletic purposes only, is reset when the next season begins.(See dates below). These dates are for athletes who were not dismissed from a team. Remember, if you are dismissed, you may not begin the next sport until after the last day of competition of the team you were dismissed from.

- Football/Volleyball- July 29
- Basketball/Wrestling- October 31
- Lacrosse- January 23
- Baseball- January 30
- Softball- January 30
- Golf- January 30
- Soccer- January 30

Please note: If you play a sport with a 'Rebel' logo (lacrosse, softball, baseball, golf, soccer, track), you agree to follow the high school discipline policy. This is different in that if you get 2 ISS/OSS during a season, you are dismissed from the team.

Quitting: An athlete who quits one sport will not be allowed to practice with another sport until the team that he/she quit completes the season, playoffs included.

Coaches should discourage and discipline athletes who engage in the following:

- *flagrant fouls
- *talking back to game and/or school officials
- *fighting
- *verbal abuse aimed at opposing teams

Discrimination of all persons is prohibited with regard to employment and any other program or activity on the basis of race, creed, color, national origin, religion, sex, age or handicap in Spartanburg County School District Five as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Civil Rights Acts of 1964 as amended.

Notes

