

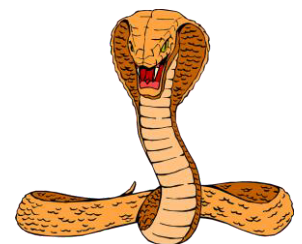


# GCSD

**GEORGETOWN COUNTY**  
SCHOOL DISTRICT

## Middle School Handbook

2022-2023



**\*\*\*Notice to the Public\*\*\***

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, gender, national origin, religion, age, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

***Dr. Bethany Giles***  
***District Title IX Coordinator***  
***2018 Church Street***  
***Georgetown, SC 29440***  
***Email: [bagiles@gcsd.k12.sc.us](mailto:bagiles@gcsd.k12.sc.us)***  
***Telephone: (843) 436-7018***

***Michael Caviris***  
***District Section 504 Coordinator***  
***2018 Church Street***  
***Georgetown, SC 29440***  
***Email: [mcaviris@gcsd.k12.sc.us](mailto:mcaviris@gcsd.k12.sc.us)***  
***Telephone: (843) 436-7125***

All other complaints of discrimination may be filed as specified in Board Policy. The Board Policy Manual may be accessed from the District website.

Complaints of discrimination can also be filed with:

***Office for Civil Rights***  
***US Department of Education***  
***400 Maryland Avenue, SW***  
***Washington, DC. 20202-1475***  
***Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)***  
***Telephone: 202-453-6020 Fax: 202-453-6021***

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex.

**\*\*\*Notice for Reporting Abuse\*\*\***

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities.

There are no exceptions to this legal requirement.

Georgetown DSS  
Georgetown Sheriff  
Georgetown Police

843-546-5134  
843-546-5102  
843-527-4454

**\*\*\*\*AVISO AL PÚBLICO\*\*\*\***

En cumplimiento a la Orden Ejecutiva 11246: Título II de Las Enmiendas de Educación de 1976; Título VI de la Ley de Derechos Civiles de 1964, modificada por la Ley de Igualdad en el Empleo 1972; el Reglamento de Aplicación Título IX de las Enmiendas de Educación de 1972: Sección 504 de la Ley de Rehabilitación de 1973; todas las demás leyes Federales, Estatales, las Normas Escolares, los reglamentos y las políticas, el Distrito Escolar del Condado de Georgetown no serán discriminatorias por motivos de sexo, raza, color, sexo, nacionalidad, religión, edad, o discapacidad en los programas de educación o de las actividades que dirige.

Es la intención del Distrito Escolar del Condado de Georgetown cumplir tanto con lo escrito y con el espíritu de la ley asegurándose de que no existe discriminación en sus políticas, normas y las operaciones. Se han establecido procedimientos para que cualquier estudiante, padre/tutor o empleado que cree que ha ocurrido un acto de discriminación puedan presentar una queja.

Las quejas alegando la discriminación basadas en sexo bajo el Título IX o basado sobre la discapacidad bajo la sección 504 pueden ser dirigidas a las siguientes personas:

**Dr. Bethany Giles**  
**Coordinadora del Distrito Título IX**  
**2018 Church Street**  
**Georgetown, SC 29440**  
**Correo Electrónico: [bagiles@gcsd.k12.sc.us](mailto:bagiles@gcsd.k12.sc.us)**  
**Teléfono: 843-436-7018**

**Michael Caviris**  
**Coordinador del Distrito Sección 504**  
**2018 Church Street**  
**Georgetown, SC 29440**  
**Correo Electrónico: [mcaviris@gcsd.k12.sc.us](mailto:mcaviris@gcsd.k12.sc.us)**  
**Teléfono: 843-436-7125**

Todas las demás quejas de discriminación se pueden presentar como se especifica en la Política del Consejo. El Manual de Normas se puede acceder desde la página web del Distrito.

Las quejas de discriminación también pueden presentarse con:

**Office for Civil Rights**(La oficina para los Derechos Civiles)  
**US Department of Education**(Departamento de Educación de los Estados Unidos)  
**400 Maryland Avenue, SW**  
**Washington, DC. 20202-1475** **Correo Electrónico: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) Teléfono: 202-453-6020 Fax: 202-453-6021**

*Todos los estudiantes que asisten a las escuelas del Condado de Georgetown pueden participar en programas educativos y actividades, incluyendo pero no limitado a la salud, educación física, música, educación vocacional, educación doméstica y de consumo, educación industrial y comercial., educación de negocios/oficina, sin importar raza, color, nacionalidad, religión, género, discapacidad o sexo.*

**\*\*\*Aviso Para Denunciar Los Abusos\*\*\***

Todos los empleados del Distrito Escolar del Condado de Georgetown están obligados por la ley a informar de inmediato cualquier sospecha de abuso infantil, negligencia o abuso sexual a un niño (a) en el hogar al DSS (Departamento de Servicios Sociales).

Todos los empleados del Distrito Escolar están obligados por la ley a informar de inmediato a la autoridad policial cualquier comportamiento sospechoso delictivo en las actividades escolares o patrocinadas por la escuela.

No hay excepciones a este requisito legal.

Departamento de Servicio Social de Georgetown 843-546-5134  
Oficina del Jefe de Policía de Georgetown 843-546-5102  
Policía de Georgetown 843-527-4454

"Si tienes dificultad con esta traducción o comprender el idioma Inglés, usted puede, gratuitamente", solicitar los servicios de asistencia de idioma llamando al 843-436-7000.

**Academics**  
**Grading System**

**From Policy IHA**

The Georgetown County Board of Education recognizes the importance of a student achievement grading system which is meaningful to students, parents, and school personnel. The SC uniform grading policy will be used in grades 2 – 12.

- A - (90 – 100)
- B - (80 - 89)
- C - (70 - 79)
- D - (60 - 69)
- F - (51 - 59)
- I – Incomplete Work

Students will receive instruction in all of the content curriculum standards with an overall grade of 60% in each subject.

WP..... Withdrew Passing

Withdrew passing means a student may 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.

WF ..... Withdrew Failing

Students who withdraw after the specified time listed above shall be assigned a WF and the F will be calculated in the student’s overall grade point average/ratio with a grade of 50.

Credit Recovery.....Credit recovery will be available through the South Carolina Virtual School as with no more than 2 courses per school year recommended to be recovered. All courses to be recovered will remain on the official transcript and each Credit Recovery Course will be denoted by a CR. All course content must be recovered with a passing grade provided by the South Carolina Virtual School. Only then will credit be accrued. Quality Points will be configured in accordance with the Uniform Grading Policy.

Course or course level changes for a student can be initiated by the administration of a school with a teacher recommendation without penalty to the student.

Final examinations will be a component of each course offered in grades 9-12 and will count as 20% of the final grade.

In grades K – 12, schools will use district-adopted report cards to report student progress at nine-week intervals. Interim reports will be issued at the midpoint of the grading period for all students in grades K -12.

**Gifted and Talented Program**

Gifted and talented students may be found within any racial, ethnic, or socio-economic group, within any nationality, within both genders, and within populations with disabilities.

Identification is a multi-step process, which consists of referral, screening and assessment of eligibility by a district evaluation and placement team. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two out of the following three dimensions.

Dimension A - Reasoning Abilities: Students may be eligible for placement on the basis of aptitude scores alone if they score 96th national age percentile on the composite score of a nationally normed aptitude test. A student is also eligible if he/she scores in the 93rd national age percentile on a nationally normed aptitude test in verbal/linguistic quantitative/mathematical or non-verbal and/or a composite score of the three.

Dimension B – Achievement: A student may be eligible for placement if he/she scores at the 94th national percentile on approved subtests (reading comprehension and/or mathematical concepts and problem solving) on a nationally normed achievement test, or advanced status score on reading and/or math on the South Carolina statewide assessment instrument.

Dimension C - Academic Performance: For placement in grade 3, a student must achieve a performance standard of 16 (on a 20 point scale) on verbal or non-verbal performance tasks; for placement in grade 4, a student must achieve a performance standard of 18; for placement in grade 5, a student must achieve a performance standard of 16 verbal or 22 non-verbal; for placement in grade

6, a student must achieve a performance standard of 18 verbal or 25 non-verbal; and for placement in grade 7-11, a 3.75 grade point average in the academic disciplines is required.

**\* PLEASE NOTE: Students in grades three through eleven may not automatically be screened. Any teacher, parent, student, or administrator who would like to refer a potentially gifted student in grades three through eleven for testing, should contact the guidance department for a referral form.**

### eLearning

Georgetown County School District is approved as an eLearning program. An eLearning day is intended to keep students safe at home during inclement weather while providing an opportunity to make up the instructional time for all learners at a later date, designated by the district. Any official eLearning day(s) will count as an attended school day and prevent having to make-up that day later in the school year.

Google Classroom is the Learning Management System (LMS) that will be used for eLearning to enable you to access digital content anytime, anywhere at your own convenience. The LMS will not only provide you access to the online assignments for your classes, but also allow you to collaborate through discussion forums, submit assignments and tests, and view the teacher's feedback. It will also help to enhance critical thinking skills by not limiting creativity to the boundaries of the classroom.

### Pledge of Allegiance and Minute of Silence

The Pledge of Allegiance and a minute of silence are to be observed each day.

### Textbooks

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him/her. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks.

All basic texts are loaned to students for their use during the school year. The students pay for other supplies. Textbooks are to be kept clean and handled carefully. Lending or borrowing state textbooks is prohibited.

If a textbook is lost, a student should check immediately with the subject teacher. Any textbooks turned in to the office will be returned to the subject teacher or to the bookroom. **Students must pay for lost or damaged textbooks.**

### Classroom Preparation

It is very important that a student report to class prepared. This includes bringing to class the necessary materials (books, paper, pencil, etc.) Continued lack of preparation will necessitate a conference with the parents at school for more stern disciplinary measures.

### Extended Day

The Extended Day Program **may** be offered throughout the year as the budget allows in an effort to re-teach and remediate skills that are required of our students, and to allow students an opportunity to master objectives. Students should make arrangements to stay on the days assigned by their teachers when they need assistance. Parents are encouraged to check with teachers directly or on their personal school website for details.

## Non-Instructional Routines

### Absences

From Policy JED-R

**Excused absences shall include the following:**

- absences due to illness, injury, death in the family, or some other insurmountable condition

The fact that attendance was impracticable or inadvisable due to any of these reasons must be confirmed by the student's parent, guardian, or licensed physician to school officials, normally within three days of the student's return to school. Written documentation will be required in individual cases.

-documented appointments with health care professionals.

-documented absence for religious instruction or a religious holiday

- absence due to participation in an academic class (Pre-approved)
- absence due to participation in athletic tournaments and playoffs
- absence due to the mechanical failure of the school bus
- absence due to Court appearances (Official documentation must be provided).

**All other absences are considered unexcused.**

All students with at least three consecutive unexcused absences or five overall unexcused absences will be classified as truant. All students who are absent (excused or unexcused) at least 10% of their days of enrollment will be classified as chronically absent. Parents should be notified by phone when their student is absent. Please contact your school if you are not getting these notifications. Your school can also provide you with access to the Parent Portal where you can track both student attendance and grades daily.

**Excuses**

Excuses should be presented at the designated school office prior to the beginning of school, during lunch periods, or after school. Students will not be excused from a tardy for the purpose of turning in any excuses. Students should turn in excuses within 3 days of returning to school after an absence. Medical excuses must be on legal stationery or have an original stamp; **copies will not be accepted.** Credit can be denied for classes with excessive absences (5 unexcused absences for semester courses and 3 unexcused absences for half-semester courses are allowed).

**School Missed Due To Transportation**

Students who are late to class or miss class periods due to mechanical failure of a school bus will be excused. This does not include other means of transportation.

**Parent Trips**

Students who accompany their parents on extended trips that cause them to miss school may lose credit if the number of unexcused days exceeds 5 days for any course in a semester, or 3 days in a half-semester class. The principal or his/her designee may excuse trips if they have educational value. However, a written request must be made by the parent(s) before the trip.

**Tardy to School/Class**

Students who are tardy to school must report to the Attendance Office/Designated Area for an admittance pass before they will be allowed to class. Students are still responsible for all work missed.

Suggested Consequences for Unexcused Tardies

- 1<sup>st</sup> Offense .....Conference
- 2<sup>nd</sup> Offense ..... Conference
- 3<sup>rd</sup> Offense .....Parent Notification
- 4<sup>th</sup> Offense .....Detention or In-School Suspension
- 5<sup>th</sup> Offense .....Suspension

The administration has the discretion to adjust the consequences. **These consequences are to be for each student tardy incident.**

**Make-Up Work**

Make-up of work missed during any period of absence is the responsibility of the student. Work must be made up within five days of the return to school.

**Areas Off Limits to Students**

1. Bus and student parking lots, except when arriving at or leaving school
2. Areas outside of the building not in direct route to a classroom during class changes or without a pass
3. The hallways or restrooms during instructional time unless you have a signed pass
4. Gym and auditorium, unless scheduled for a physical education class
5. The main office where mailboxes are located
6. The nurse’s office without a pass
7. Faculty workrooms and faculty restrooms
8. Other areas designated by the administration

### **Book Bag Rules**

**Book bags will be allowed at the discretion of the administration. If allowed** and in the interest of safety, students must keep the bags in their lockers during the day. School administrators will determine the size and type of book bags that will be allowed.

### **Dress Code**

Student dress and grooming should be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school or presents a health or safety concern. As long as clothes are not disruptive to the educational process, as judged by the administrative team of a school, the attire will be acceptable. Clothing must be worn as the manufacturer intended. In complying with the above, the following guidelines are suggested:

1. Belts should be buckled, sashes tied, and buttons buttoned, except at the neck. Pants should be worn at the waist.
2. Shoe laces should be tied, buckled or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard should be avoided.
3. Clothing, buttons, signs or other adornments which display pictures or language of an obscene nature or are related to the use of consumption of alcoholic beverages or controlled substances should not be worn.
4. Hats, caps or head scarves should not be worn inside the building.
5. Sunglasses should not be worn inside the school, unless they are necessary for correction of medical problems.
6. Students' hair, including any facial hair, should be neat, clean and well groomed.
7. Clothes must fit appropriately and should be worn with appropriate undergarments. Undershirts customarily worn as undergarments should not be worn without shirts or blouses. Undergarments should be covered by outerwear. Tank tops, sheer blouses or shirts that cause attention should be avoided.
8. Combs (except for barrette-style combs), hair curlers and picks should not be worn in the hair.

### **Food and Drink**

Food and drink are restricted to the lunchroom and commons areas unless otherwise designated by the administration. No snacks or drinks are allowed in any classrooms or hallways.

### **Hallways**

Students should walk on the right hand side of the hall and move quickly and quietly through the halls without running, pushing, or playing. Loitering in the halls is strictly prohibited at any time.

### **Hall Passes**

No passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teachers. Any student out of an assigned class **MUST** have their regularly assigned teacher's hall pass with them.

**Students are not to leave a class unless it is an absolute necessity.** Any student found in the building or grounds without such a pass, in a location other than specified on the sign-out sheet, or off the most direct route to the class or destination will be disciplined. Only on rare occasions will teachers need students from other classes. When this is necessary, it is the responsibility of the teacher needing the students to make arrangements with the students' current teacher. This is not the responsibility of the student.

Possible consequences for not properly signing out and/or violation of being at another location other than the designated area:

1<sup>st</sup> offense: Overnight Suspension

2<sup>nd</sup> offense and all subsequent offenses: 1 day suspension

### **Lost and Found**

Articles found should be turned in to the office. Students may ask in the office concerning the lost item. The school is not responsible for personal belongings, money, etc. brought to school. An attempt will be made to find owners of lost items; however, the school will not "warehouse" these items indefinitely.

### **Student Fees**

Fees may be collected if a student chooses to purchase an item or service offered by the school. Textbooks and library books are the responsibility of the student to whom they have been issued or loaned. Students will pay for any damage to or loss of these

books. No fees are collected to cover the cost of any item, service, or activity which is implicitly or explicitly required by the school for the student to participate in the normal school program.

For example:

- registration fees
- textbook fees
- activity fees
- graduation fees

Reasonable fees may be collected if a student, by his or her choice, wishes to purchase an item or service offered by the school.

For example:

- school pictures
- yearbooks, newspapers
- towel service
- locks (not lockers)
- pencils, paper, etc., sold in school stores
- non-required, supplemental books
- student insurance
- vehicle parking
- caps and gowns for commencement proceedings
- field trips. (Teachers and administrators will not allow a student's inability to pay to exclude the student from activities which have been deemed by the teacher and administrator important enough to warrant inclusion in the instructional day.)

### School Meals

All Georgetown County Schools offer a breakfast and lunch for students. The meals follow the meal patterns set by the U. S. Department of Agriculture (USDA) for the National School Lunch and School Breakfast programs and are based on the U.S. Dietary Guidelines. Breakfast includes a meat/meat alternate with a bread/bread alternate OR two breads. Fruit or fruit juice and a choice of milk are offered with each breakfast. Lunch includes a meat/meat alternate, two vegetables or fruits (or one of each), a bread/bread alternate, and choice of milk. Each day at least two meats / meat alternate, two vegetables, and two fruits are available for students to choose for a lunch meal. Portion sizes follow USDA serving recommendations.

**The USDA requires that students who wish to pay the student price for meals or use free or reduced meal benefits (if the family is eligible) must take at least 3 of the 4 choices served for breakfast and 3 of the 5 choices served for lunch.** Food may be purchased as a single item but is priced to encourage choosing the meal.

Meals are offered at reasonable prices. Reduced-price and free meals are available for students whose families qualify, based upon income and family size. Application forms to determine eligibility are sent home with each student or given to each student during registration. Application forms are available in school offices, cafeterias, and at the district's administrative office and may be submitted at any time during the school year. **Only one application form per household is required, even though all children in a family are given an application. A new application is required each school year.** Children of families receiving assistance from the S.C. Department of Social Services may automatically qualify for free meal benefits and will be notified by letter at the beginning of school. If a letter is not received, the family needs to fill out a meal application in order to receive meal benefits, if eligible.

Parents may pay by the day, week, month, or for the entire school year. Electronic cards used by students allow funds to be maintained for meals. Refunds, upon request, will be issued at the end of the school year for amounts not used or balances may be carried forward into the next school year. District funds are not available to allow students to eat on credit.

Parents/guardians of students who did not apply, were not eligible because of income, or were not in attendance in Georgetown County Schools during the prior year and wish to apply for meal benefits should fill out an application and return it to the school as quickly as possible; **parents should plan on paying for the first ten days of meals to be eaten. After the first month, parents of students entering the district should plan to pay for the first three days that meals will be eaten by new students.**

For questions or comments, contact the district's Food Services Department at 843.436.7078.

### Lunch Program

Computers make it possible for students to deposit money into their account. Students are encouraged to use "direct deposit," allowing the lunch line to move at a faster pace. Students may deposit money into their account before school or during lunch.

1. Students are required to enter the cafeteria by the end of the tardy bell.



2. A La Carte and extra milk are available for purchase.
3. Students will not be permitted to eat lunch on credit.
4. Depositing food or trash on the floors and tables or leaving trays on the tables will result in disciplinary action.
5. A free lunch and reduced price lunch program is available to students who qualify. Application forms will be given to each student.
6. Students are required to use their ID badges for lunch. Cards cannot be shared and cannot be used by anyone other than the rightful owner.
7. Food or drink cannot be carried out of the cafeteria.
8. According to Federal regulations (USDA) every student must present his/her ID badge to the cashier even if paying cash at lunchtime.
9. Lost ID badges may be purchased in designated locations for \$5.00.

### Visitors

Students are not permitted to bring visitors to school without the prior approval of the administration. All visitors must report to the office immediately upon their arrival. Students from other school districts are not allowed to visit during lunch breaks and should not be on campus before or after school to visit.

### I.D. Badges

Students will be required to wear I.D. badges while at school. I.D.s are to be worn on a lanyard around the neck. The office will maintain a database and the appropriate consequence will be administered to correct the student's actions in accordance with present **policy**.

Privileges accompany compliance for the following:

1. Lunch checkout
2. Visiting or Checking out items from the Media Center
3. Field Studies / Trips off campus
4. Attending Pep Rallies
5. Being an on-site Student Assistant (Service Learning)
6. Movement through the hallways with a pass during instructional time.
7. Using any concession machines.
8. Visiting student stores

Students not having their I.D. tags will be responsible for securing a replacement I.D. to use as soon as possible. I.D. replacements can be purchased for \$5.00 and lanyards replaced for \$1.00.

### Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body demonstrate respect and appreciation. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Do not bring books or coats to the assembly unless instructed to do so.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the person in charge steps to the podium, the audience should come to order and give their immediate attention to that person. This is proper protocol. The person in charge should not have to ask for your attention.
4. Be courteous. Don't use an interval of applause or the short time between numbers to start conversation.
5. Applause should be generous, courteous, and appropriate to the program presented. Never applaud during or after a devotional or memorial assembly.
6. Students should remain in their seat areas. Students are not to be in the aisles or performance area.

7. Once dismissed, leave the assembly in an orderly fashion.

### **Early Dismissal/Signing Out of School**

Students are expected to attend all classes each day of the school year, except for medical and family emergencies. In case of any emergency or unusual need to leave campus before the end of the school day, students should follow the procedures described below:

1. A note written by the parent should be presented to the office.
2. Each note should include the student's name, time of dismissal, date and parent's signature.
3. Parents are to come in and sign students out.

**Students may not be signed out by persons who are not on the school's sign out list. Parents must submit a list of all individuals who are allowed to sign students out. It is the responsibility of the parent/guardian to update this list as situations arise.**

### **Guidance**

Guidance services are available in Georgetown County to assist students in overcoming problems which impede learning and to provide complete information and guidance in making effective educational, occupational and life plans which hold promise for personal fulfillment as mature and responsible men and women.

Students are encouraged to visit the guidance department between 8:30 a.m. and 3:30 p.m. on school days. Parents may call the guidance office to discuss problems or to arrange appointments.

Students are urged to contact the guidance counselor when they feel they are experiencing difficulty in a class, need help in planning or adjusting, would like to discuss vocational interests, need an interpretation of various test scores, need to discuss personal problems, or want information about future educational opportunities.

### **Student Withdrawal**

Students withdrawing from school must pick up a withdrawal form and have it completed before withdrawing, return all books, etc. and pay all outstanding fees. The students must have parental permission to withdraw. No transcripts will be furnished until this process is completed.

### **Testing Services**

1. SC READY & SC PASS: Online testing in ELA and Math for all students and Science for 6<sup>th</sup> grade students.
2. PSAT: Given to 8<sup>th</sup> graders during October at each middle school.
3. i-Ready Formative Assessment: Given three times a year to all middle school students.
4. EXPLORE: Given to eighth graders in the fall.
5. Algebra 1 State End-of-Course Test: Given to all 8<sup>th</sup> graders taking Algebra 1 Honors.

### **Parent - Teacher Conferences**

If a parent desires a conference with a teacher, the parent should contact the teacher via phone or email and a convenient time will be arranged for the conference during the teacher's planning period.

### **Media Center**

The Media Center promotes the overall academic program at our school.

**Students are to have their picture I.D. with the bar code to be able to check out books.**

The following are guidelines for its use:

1. Media Center hours vary by school. Please contact the school for hours of operation.
2. The Media Center is open at lunch for those students that have a **SIGNED PASS FROM ONE OF THEIR TEACHERS.**
3. Books are checked out for a period of two weeks.
4. Reference books may be checked out overnight.

5. Students must have a signed and dated pass to be admitted to the Media Center.
6. Students are responsible for all materials they check out from the Media Center. Lost books and materials must be paid for by the student who checks them out.

Overdue Policy:

1. Students may not check out additional books if they have an overdue book or fine.
2. Written overdue notices will be distributed each term.
3. A fine of five (5) cents per book per day is assessed for overdue books. Books may be returned and fines paid at a later date in order to make the book available to other students.
4. Books may be renewed by bringing them to the media center.
5. Some reference books may be borrowed overnight. Materials borrowed overnight are due back in the media center by the beginning of first block. A fine of \$1.00 per day will be charged for reference items returned late.

**STUDENTS ARE NOT ALLOWED TO HAVE BOOK BAGS OR FOOD AND DRINKS IN THE MEDIA CENTER AT ANY TIME.**

### School Safety

The safety and well-being of our students, staff and community is a top priority for the Georgetown County School District. Security measures include a visitor management system that checks school visitors via the National Sex Offender Registry. Acceptable forms of identification include a driver's license, state identification card or other government-issued identification. All visitors must wear a badge during their visit. All students and staff are required to wear their GCSD ID badges during the school day.

The STOPit app is an anonymous method to report issues such as harassment, bullying, campus violence, alcohol or drug concerns. Links to the STOPit app may be found on the district website [www.gcsd.k12.sc.us](http://www.gcsd.k12.sc.us) or on each school's website and can be accessed by smartphones and computers.

In the event of a crisis or emergency situation please do not rush to the school to pick up your child. Additional traffic could impede needed emergency vehicles getting to the site. School will not automatically be cancelled in a crisis or emergency situation; in fact, school may be the safest place for students until such time as the threat has been eliminated or reduced. The district website, School Messenger notification system, Facebook page and local media will provide information so that children and parents/guardians will be reunited in a safe, orderly and timely manner.

#### Emergency Drills

South Carolina law requires schools to conduct active shooter/intruder drills, fire drills and severe weather/earthquake drills periodically throughout the school year. Georgetown County School District uses the Standard Response Protocol, a nationally recognized all-hazards approach that utilizes clear common language for each type of drill.

#### Active Shooter/Intruder Drills

There are 3 levels of response used in these situations:

**Hold:** Students and staff clear the hallways and remain in their classroom or area continuing their normal activities until the "All Clear" announcement is made.

**Secure:** Indicates a potential danger outside the building. All students and staff return inside, all outer doors are confirmed to be secured, situational awareness is increased. Normal activities continue inside the building until the "All Clear" announcement is made.

**Lockdown:** Lights are turned off and students are moved to a location out of sight of any corridor windows. A lockdown is usually implemented when it has been determined that there is something dangerous in the building.

#### Fire Drills

Fire drills are held regularly throughout the year. A fire evacuation plan is posted in each room. When the signal for a fire drill is given everyone is required to evacuate the building. Students should walk single file through the appointed exit into the yard a safe distance from the building and remain outside until the All Clear signal is given.

#### Earthquake Drills

Earthquake drills are designed to help students learn and practice where to seek shelter and how to protect their heads and bodies from falling objects. Classroom earthquake drills involve turning away from windows, then drop and cover under a heavy desk, table or bench until the shaking stops.

### **Tornado Drills**

Tornado drills involve moving students and staff to an interior hallway (or windowless room) away from exterior doors and windows and assuming the “duck and cover” position, which is sitting on one’s knees while covering the head with both hands.

### **Metal Detectors**

Georgetown County School District utilizes stationary and mobile metal detectors in its middle and high schools, and at some athletic and extracurricular events to prevent weapons and other dangerous objects from being brought onto its campuses. Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. Any search of a student or other person who activates a metal detector will be conducted in accordance with the District’s policy governing searches.

## **Medical**

### **School Nurse**

The nurse cares for minor injuries. More serious injuries are referred to the nurse so that a proper determination of services can be made. The nurse then reports to the parent(s) to arrange for care by the family physician of their choice. If a student becomes ill during the school day, a pass should be sent with the student to the nurse to determine the best course of action.

### **Medicine at School**

The nurse will keep and dispense medications during the school day with written permission from parents or guardians only. **Students are not to take medicine at school without the nurse’s permission or without being under the supervision of the nurse or the nurse’s designee.** If you have a special medical condition, please inform the nurse as soon as possible.

### **Emergency Card**

It is the responsibility of the parents or guardians to keep the school informed of any changes in the status of phone numbers, address changes, or additions or deletions to emergency contacts.

### **Immunization**

State Law requires that every student has on record a Certificate of Immunization (permanent or temporary). No student will be allowed to enroll in school without this certificate.

### **Communicable Diseases**

The following is a list of communicable diseases and the length of exclusion from school as recommended by the SC Department of Health and Environmental Control.

- Chicken Pox or Varicella - exclude until 7 days after onset of pocks or until vesicles become dry.
- Common Cold - exclude during acute phase.
- Diarrheal Diseases - exclude during acute phase.
- Erythema Infectiosum (5<sup>th</sup> Disease) - after diagnosis, no exclusion.
- Hepatitis A (Infectiosum) - exclude until physician allows return.
- Hepatitis B (Serum) - exclude until physician allows return.
- Head and Body Lice (Pediculosis) - exclude until 24 hours after first treatment with recommended shampoo. Judged non-infective by the school nurse. Must show proof of treatment.
- Impetigo - multiple lesions: exclude during period of peak symptoms.
- Influenza - exclude during period of peak symptoms.
- Measles (Rubella) - exclude from first symptoms until 5 days after appearances of rash.
- Mononucleosis - need not exclude unless ill.

- Mumps - exclude for 9 days from onset or until salivary gland swelling has subsided.
- Ringworm - exclude until appropriate treatment has been started. (Ringworms of the scalp must be treated by a physician.)
- Rubella (German Measles) - exclude 7 days after the onset of symptoms.
- Scabies - exclude until 24 hours after treatment.
- Shingles - exclude 7 days after onset of pocks or until vesicles become dry.
- Streptococcal Infections (including Streptococcal Sore Throat and Scarlet Fever) - exclude 24 hours after start of effective antibiotic therapy and no fever.
- Whooping Cough (Pertussis) - exclude until 21 days from first symptoms or may return after 5 days of antibiotic treatment.
- COVID 19 – exclude 5 days from the onset of symptoms.

## **Office of Federal Programs**

### **Title I Parent and Family Engagement Policy**

#### Local Educational Agency (District) Policy

The Georgetown County School District has developed jointly with, agreed upon with, and distributed to parents a written parent involvement policy that will address the following six statements:

1. Involve parents in the joint development of the District’s plan and the process of school review and improvement through a planning questionnaire, recommendation form, and by working directly on the planning committees. This will be met by:
  - a) distributing copies of the proposed and final applications, needs assessment, budget, evaluation, state and federal laws and regulations;
  - b) providing meeting space and staff availability for further regular meetings of parents;
  - c) offering training programs for parents; and
  - d) reviewing other reasonable requests.
2. Provide coordination, technical assistance, and support to schools for effective parent involvement, through the parent involvement coordinator, guidance counselors, and Title I coordinator and to improve student achievement and school performance through parenting workshops, home visits, and other methods that may be suggested from parental contacts.
3. Build the school’s and parents’ capacity for parent involvement through:
  - a) at least one scheduled conference between individual parents and teachers each year;
  - b) the solicitation of parents’ suggestions in the planning, development and operation of the program by sending a planning questionnaire to Title I parents;
  - c) requesting parental input by discussing the program of the current year, and by allowing input by parents in the planning of the program for the next fiscal year;
  - d) requiring all parents, students and schools (principals) to sign a promise of commitment to affirm their responsibilities as a team;
  - e) reporting to each child’s parent(s) on the child’s progress by sending reports home at the end of each grading period; and
  - f) providing training for parents on how to help their children academically.
  - g) providing information, programs, and activities for parents in a language and form that they can understand.
4. Coordinate and integrate parent involvement under this program with parent involvement under other programs such as Head Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and State-run programs through monthly meetings.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine:
  - a) the effectiveness as to increasing parent participation; and,
  - b) barriers to participation as noted in section 1118 of the law.

Note: Parents will be given recommendation forms to indicate any barriers to greater parent participation and to determine possible steps to overcome those barriers for the next fiscal year. Minutes of any meetings and a summary of recommendations will be maintained.

6. Involve parents in the activities of the school served under this part.
7. Use such findings to design strategies for school improvement and revise, if necessary, the district and school parental involvement policies.

### **Parent Comments**

If the plan is not satisfactory to parents of participating children, the District shall submit any parent comments with this plan as part of its submission to the state. Parents' input will be solicited in the spring of each year. If you have any questions or additions, please contact Genia Smith at 843.436.7036.

### **Parents Right to Know Letter**

The Every Student Succeeds Act (ESSA) was passed by the U.S. Congress and signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA). As required by ESSA, every parent of a student attending a Title I school has the right to request and receive information in a timely manner regarding the professional qualifications of your child's classroom teacher(s) and, if appropriate, paraprofessional staff. If requested, the information regarding the professional qualifications of your child's classroom teacher(s) shall include the following:

- Whether the teacher has met the state qualification and certification requirements for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under a provisional status through which state qualification or certification requirements for the grade levels and subject areas in which the teacher provides instruction have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you have any questions or concerns, please feel free to contact the school principal.

### **Athletics**

The middle schools in Georgetown County sponsor teams in football, basketball, volleyball, baseball, softball, track, cross-country, wrestling, tennis, soccer and golf. Many sports are offered on a junior varsity and/or middle school level. Check with the school's Athletic Director.

### **Physical Education**

From policy IHAE: Physical education is a curriculum requirement in grades one through eight. The Board may grant a waiver to a student exempting him/her from physical education requirements based on one of the following criteria: 1) The student presents a physician's statement indicating that participation in physical education will jeopardize the student's health and well-being. The statement should be presented to the school prior to the student's registration in the class or as soon as the debilitating condition is known. 2) The parent or student must be members of a recognized religious faith that objects to physical education as part of its official doctrine or creed. Further, the parent and student must show that attending these classes would violate their religious beliefs and not be merely a matter of personal objection.

Students who are physically or mentally unable to take a physical education course provided for the regular student shall take a suitably modified course in physical education.

### **Gymnasium Rules**

1. No food or drinks are allowed in the gym at any time.
2. The gym floor is off limits to anyone wearing hard sole shoes.
3. No running or playing on the bleachers is allowed.
4. Students will not be allowed in the gym during lunch or before or after school.

5. Students, other than those taking physical education at that particular time, are not allowed in the gym unless they have a prior written excuse from the physical education teacher and written authorization from the student's classroom teacher that block.

## **Transportation**

### **Bus Conduct**

Riding the school bus is a privilege. School buses are provided for transporting students who live more than one and one-half miles from the school. School bus stops on each route shall not be closer than two-tenths of a mile apart at safe points. Buses will not be permitted to leave the approved route for less than three-tenths of a mile, except under hazardous conditions and provided state funding is made available. During periods of inclement weather, buses may be allowed to stop on the regular route at safe points nearest the house of each child; however, buses shall not be permitted to leave the regular route. Buses leave school as soon as possible after dismissal. Students must observe all safety and behavior regulations while riding the bus. No students are allowed on buses during school hours while buses are parked on school grounds.

### **Bus Code**

Students, given the privilege of transportation by the school district, are expected to adhere to the rules and regulations for the bus in order to retain this privilege, and students are expected to follow directions/instructions given by bus drivers.

The bus driver has the responsibility for supervision of students on the bus. The driver should stop the bus at any time that misbehavior or threatened misbehavior poses a hazard to safe driving.

Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report students who create a disturbance on school buses. The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any pupil from the riding of a bus.

1. Bus riders are expected to be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.
2. Bus riders must keep hands and heads inside the bus at all times.
3. Bus riders must never tamper with the bus.
4. Bus riders must not leave books, lunches or articles on the bus.
5. Bus riders must not throw anything out of the window.
6. Bus riders are not permitted to leave seats while bus is in motion.
7. Bus riders are to be courteous to fellow students and the driver.
8. Bus riders must be absolutely quiet when approaching a railroad crossing.

### **Conduct on Buses**

The bus driver should be certain that the passengers understand and observe the following rules of safety.

### **Meeting the Bus**

Students must be on time. In approaching the bus stop, if students must walk along the highway, they should always walk on the left, on the shoulder, facing traffic.

1. When crossing the highway, they should walk, not run.
2. Students should not run beside the bus when the bus is moving, but they should wait until it stops and then walk to the door.

### **While Riding the Bus**

1. Passengers are to be in their assigned seats and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, or head out of the bus.
3. Passengers should not talk to the driver while the bus is in motion, except in an emergency.
4. Passengers must never tamper with the emergency door or any other part of the bus equipment.
5. Passengers must not mar or deface the bus, and seat coverings must not be damaged in any manner. Students should immediately notify the driver of any damages to the seats or the bus.

6. Only the driver or other authorized persons should use first aid equipment.
7. Passengers must not tamper with the fire extinguisher.
8. Passengers are not permitted to open bus windows.
9. Passengers must not fight or scuffle on the bus or create a disturbance. Safe conduct is a priority.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles, or throw objects from the bus.
11. Books, lunchboxes or other objects should not be placed in the aisle of the bus.
12. Objects that are too large for safe passage will not be allowed on the bus. Check with your driver.

#### **Carry-on Items to be Transported on School Buses**

Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under control of the student at all times in case of an accident or an emergency. Glass objects, balloons, or large band instruments are prohibited.

School district compliance with this standard (United States Department of Transportation, National Highway Traffic Safety Administration, Standard 17, Pupil Transportation Safety) is mandatory. No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus. Carry-on items need to be secured to prohibit them from becoming flying objects in the event of an accident. Items on the seats, floor, or obstructing the aisles endanger all students on the bus.

#### **Leaving the Bus Once on School Grounds**

1. Passengers are to remain seated until the bus comes to a full stop and the door is opened for safe departure.
2. Passengers should leave in an orderly manner. Students in the front seats leave first.
3. Students must not loiter or play around stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is stopped.

#### **Riding the Bus Home**

1. Passengers are permitted to leave only at regularly designated stops. Any changes must be made with the parent's request approved by the school officials.
2. Students, after exiting the bus (if they must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus patrol directs them to cross.

#### **Consequences for Breaking Bus Rules**

If a student is in violation of a level-one offense, the bus driver will

1. Warn student verbally (1<sup>st</sup> offense) (copy to office)
2. Give written warning (2<sup>nd</sup> offense) (copy to office)
3. Refer student to the office (3<sup>rd</sup> offense - 1 day bus suspension)
4. Refer student to the office (4<sup>th</sup> offense - 3 days bus suspension)
5. Refer student to the office (5<sup>th</sup> offense - 1 week bus suspension)
6. Refer student to the office (6<sup>th</sup> offense - 10 day bus suspension)
7. Refer student to the office (7<sup>th</sup> offense - Bus privileges revoked)

Recommendation for violation of a level-two offense:

1. 3 days bus suspension (1<sup>st</sup> offense)
2. 5 days bus suspension (2<sup>nd</sup> offense)
3. 10 days bus suspension (3<sup>rd</sup> offense)
4. Bus privileges revoked (4<sup>th</sup> offense)

**If a student is in violation of a level-three offense, the bus driver will refer the student for immediate disciplinary action.**



1. Assault and Battery
2. Occupying or blocking the school bus in any way with the intent to deprive others of its use
3. Extortion
4. Bomb threat or other threat that endangers the safety of any persons on a school bus
5. Possession, use, or transfer of a dangerous weapon
6. Sexual offenses
7. Defacement/vandalism of property, causing more than \$50 damage
8. Theft, possession, or sale of stolen property
9. Arson or threat of arson
10. The furnishing or selling of unauthorized substances, as defined by Board Policy
11. The threat to take the life of or inflict bodily harm upon the driver, aide/monitor, a teacher, principal, or member of their immediate family.

### **Field Trips and Excursions**

Policy IICA- R: Appropriate instructional activities shall precede and follow each field trip. All field trips shall begin and end at school. Field trips requiring bus transportation shall not interfere with regularly scheduled transportation of students to/from school.

Written permission of parent or guardian is required for the participation of students in all field trips.

When a field trip is made to a place of business or industry, the teacher must be assured, prior to beginning such a tour, that an employee of the host company will serve as conductor.

Adult personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. For trips which extend for one day only and do not require that the students stay overnight, a minimum of one adult per conveyance shall be provided. Two adults shall be required for groups of over 30 and three adults shall be required for groups of over 60. For trips which require that students stay overnight, students shall be supervised by one adult per each 15 students with one certified staff member and one parent of a group participant per 30 students.

The bus driver(s) shall see that all rules and regulations are enforced in the use of school buses for field trips. Certified personnel shall assist.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.

### **Bullying, Harassment, or Intimidation**

From Policy JICFAA: The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. The principal or his/her designee will handle any violations by complying with the Level III, Criminal Conduct consequences listed in the district discipline code of conduct. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment,

intimidation, or bullying.

## **Gang Activity or Association**

From JCAD-R The Georgetown County School District will maintain conditions on school property and at school-sponsored events that provide as safe and secure an environment as possible for students and staff in accordance with Board Policy. In that regard, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events. The Board defines a gang as any non school-sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of “turf” or territory, or any other action which threatens the safety or welfare of others.

In accordance with the above, the following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where those events are held:

- wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for “protection”; or soliciting any person to engage in physical violence against any other person
- painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

## **Student Rights and Responsibilities**

Policy JF: Student Rights and Responsibilities Policy specifies acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school-provided transportation. This portion of the policy outlines consequences for student violations of the Rights and Responsibilities policy. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

### **Level I: Behavioral Misconduct**

Behavioral Misconduct is defined as those activities engaged in by the students which tend to impede orderly classroom procedures/instructional activities/orderly operation of the school, or the frequency or seriousness of which disturb the classroom or the school. This behavior will be handled by the teacher in authority until management options are exhausted. Serious offenses should be referred directly to the administrator. Records will be maintained for all offenses. Repeated Level I offenses may be considered Disruptive Conduct and moved to Level II.

### **Level II: Disruptive Conduct**

Disruptive Conduct is defined as those activities engaged in by the student that are directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of Disruptive Conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

### **Level III: Criminal Conduct**

Criminal Conduct is defined as those activities engaged in by students which result in violence to oneself or another’s person or property or which pose a direct threat to the safety of oneself or others. These activities usually require administrative action, which results in immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

### **Student Categories**

Suggested varying levels, which take into account the number of prior offenses, establish consequences a student has committed. Administrators have the option of moving to a higher consequence level in severe cases or moving to a lower consequence level if the situation warrants.

### **Level I offenses may be an accumulation of any listed offenses:**

1. tardiness

2. cheating/plagiarism
3. lying
4. abusive language
5. refusal to complete assignments or carry out directions
6. use of forged notes or excuses
7. cutting class
8. disruptive behavior
9. violating the dress code
10. possession of any portable electronic device (iPod, Gameboy, Nintendo DS, cell phone, radio, etc.)
11. loading/attempting to load software on school computers without permission of the media specialist

**Suggested Consequences**

**Category A Student** (up to 3 office referrals)

- parental notification
- after-school detention
- behavior modification plan
- parent/teacher/principal conference
- overnight suspension with parent/guardian accompanying student the following day (no exceptions) for conference with administrator
- confiscation of electronic device pursuant to policy
- student should be given the opportunity to change into appropriate attire or one day of suspension

**Category B Student** (4-5 office referrals):

- in-school suspension/behavior improvement room
- out-of school suspension (1-3 days). Parent may accompany student all day on day 1 in lieu of suspension
- parent/teacher/principal conference and establish/review behavior modification plan

**Category C Student** (6 or more office referrals):

- out-of-school suspension (3-5 days); parent/guardian may accompany student all day on day 1 in lieu of suspension

**Level II: May be an accumulation of any listed offences**

1. possession/use of unauthorized substances
2. fighting or inciting a fight
3. improper sexual conduct
4. vandalism or destruction of property (minor)
5. theft
6. unauthorized presence on school property
7. obscene language or gesture
8. harassing others
9. leaving school without administrative authorization
10. violation of Electronic Communications Device policy
11. refusal to obey school personnel/agents (defiance)

12. unauthorized assembly
13. disrupting a lawful assembly (minor)
14. accessing/modifying computer data or settings without permission
15. possession of obscene materials.
16. possession/use of tobacco products while under school jurisdiction, whether on campus or at school-sponsored activities

**Suggested Consequences**

**Category A Student** (1 office referral):

- restitution
- out-of-school suspension (1-3 days). Parent may accompany student all day each day in lieu of suspension.
- referral to appropriate rehabilitation program
- referral to night program or alternative schooling
- parents contacted to pick up electronic communication device and explained policy

**Category B Student** (2 office referrals):

- out-of-school suspension (3-5). Parent may accompany student all day each day in lieu of suspension
- alternative schooling
- referral to appropriate agency
- electronic communications device kept until end of semester, but not less than 30 days

**Category C Student** (3 or more office referrals):

- out-of-school suspension
- referral to appropriate agency
- alternative schooling
- recommended expulsion
- electronic communications device kept until end of school year, but not less than 30 days

**Level III: Criminal Conduct**

1. possession, use or transfer of a weapon or other illegal materials\*
2. threatening to take the life or inflict bodily harm upon school staff or other students \*
3. theft, possession or sale of stolen property
4. vandalism or destruction of property (major)
5. sexual offenses
6. arson, igniting fires or fireworks\*
7. gambling
8. bomb/destructive devices threats\*
9. furnishing or selling drugs, alcohol or unauthorized substances\*
10. assault and battery
11. physically abusing a member of the school staff
12. threatening with a weapon\*
13. setting off fire alarms or discharging a fire extinguisher

14. violation of Policy JICFAA- Harassment, Intimidation, or Bullying\*
15. violation of Policy JCAD- Gang Activity or Association\* or violation of Regulation JCAD-R- Gang Activity or Association\*
16. possession and/or use of illegal drugs, including alcohol\*
17. cruelty to animals
20. extortion
21. loading/attempting to load software or files onto district network without permission of the IT Department
22. computer vandalism

### **Suggested Consequences**

#### ***All Students***

- out-of-school suspension (5-10 days)
- recommended expulsion
- alternative schooling

**\* Mandatory recommended expulsion.**

**Referral to appropriate law enforcement agency and Juvenile Justice Department is mandatory.**

**\*\* First Offense:** Five day suspension, warrant issued, mandatory counseling (public or private). The student will have the period of suspension to show the school that he/she has started or is prepared to start a counseling program. The student must present to the school a written schedule of the counseling sessions, verified by the counseling center personnel. Written verification must be received by the school from the counseling center when the student completes the program. If the student does not successfully complete the counseling to the satisfaction of the counselor, a recommendation for expulsion will follow.

**Second Offense:** Recommendation for expulsion, warrant issued, mandatory counseling (in accordance with above stipulations) prior to readmission.

### **Cutting Class**

Being absent from class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Cutting is a cause for at least one of the following: loss of academic points, failing grade, detention, suspension, or expulsion. Severity of discipline will depend on the record of the student and the frequency of the offense.

The administration feels that a student assuming the responsibility of leadership also assumes an obligation to set a correct example for his/her peers. Offenses for cutting class are:

1<sup>st</sup> Offense: Overnight Suspension (The parent is required to return with the student before the student can be readmitted to the class.)

2<sup>nd</sup> Offense: The student is suspended for one day. 3<sup>rd</sup> Offense: The student is suspended for two days.

Habitual cutting may lead to a recommendation for expulsion.

**Note: Once arriving on campus, students must not leave unless they properly check out through the main office. The penalty for leaving without permission will be 2 days suspension on the first offense and 3-5 days suspension on offenses thereafter.**

### **In-School Suspension (ISS)**

At schools where this is available: At any point in time, in-school suspension may be used in lieu of other disciplinary action. This will be at the administration's discretion. Students assigned to **ISS** will eat lunch with the In School Monitor at a different time than the remainder of the student body. Students will remain quiet and orderly for the entire day. Being sent from **ISS** for disruptive behavior will result in at least a (1) day suspension.

### **Locks**

A lock (valued at \$5.00) will be issued to every student. The student is to keep the lock on his/her locker at all times. Under no circumstances is the lock to be taken off the locker. A \$5.00 charge will be assessed to a student to replace any missing lock issued to a student. Any lost, misplaced, or stolen locks must be paid for in order to receive a new lock.

1. **Only School Issued Locks** should be on lockers at all times. Other locks will be removed.
2. Lockers should be kept clean and free from trash and papers.
3. No signs, stickers or writing are allowed on the outside of lockers.
4. Articles of value should never be kept in lockers.
5. The lock is to be locked and secured at all times.
6. The school is not responsible for anything missing from the lockers. Lockers are the property of the school and are subject to searches at the discretion of the administration.

### **Loitering**

When leaving one class and going to the next, students are to take the most direct route. Upon reaching class, students are to enter the room and remain unless given written permission by the teacher to leave.

- **There will be no loitering in the halls, cafeteria or the gym.**
- **There will also be no loitering after school hours.**
- **There will be no loitering after athletic events or special programs.**

Violation of this policy, after a warning, can lead to overnight suspension or other appropriate disciplinary actions deemed necessary by the administration or SRO.

### **Prohibited Articles**

Students may not have any articles which may be hazardous to the safety of others. Such articles would include, but not be limited to, pocketknives, multi-tools with knife blades, sharp objects, or weapons of any kind.

### **Property**

Students should take pride in the appearance of their school. As members of the school community, students assume responsibility for proper care of all school property. Those causing any damage will be held fully responsible for restitution and subject to disciplinary action. In some cases there is the possibility of a warrant being issued.

### **Public Display of Affection**

Public displays of affection are not allowed. Public displays of affection are defined as, but not limited to, hugging, kissing, sitting on laps, etc. Violators will be referred to the appropriate administrators.

### **Electronic and/or Communication Devices**

Policy JF: An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise operates to summon or deliver communication to the possessor (e.g., pagers, cellular phones, laser pointers, or any other such device that may present a safety concern). Paging devices may be carried only by those students or staff members who are members of emergency response teams or who have personal medical reasons, as certified by a physician.

During regular school hours, cellular phones brought onto any school campus by a student must remain out-of-sight, turned off, and not activated.

Principals and/or law enforcement authorities have the right to confiscate electronic communication devices possessed by students in violation of this policy.

### **Consequences for violating the Electronic Communication Devices Policy**

**First violation: Parents will be contacted to pick up the electronic communications device and the policy will be explained to the parents.**

**Second violation: The electronic communications device will be confiscated by the administration until the end of the semester, but not less than thirty (30) days.**

**Third violation: The electronic communications device will be confiscated until the end of the school year, but not less than thirty (30) days.**

### **Students Remaining After School**

Any student remaining after the regular school day must be under the direct supervision of a faculty/staff member. This means that

the student must be in the presence of the coach, sponsor or faculty/staff member that required him/her to stay after hours. Students will not be allowed to remain unsupervised at school in order to attend or participate in extracurricular or athletic events. Students remaining after school are still under school district policy guidelines.

#### **Visitors**

Students are not permitted to bring visitors to school without the prior approval of the administration. All visitors must report to the office immediately upon their arrival. Students from other school districts are not allowed to visit during lunch breaks and should not be on campus before or after school to visit.

#### **Tobacco Products**

Policy JF: The Board decrees there will be no smoking or use of tobacco, e-cigarettes or vaporizers in any form by students while under the jurisdiction and supervision of the school whether at or away from school. Students will not bring any tobacco, smoking materials, e-cigarettes, vaporizers or tobacco products onto school grounds or to a school-sponsored function. All materials will be confiscated and the parents and the school resource officer will be notified. Students and parents should be aware that the possession of tobacco, e-cigarettes, vaporizers or tobacco products by persons under the age of 18 is unlawful. Students who are in possession of such may be assessed a fine by the school resource officer, or at the officer's discretion, be required to participate in a smoking cessation program or in community service. Any student who fails to pay the fine, or to participate in a smoking cessation program or in community service also may have their driving privileges delayed or restricted. Students who repeatedly violate the District's tobacco products policy also will be subject to disciplinary action, including the assignment of detention or suspension from school.

#### **Principal's Discretion**

The principal has the discretion of making changes/updates as needed concerning agenda items, disciplinary actions, etc.