



# William J. Clark Middle School

## Greyhound Policies and Procedures

School Hours: 7:45 am – 3:15 pm

4th Tuesday in each month: 7:45 am - 2:00 pm

### General School Information



#### STUDENT MORNING ARRIVAL

Students riding carpool cannot enter the building until 7:00 a.m. and must not be dropped off before this time due to safety and security issues. Students are to enter through the cafeteria only. Students reporting to school should remain in the cafeteria (7th and 8th graders) or 6th grade hallway (6th graders) until 7:35 a.m. The breakfast line will stop receiving students at 7:35 a.m. to allow students enough time to get to class before the tardy bell rings. **NO STUDENTS ARE ALLOWED ON THE CORRIDORS UNTIL THIS TIME.**

#### TELEPHONES

School telephones are for school business only and may not be used for incoming or outgoing calls. Office personnel may accept emergency messages for students, but students will not be called from classes to accept telephone calls. Cellular phones are not permitted for use during the school day.

#### BOOKS and LAPTOPS

All students are expected to be responsible for their textbooks, laptops, and personal belongings. If a student loses a book or damages a laptop, payment must be made before another book or laptop will be issued. Once the payment is made, the student will take the receipt and show it to the teacher. The subject teacher will request another book for the student.

### Tardy Policy

Students are expected to be seated in the classroom before the tardy bell rings. Students are marked tardy even if they are signed in by a parent/guardian. Students will be given an excused or unexcused tardy slip if they are signing into school. Students are encouraged to arrive to class early in an effort to maximize learning. Students are considered cutting class if they were not given permission by their teacher to be away from their class or do not have a verified pass.

#### Consequences:

- 1st Tardy– warning
- 2nd Tardy– parent contact
- 3rd Tardy —Behavior Management Center (1block)
- 4th Tardy—In-School Suspension (1Day)
- 5th Subsequences – Out of school suspension

#### SIGNING OUT

Students are never allowed to leave school during the school day unless properly signed out in the front office by a parent, guardian, or someone listed as an emergency contact in PowerSchool.

Students may not be signed out during dismissal times which begin 30 minutes before the end of the school day (2:45 p.m.)

#### SIGNING IN

Students arriving at school late (7:45 a.m.) must have a parent sign them in at the attendance/front office.

#### GUIDANCE

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs. The counselors are available to discuss any home, school, or social concerns.

#### *Administration:*

Dr. Donyale Mosley, Principal

Mr. Watson Cleckley, Administrator

Mrs. Belinda Hickson, Administrator

Mrs. Debra Norman, Instructional Coach

Mr. Antoine Payton, Athletic Director

#### *Guidance Counselors:*

Mrs. Hope Banks-Alexander, 6th Grade

Dr. Sheridan Coleman, 7th Grade

Mr. Andre Smith, 8th Grade

### Electronic Devices

All electronic devices must be turned off and out of sight during school hours. No audio equipment which include cell phones, IPODS, iPADS, MP3 players, earphones, headphones, etc. are not allowed unless used for approved instructional purposes. Electronic devices that are seen, out, and/or on during school hours will be confiscated.

#### **Consequences:**

1st Offense – Student must bring a parent to get the electronic device back and sign a contract.

2nd Offense- electronic device will be taken until the end of the year and returned on the Monday after the last day of school.

**Refusal to give up an electronic device will result in a 3-5 day suspension. \*Refusal to Obey**

### Attendance

Attendance is the presence of a student in each assigned class on days when school is in session. Students may be counted present only when they are actually in their assigned class or present at an authorized school activity.

The school year consists of 180 days, divided into two terms of 90 days each. Middle school students cannot be absent from school for more than ten (10) days in a yearlong course and three (3) days in a quarter course.



## Classroom Expectations

1. Be on Time
2. Be prepared (have all materials and submit assignments with Excellence)
3. Be respectful (Keep hands, feet, objects, and negative comments to yourself)
4. Be ready to learn (Listen and follow directions the first time)

### Consequences:

- 1st consequence—Warning
- 2nd consequence—Reteach Expectations
- 3rd consequence - Conference/Parent Contact
- 4th consequence - Parent Contact
- 5th consequence—Parent Conference or Referral to Administration
- 6th consequence—Discipline referral to Administration

## Valuables

Students are encouraged not to bring valuable items to school. The school will not be responsible for lost or stolen items. This includes cell phones.

## After School Procedures

1. Students must leave the school building immediately following dismissal unless under the supervision of a teacher.
2. Bus students must remain on the school grounds in the bus loading area. Bus students may not leave the school grounds after arriving in the morning or before leaving the bus ramp in the afternoon without parent/guardian and administrative approval.
3. Non-bus students are to report directly to the carpool area at the end of the day and are to immediately leave the school grounds.
4. Loitering on school property by anyone, including students who have been suspended or expelled is not permitted and will be deemed trespassing.
5. Students should be picked up on time after the close of any school day as well as any school activity (dances, sports activities, field trips, after-school tutoring, etc.). **Students not picked up 30 minutes after the school dismissal bell can be transported to a law enforcement agency to be picked up by a parent.** Any student not picked up 20 minutes after an after school activity may not be allowed to attend subsequent activities unless accompanied by a parent or guardian.

## Dress Code

William J. Clark Middle School students are required to wear a school uniform (Khaki bottoms and burgundy or white polo/collared top). Pants must be worn at the natural waistline with shirts tucked into the pants. Students can be kept out of class due to violation of the dress code until proper attire is obtained. The administration has the right to decide whether a student's attire is appropriate.

The following regulations will be enforced:

1. No clothing, jewelry, or other attire for dress which is in poor taste, has holes or rips, displays or promotes

drugs (legal or illegal), tobacco, profanity, obscenity, or promotes illegal activity is to be worn at school or any school-sponsored activity.

2. For health and safety reasons, shoes must be worn at all times. All shoes must have a **strap on the back** that secures the shoe to the foot. Beach shoes, slides, thong sandals, bedroom shoes, or shower shoes are not allowed.
3. All clothing, accessories, and attachments will be worn as designed. (NO HOODS, HATS, BANDANAS, DURS, RAGS OR SUNGLASSES ARE PER-

MITTED TO BE WORN INSIDE THE BUILDING.)

### Consequences:

- 1st consequence**—Warning/Change of Clothing/ In School Suspension (ISS)
- 2nd consequence**—Warning/Change of Clothing/ In School Suspension (ISS)
- 3rd consequence**—Parent Contact/Change of Clothing/ In School Suspension (ISS)
- 4th consequence**—Discipline Referral/ Student Conference/Change of Clothing/ Parent Contact
- 5th & 6th consequence**—Parent Contact/ 1 Day Out of School Suspension (OSS)

## Care of the Building

You should take pride in and care for your school building, both inside and outside. Respect and pride means keeping the building neat and clean. You can show your pride by:

1. Throwing all papers, etc., in the wastebaskets.
2. Helping teachers pick up papers from the floor at the end of each class period and at the end of the day.
3. Picking up anything in the halls even if you did not put it there.
4. Not writing on any school property.

You are expected to assume responsibility for the care of all school property. If you damage property, you are responsible for paying for the damage.

**Greyhound P.R.I.D.E.**  
**Personal**  
**Responsibility using**  
**Individual**  
**Determination and**  
**Excellence**



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