



Georgetown County



Middle School Handbook 2016 - 2017

Georgetown County School District



*******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:

Mr. Jon Tester
District Title IX Coordinator
2018 Church Street
Georgetown, SC 29440
Email: jtester@gcsd.k12.sc.us
Telephone: 843-436-7203

Mr. Michael Caviris
District Section 504 Coordinator
2018 Church Street
Georgetown, SC 29440
Email: 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
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	546-5134
Georgetown Sheriff	546-5102
Georgetown Police	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:

Sr. Jon Tester
Coordinadora del Distrito Título IX
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: jtester@gcsd.k12.sc.us
Teléfono: 843-436-7203

Sr. Michael Caviris
Coordinador del Distrito Sección 504
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: 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
US Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Correo Electrónico: OCR.DC@ed.gov
Teléfono: 202-453-6020

(La oficina para los Derechos Civiles)
(Departamento de Educación de los Estados Unidos)

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
Oficina del Jefe de Policía de Georgetown
Policía de Georgetown

546-5134
546-5102
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.

<p style="text-align: center;">Georgetown County School District Start/End Times 2016 - 2017</p>
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Attendance Area-School	Grades	Start Time	End Time
<u>Andrews Area</u>			
Andrews Elementary	CDEP-5	7:45	2:30
*Sampit Elementary	K-5	7:25	2:35
	*WEDNESDAYS: CDEP	7:25	2:35
	K - 5:	7:25	12:35
Rosemary Middle	6 - 8	7:50	2:55
Andrews High	9 - 12	7:50	3:00
<u>Carvers Bay Area</u>			
Brown's Ferry Elementary	CDEP-5	7:20	2:20
Plantersville Elementary	CDEP-5	7:20	2:20
Pleasant Hill Elementary	CDEP-5	7:25	2:20
Carvers Bay Middle	6 - 8	7:30	2:55
Carvers Bay High	9 - 12	7:40	3:07
<u>Georgetown Area</u>			
Kensington Elementary	CDEP-5	7:30	2:20
Maryville Elementary	CDEP - 1	7:30	2:30
	2 - 5	7:30	2:45
McDonald Elementary	CDEP-5	7:25	2:20
Georgetown Middle	6 - 8	7:50	2:50
Georgetown High	9 - 12	7:50	3:05
<u>Waccamaw Area</u>			
Waccamaw Elementary	CDEP-3	7:45	2:35
Waccamaw Middle	7 - 8	7:45	3:00
Waccamaw High	9 - 12	7:58	3:05
Waccamaw Intermediate	4 - 6	7:40	2:35
Coastal Montessori	1 - 7	8:30	3:30
Charter School	*Effective Oct. 2016:	8:00	3:00
Howard Adult Center		8:15	2:30
	<i>Tuesdays/Thursdays</i>	5:00 PM	8:00 PM
Howard Optional Program		7:45	2:30

- CDEP = Child Development Education Program

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 70% 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 61.

Credit Recovery Courses failed may be retaken if available via 'Credit Recovery' with ***Administrative Approval***. Units earned in course credit recovery will only reflect a replacement grade of 70% in that course.

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

The screening process for identification of new students, who are currently in grades two through eleven, for the Gifted and Talented Academic Program begins now and ends with final grades on June 2, 2016. In order to participate in the 2016-2017 Gifted and Talented Academic Program, students must have an aptitude composite score of the 96th national age percentile, or qualify in two of three areas: aptitude, achievement, or performance. The first test that will be taken is the CogAT, which will be administered in November 2016.

Step 1: All students in grade two, and referred students in grades three through eleven, will be given the CogAT, an aptitude test. If students have a composite score of the 96th national age percentile or higher, they automatically qualify for the program. If students score at the 93rd national age percentile or above, on the total, verbal, non-verbal, or the quantitative portion of this test, we will then screen them for high achievement in reading or math.

Step 2: All students in grades two, and referred students in grades three through eleven, will have their first MAP score screened for gifted and talented qualification. In addition to MAP, PASS will also be used for grades three through eight.

Students qualify in the achievement portion by scoring at the 94th national percentile in Reading Comprehension or Math Concepts and Problem Solving, or by scoring exemplary on either PASS Math or PASS Reading.

Step 3: If a student has met the criteria in either aptitude or achievement, but not both, we screen for academic performance. Performance tasks will be administered to qualifying students in grades two through five, in March 2017. End-of-year grades will be used as the performance measure for students in grades six through eleven for placement in grades seven through twelve, who have met either the aptitude or achievement dimension, but not both. At this time, a grade point average of 3.75 or above on a 4.0 scale in core academic areas, is necessary to qualify in the performance dimension.

PLEASE NOTE: Students in grades three through eleven will 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. This form should be returned to your school no later than September 2, 2016. A form may also be downloaded from the district website at: www.gcsd.k12.sc.us.

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

Excused 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.

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.

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.

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

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

The administration has the discretion to adjust the consequences.

These consequences are to be for each student tardy incident.

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.

Tornado Drills

Signal: The move-to-shelter signal will be by a prolonged blasting of an air horn.

Safe Shelter areas are assigned:

Students in the building should move quickly to the areas designated as safe.

Tornado Evacuation

1. The signal to evacuate the building will be the continuous ringing of the school bell or the blowing of a referee's whistle.
2. Evacuate the building using routes designated as a post-tornado evacuation route.
3. Note: It is important for safety reasons that everyone is required to be orderly and quiet. Silence should be maintained so that communications to and from the emergency control center will remain open.

Fire Drills

Fire drills are held each school month during the year. Students' cooperation is needed to evacuate the building safely. The signal for a fire drill is one long blast on the buzzer. At this time, everyone is required to evacuate the building during a fire drill and follow these procedures:

1. Walk single file through the appointed exit into the yard a safe distance from the building.
2. Remain outside until the all-clear signal is given. A fire evacuation plan is posted in each room. Students should be familiar with it. One (1) continuous ring will be the signal for the fire drill. A bullhorn and/or whistle will be used in an emergency.
3. When the fire alarm sounds, students will immediately stand, exit the room, and then the building at the nearest exit. Running or horseplay is not permitted. The first students to reach an outside door are to hold it open until all have left the building.

ALL EVACUATION PROCEDURES ARE EXPLAINED IN DETAIL BY THE TEACHER AND POSTED IN EACH CLASSROOM; FIRE EXIT INSTRUCTIONS ARE POSTED IN EACH CLASSROOM AT THE DOOR.

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:

1st offense: Overnight Suspension

2nd 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.

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 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 8:00 a.m. and 3:00 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 and Transfer

Students withdrawing or transferring from school must pick up a withdrawal form and have it completed before withdrawing or transferring, return all books, etc. and pay all outstanding fees. The students must have the permission of a parent. No report card/permanent record will be furnished until this process is completed.

Testing Services

1. PASS: Written component given in March; all other components given in May to all students grades 3-8.
2. PSAT: Given during October at each high school.
3. PLAN: Given during October at each high school.
4. MAP: Given twice with an option for three times a year.
5. EXPLORE: Given to eighth graders in the fall.
6. KUDER: Given to seventh graders in the fall.
7. SCOIS: Given to sixth graders in the fall.

Parent - Teacher Conferences

If a parent desires a conference with a teacher, the parent should call the guidance office 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.

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 (5th 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.

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 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

1. Students must be on time.
2. In approaching the bus stop, if students must walk along the highway, they should always walk on the left, on the shoulder, facing traffic.
3. When crossing the highway, they should walk, not run.
4. 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 (1st offense) (copy to office)
2. Give written warning (2nd offense) (copy to office)
3. Refer student to the office (3rd offense -1 day bus suspension)
4. Refer student to the office (4th offense – 3 days bus suspension)
5. Refer student to the office (5th offense - 1 week bus suspension)
6. Refer student to the office (6th offense – 10 day bus suspension)
7. Refer student to the office (7th offense – Bus privileges revoked)

Recommendation for violation of a level-two offense:

1. 3 days bus suspension (1st offense)
2. 5 days bus suspension (2nd offense)
3. 10 days bus suspension (3rd offense)
4. Bus privileges revoked (4th 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 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 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, intimidation, or bullying is defined in the South Carolina Safe Schools Climate Act as “a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of: (a) **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; or (b) **insulting or demeaning** a student or group of students **causing substantial disruption** in, or substantial interference with, the orderly operation of the school.

Under the Safe Schools Climate Act:

- (A) A person may not engage in: (1) harassment, intimidation, or bullying; or (2) reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
- (B) A school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying **shall report the incident to the appropriate school official.**

Your school level bullying investigation procedure should include:

- Specific procedures for reporting and resolving complaints that are widely published and provide for prompt and equitable investigation
- Those procedures should include description of how and to whom complaints are made
- A description of the investigation process
- A description of how findings will be reported to the victim and/or parents
- The prompt and effective steps that are taken to end the bullying, eliminate the hostile environment and its effects, and prevent the bullying from recurring (Mitch Yell, Univ. Of SC)

District Policy JICFAA and its Exhibit JICFAA-E meet these requirements, but you need to have a school-level procedure in place that lists out the specific steps you take at your school to address bullying. If you have not written out a procedure for your school that includes these items, let’s work on that together!

Students with Disabilities

For special education and 504 students, bullying may constitute a denial of FAPE, whether or not the bullying is based on the student’s disability. If a staff member has received notice that a student with disability is being bullied OR is a bully, the IEP/504 team **MUST CONVENE TO ADDRESS THE BULLYING**. If the bullying affects the student’s education in any way, it must be addressed by the IEP/504 team.

JICFAA

HARASSMENT, INTIMIDATION OR BULLYING

Issued: 01/14

Rescinds: JICFAA

Issued: 01/07

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Purpose: To establish the basic structure for maintaining a safe, positive environment for students that is free from harassment, intimidation or bullying.

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.

While the district generally does not have jurisdiction to respond to acts of harassment, intimidation or bullying of a student by another student or group of students that occurs at times or in places other than those indicated above, the board encourages students and parents/legal guardians to report such incidences to law enforcement.

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

Reporting

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint using the attached form. Complaints will be investigated promptly, thoroughly and confidentially. Reports by students may be made anonymously. Although reports by students may be made anonymously, formal disciplinary action generally will not be taken solely on the basis of an anonymous report.

The District administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

The district prohibits retaliation or reprisal in any form against a student 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.

Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems.

JICFAA

HARASSMENT, INTIMIDATION OR BULLYING

Issued: 01/14

Rescinds: JICFAA

Issued: 01/07

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The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

For complaints of harassment, intimidation or bullying based upon gender, sex, race, color, disability or national origin, also see Policy JFH and Policy JICFB.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.
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JICFAA-E

HARASSMENT, INTIMIDATION OR BULLYING

Issued: 01/14 Issued:

NEW Page 1 of 1

STUDENT COMPLAINT OF HARASSMENT, INTIMIDATION OR BULLYING

Georgetown County School District

Student Name _____ Date _____

Parent Name _____

School _____

Directions: If enough space is not provided, please use additional sheets. State your complaint. Be sure to include specific information such as dates and times of incident (s).

Witnesses: (List here anyone having knowledge of the facts listed above.)

Signature of Student/Parent _____ Date filed: _____

Georgetown County Board of Education

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: Disorderly Conduct

Disorderly Conduct 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. forgery
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 (refer to page 15 of this policy)
- student should be given the opportunity to change into appropriate attire or one day of suspension

Category B Student (4-5 office referrals):

- corporal punishment (parent /guardian consent)
- 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. destroying property (<\$50)
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/transfer of a weapon*
2. threatening another person with a weapon*
3. threatening or intimidating school staff*
4. threatening or intimidating other students
5. physically abusing a member of the school staff*
6. illegally occupying or blocking in any way school property with the intent to deprive others of its uses
7. possession and/or use of illegal drugs, including alcohol*
8. selling drugs or alcohol*
9. assault and battery
10. bomb threats*
11. igniting fires or fireworks*,
12. vandalism
13. indecent exposure*
14. sexual offenses,
15. unlawful assembly
16. violation of Policy JICFAA- Harassment, Intimidation, or Bullying*
17. violation of Policy JCAD- Gang Activity or Association* or violation of Regulation JCAD-R- Gang Activity or Association*
18. disrupting a lawful assembly (major)
19. cruelty to animals
20. extortion
21. loading/attempting to load software or files onto district network without permission of the MIS Department
22. computer vandalism
23. possession of illegal pornographic materials
24. setting off fire alarms or discharging a fire extinguisher
25. gambling

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:

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

2nd Offense: The student is suspended for one day.

3rd 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 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, 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 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.

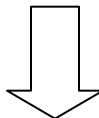
Principal's Discretion

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

Visit your school on the Web

Go to www.gcsd.k12.sc.us Go to [Schools](#) > [Your School](#)

FORMS TO BE SIGNED & RETURNED



Parent/Student/Teacher Contract

We know that learning can take place only where there is a combination of effort, interest, and motivation. Because we are all committed to your child's progress at _____, we are going to do our best to promote his or her achievement. This compact is a promise to work together. Together we can improve teaching and learning. Please read and sign the parent/guardian section. Read the student section with your child(ren) and send back one compact with each child tomorrow. We look forward to a productive and successful school year.

As a parent/guardian, I will:

- Encourage my child to be independently responsible.
- Listen or read to my child every night.
- Communicate regularly with my child's teacher.
- Be provided reasonable access to school staff.
- Provide a home environment that encourages my child to learn.
- Recognize that I am my child's first teacher.
- Review my child's progress report.
- Strive to develop the skills needed to help my child.
- If possible, volunteer in my child's school.
- Provide educational opportunities for my child during the summer.
- **Attend parent-teacher conferences.**

PARENT'S/GUARDIAN'S SIGNATURE: _____

As a student, I will:

- Be an active participant in school and community service.
- Obey school and bus rules.
- Be respectful at all times.
- Attend school regularly and be punctual.
- Be provided access to all school staff as needed.
- Come to school prepared with homework and supplies.
- Do my best in my work and in my behavior.
- Read aloud or silently everyday.
- Assume responsibility for my actions.

STUDENT'S SIGNATURE: _____

As a teacher, I will:

- Believe that each student can learn.
- Show respect for each child and his or her family.
- Help each child grow to his or her fullest potential.
- Provide a safe and productive learning environment.
- Come to class prepared to teach and learn.
- Model a professional behavior and a positive attitude.
- Ensure fairness and equity in adherence to school, district, and classroom rules.
- Provide a variety of opportunities for parents to become involved in school activities.
- **Schedule conferences that are considerate of parent schedules.**
- **Provide parents reasonable access to the school and classroom.**
- Provide parents with appropriate resources.
- Provide meaningful and appropriate homework.
- Recognize and celebrate the cultural diversity of the students.
- Consult and coordinate with other teachers about specific needs of each student.
- **Report frequently the progress of the student to parents/guardians.**

Teacher's Signature: _____ **Date:** _____

Principal's Signature _____ **Date:** _____

General Computer and Internet Acceptable Use – Student Form

Georgetown County School District students may have access to the Internet and other electronic networks. However, access is a privilege and not a right and carries with it responsibilities for all involved.

General Computer Usage

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's media specialist
- Loading or attempting to load software or files onto the District network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Computer vandalism, defined as any malicious or unauthorized attempt to harm or destroy equipment or data, files, or other electronic information not belonging specifically to the user

Internet Usage

Access to the internet is made available to authorized users for educational and District operational purposes. All authorized users will receive instruction on proper use of the District's internet system. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and with e-mail and other direct electronic communications, as well as cyberbullying awareness and response.

The District prohibits the use of its internet system to intentionally access, view, download, store, transmit, or receive any information that contains material which is in violation of any District policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to:

- Obscenity or pornography
- Threats
- Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- Material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
- For student use, materials that are inappropriate for or harmful to minors

The District utilizes technology protection measures to block and/or filter Internet access to images that are obscene, depict child pornography, and, for computers utilized by students, are otherwise harmful to minors. In addition, the District will monitor the online activities of minors, as appropriate, when utilizing District computers and internet system. However, the District recognizes that it is impossible to control access to all inappropriate or controversial materials and prevent all unauthorized activities of users. Therefore, the District will take the appropriate disciplinary action against students and personnel for unauthorized access, including so-called “hacking,” other unlawful activities utilizing the District internet system, and violations of this policy.

The District reserves the right to monitor and/or review all uses of the District internet system and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received on the District’s internet system.

Violations

All authorized users of District research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. District employees who witness, experience, or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a school administrator. Other authorized users who witness, experience, or otherwise learn about a suspected violation should report the matter to a District administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator’s use privileges
- For student violators, disciplinary measures consistent with the District’s student discipline code, up to and including expulsion
- For employee violators, disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including termination
- Report to law enforcement when the violation is believed to constitute a violation of a Federal or State law or regulation and/or Board policy.

I have read this form and understand the consequences of misuse:

Student Name: _____

School: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

As parent or legal guardian of the student named above, I give my permission for him/her to access the school network services, including the Internet:

Parent/Guardian Signature: _____ **Date:** _____

** For more information, see Georgetown County Board of Education Policy IJND-R*

Denial of Release to Media of Student Information

School: _____

The Georgetown County School District and its individual schools often have the opportunity for positive media coverage of students while they are participating in school-sponsored events. The school district encourages media coverage so that the citizens of Georgetown County may learn about the awards and accomplishments of students.

With your permission, your child may be included in such media activities at your child's school. This coverage may include the student's name, picture (video or still), art work, written work, voice, and verbal statements to appear in school publicity/publications, newspapers, the educational access TV channel, or on the school's or district's web page. **If you want to grant permission for your student to participate in media coverage, you do not have to complete this form.**

If you **do not** wish to grant permission for your child to participate in media coverage associated with your child's school, please complete the information below and return it to your child's school.

I **do not** grant permission for _____ to be included in any
(Please print the full name of Student.)
type of media released for media coverage of school sponsored events.

Parent's/Legal Guardian's Signature: _____ Date: _____

(This form needs to be returned to your child's school by the 30th day of school.)