

Ralph Chandler Middle School

Established 2008

Student Agenda/Handbook 2011-2012

4231 Fork Shoals Road
Simpsonville, SC 29680
Office Number: (864) 452-0300
FAX Number: 864-452-0365
<http://www.greenville.k12.sc.us/chandler>

Home of the

PANTHERS

School colors are black, red, and grey

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealing with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities. Information about federal regulations on such employment discrimination may be obtained from the Legal Counsel, 864-355-3100.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Dear Students and Parents,

The faculty and staff of RCMS welcome you to a new year. We believe each student should have the opportunity to achieve academic excellence and personal success in a safe and supportive environment. We have been working for three years to establish a culture of high expectations by focusing on academic achievement and helping students make positive contributions to our school and the community. We have been working collaboratively to create challenging learning experiences that we believe will motivate, educate and inspire our students. We are committed to partnering with families and community members to meet the needs of all of our students. We want to create students who are persistent, responsible, innovative, dedicated, and enthusiastic

This handbook, though not all inclusive, provides important information about our general expectations and guidelines. For access to all policies and procedures, please visit the school website at www.greenville.k12.sc.us/chandler.

We ask that parents and students review the handbook portion of this agenda to understand the content and our expectations. If you have any questions, please contact the school so the appropriate school personnel can assist you.

We look forward to another great year!

- **The Faculty and Staff of RCMS**

Your Agenda and Handbook

This agenda and parent-student handbook is provided to help you organize and prepare for a smooth and successful school year. Please review its contents with your parents. A copy, with internet links is posted to our website at www.greenville.k12.sc.us/chandler.

Students must bring this agenda each day to all classes. Agendas are used for hall passes, communication with parents, and homework assignments. Students unique barcode number is adhered to the agenda for use in checking books out of the media center. Students should write down all assignments and due dates, and note materials needed for each class. Students who need to replace a lost agenda may do so for \$5.00.

Website

Our website is an important communication tool for our school. It showcases life at RCMS. It also

Mission

The mission of Ralph Chandler Middle School is to provide an environment that is conducive to learning and focuses on academic excellence.

We Believe:

- in honoring the legacy of Ralph Chandler
- positive relationships play a critical role in student success
- a quality education embodies a passion for teaching and learning
- a collaborative community empowers students to succeed
- our students are an integral part of the community
- students should contribute to the community through service learning
- the school should reflect and teach the values of the community
- developing good character is vital to our success
- establishing a climate of mutual respect will promote a safe and orderly environment
- in the development of the whole child through extra-curricular activities

Vision

Ralph Chandler Middle School will be a community of learners that embraces diverse educational opportunities in order to determine purpose, discover worth, and realize potential.

contains announcements, upcoming events, and important dates that are of interest to parents and the community. In addition the School Messenger system is frequently used to emphasize important information. The link to the Parent Portal is also on the website.

School Day

The School District of Greenville County calendar can be found at the following link www.greenville.k12.sc.us/gcsd/calendar/print/parental_0910.pdf There is a calendar for school events and for sports events at the back of this agenda . They can be torn out to post in your home.

The school day for Ralph Chandler Middle School will be from 8:30a.m. – 3:15 p.m. The school will be opened to students at 7:30 a.m. Students are expected to be seated in their homeroom when it begins at 8:30. Student supervision is provided from 7:30 am until 3:45pm or 30 minutes after the end of a scheduled event.

Opening Activity & Announcements

State regulations and school district policy require that students collectively participate in the **Pledge of Allegiance** and a **Moment of Silence** at the start of each school day. Any student who chooses to abstain is expected to remain quiet and to respect the rights of others who participate.

Announcements of general interest to students will be provided by TV monitor or the Public Address (PA) system during homeroom. Students are expected to listen carefully and take note of items pertaining to their interest or needed compliance. Afternoon announcements are made via the PA system at the end of 6th period.

BELL SCHEDULE 2011-2012

Our school day begins at 8:30 and ends at 3:15. A copy of the bell schedule will be sent home with students at the first of the year. Included in our school day is a homeroom period. An advisory period will be held for 35 minutes two days a week.

ACADEMIC INFORMATION

Providing rigorous academic learning opportunities is the primary function of Ralph Chandler Middle School. To reach that goal, we believe our school should:

- *challenge all students to use their minds well as they strive for academic excellence.*
- *be developmentally responsive and sensitive to the unique challenges of early adolescents.*
- *have high expectations of all students*
- *be socially equitable, fair and democratic.*
- *actively engage families as partners.*
- *provide norms, structures, and procedures that promote continuous improvement.*

Students will reach their fullest potential by:

- *attending school each day*
- *bringing the proper materials to class.*
- *being actively engaged in the learning process.*
- *being on time for each class.*
- *working to the best of one's ability.*
- *participating in class discussions.*
- *doing all homework each day and turning it in on time.*
- *preparing adequately for test situations.*
- *if you feel you are being bullied or intimidated, report it to a teacher, counselor or administrator.*

Academic Grading Policy

The State Board of Education requires all schools to follow a statewide uniform grading scale. The policy requires that the lowest grade given to a student at the end of a course is 61. This grade is called a "floor." Middle school courses will have a floor of 61 for each grading period. High school credit courses have a floor of 50, with one exception: Ninth grade courses (Algebra I H, English I H, and Spanish I) will have a floor of 61 for the end of 1st semester; 2nd semester the floor is 50.

Interim progress reports will show all grades, including those below 61. Teachers are encouraged to contact parents when a student receives failing grades on their progress reports. Parents can access the Parent Portal at any time to review student's grades.

Academic progress is reported to parents every 4½ weeks. If parents prefer more frequent notification they can sign up on the Parent Portal to receive scheduled emails. If a family does not have internet access, please make arrangements with individual teachers concerning student's progress.

Grading values are:

- A = 93 – 100
- B = 85-92
- C = 77-84
- D = 70-76
- F = 61 – 69 for middle school courses
- F = 50 – 69 for high school courses

Academic Standards

For academic areas, state standards guide both curriculum and classroom instruction. Each teacher outlines his/her projected plans both academically and procedurally in a course syllabus available online and by request in print form. The handbook on the website contains a link to the state standards.

Assessment

A variety of assessments are used to inform and improve instruction. Assessments come in a variety of forms including written tests, homework, projects, exams, unit tests, as well as state and district required tests and benchmarks.

PRIDE

Assignments

Written Assignments

1. All assignments will be done on standard size, loose-leaf paper unless otherwise instructed by the teacher.
2. All assignments will be neat and orderly.
3. All assignments will be labeled as directed by the classroom teacher.
4. All assignments will be evaluated with regard to the rules of good grammar, spelling, and composition.

Homework Assignments

All homework should be an extension of class work. It may be given as a drill/practice of a concept that has been developed. Common forms of homework include practice and drill sheets, book reports, interviewing and reporting, reading library books, and answering chapter questions.

Make Up Work

Provisions to make up work missed following an absence should be worked out with the teachers concerned at the earliest time possible, but the time **should not exceed five days** after the student returns to school. Failure to make up work will result in the student's grade being jeopardized in classes missed during the period of absence. In cases of prolonged illness, special consideration may be given. Parents of a student who is ill and will be absent from school three or more consecutive days may call 452-0300 to request assignments. If the call is made prior to 11:00, the assignments may be picked up between 3:00 – 4:00pm in the main office. Requests made between 11:00am and 3:30 pm may be picked up the following school day. **It is the responsibility of the student, not the teacher, to arrange for make-up work.**

Class Supplies

Students will be asked to provide materials such as notebooks, paper, composition books, pencils, pens, and folders that are needed for success in the classroom. Students are expected to bring workbooks and necessary materials to each class every day.

Parent – Teacher Conferences

Parent-teacher conferences may be scheduled by contacting our school receptionist at 452-0300. She will help you set an appointment and will contact the teachers for you.

PANTHER PRIDE

PE Uniforms

PE uniforms may be purchased at the beginning of each semester from the PE department. Students that do not purchase the PE uniform must wear a T-shirt with sleeves and athletic shorts, sweat pants or wind pants.

Progress Reports

Mid-quarter progress reports will be given to all students four times during the school year. **It is the student's responsibility to give progress reports to parents.** It is recommended that parents use this information from the very beginning of the school year to assist their children with academics. Students and parents should contact teachers, guidance counselors and/or the Administration to discuss changes in student academic performance. Progress report information can also be accessed through the Parent Portal.

Promotion and Retention Policy

Students must pass all required academic subjects in order to be promoted to the next grade level. The required academic subjects are English Language Arts, Math, Science, and Social Studies. Students who fail required academic subjects or miss more than 10 days of school may be retained in the same grade or required to attend summer school to meet promotion requirements.

Report Cards

Report cards will be given to students at the end of each of these nine-week periods. **It is the student's responsibility to give report cards to parents.** The information on the report card is intended to give students and parents a means of evaluating the quality of work the student is doing at school. Students and parents are invited to contact teachers, the guidance counselor, and/or administration for a discussion of any problems related to student academic performance. Report card information can also be accessed through the Parent Portal.

Final report cards will be mailed. **We will print address labels from our database to ensure proper addresses.**

Textbooks

Textbooks are issued to all students in appropriate subject areas. Each textbook has a state barcode and each textbook is checked out to the student using the student's unique identifying number and the barcode assigned to the textbook. Students are expected to care for textbooks as if they were their

own. Books have to be used a minimum of 6 years. ALL LOST OR DAMAGED TEXTBOOKS MUST BE PAID FOR. Students are asked to do the following to protect textbooks:

- Put a non-adhesive cover on all books.
- Write your first and last name in your book with blue or black ink and the name of your homeroom teacher.
- Do not force books into lockers.
- Do not leave books outside.
- Do not loan books to classmates.
- Do not put books in a friend's locker.
- Do not drop books on the floor.

ATTENDANCE

www.greenville.k12.sc.us/gcsd/depts/stuserv/attend2.asp

South Carolina Law requires the regular attendance of all pupils. The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school Principal.

The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet course requirements.

Attendance is recorded in each class period. Therefore, absences are accrued per class, not on an entire day basis. If a student is absent for a portion of the school day, they will be marked absent from the classes they miss.

Lawful Absences:

1. Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others. (*Verified by a physician statement within two days of the student's return to school.)
2. Absences due to health related appointments. An excuse for an appointment lasting for a short portion of the school day does not excuse an entire day. Appointments should be scheduled after school hours if possible. Absences must be verified by physician within 2 days of the student's return to school.
3. Absences due to hospitalization or extended medical care by a physician, which are not of sufficient duration to warrant homebound

instruction. Homebound instruction may be requested by a physician for students who are out of school for longer periods due to medical conditions.

4. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within 2 days of the student's return to school.
5. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
6. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.
7. Absences for court appearances. (Documentation must be provided.)
8. With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events or other extracurricular activities. The school will not count the student absent from class/school in such cases.
9. Suspensions are lawful absences (*unless a student is subject to court ordered attendance*). However, suspensions are not counted for the purpose of awarding credit.

Unlawful Absences:

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.
3. Absences of a student for which an excuse was not provided to the school within 2 days of the student's return to school.
4. Any absence not specifically defined under lawful absences.

Truancy:

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that S.C. Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Attendance Intervention Conferences must be held any time a student misses 3 consecutive unverified days or when a student has 5 days of unverified absences.



Returning After an Absence

Upon returning to school, a student must present a note explaining the absence. The note should contain the following:

- Student's full name
- Date(s) of absence
- Reason for absence
- Parent or guardian's signature

The student must bring this note to the attendance office upon arrival to school, before the 8:30am bell. The attendance clerk will write an admit slip that must be shown to each teacher throughout the day.

Early Dismissals

Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved by an administrator, in advance.

Early dismissals count against class attendance records and can impact student achievement. Only pre-arranged early dismissals can be granted after 2:45p.m.

Pre-arranged Early Dismissal

Parents who must take a student out of school during the day should follow these procedures:

- Send a note with the student's name, the time for dismissal, the name of the person picking up the student, the reason for the dismissal, and a number where the parent can be reached.
- The student will bring the note to the front office to get an Early Dismissal pass before going TO homeroom.
- **The student will be called to the front office when the parent(s) arrive.**
- In the event the early dismissal was not pre-arranged, call ahead to request the early dismissal (452-0300).
- **Parents are required to sign their student out when they leave school.**

Arriving Late To School

Punctuality is a critical work related skill that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning

process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction.

Students who arrive after 8:30 must obtain a Late Permit from the attendance office. The tardy will be entered into the student's attendance record. Teachers will record student's tardies to class.

Tardiness will be excused for doctor or dentist appointments or for a late bus. Parents are expected to provide a note in the event of a late arrival to school. Late arrivals may be excused or unexcused depending on the reason for the tardy.

- After 3 unexcused tardies to school, the Attendance Clerk contacts the parent.
- After 4 unexcused tardies to school, the Attendance Clerk contacts the homeroom teacher and silent lunch/lunch detention is assigned.
- After 5 unexcused tardies to school, the Attendance Clerk will write a disciplinary referral. An administrator will contact the parent and assign the appropriate consequence.
- Students who have on-going problems with late arrival to school are subject to further disciplinary action.
- The tardy consequence progression will start over each semester.

Late Buses

Students depending on district transportation to school will not be penalized for a late bus. To ensure accurate record keeping, if a bus is late, students are to report to the attendance office. Arrangements can be made for students requiring breakfast.

Transfers and Withdrawals

Parent/guardians must come into Ralph Chandler Middle School to transfer into or withdraw a student. Students must return all textbooks. Students must get clearance from the media center and the cafeteria regarding any unpaid fees.

The student must report to the Guidance Office by 8:30 a.m. on the morning of his/her last day of attendance to pick up the withdrawal form, which will be completed by his/her teachers. At the end of the day he/she is to turn in all textbooks and will receive a copy of the withdrawal form to take to the new school. The packet will contain documentation necessary to enroll at the new school.

BEHAVIOR

Each Ralph Chandler Middle School student is expected to conduct himself/herself in an honorable way in school, at home, and in the community by:

- Respecting the rights, opinions, and property of all other persons.
- Displaying good manners with every individual in school.
- Treating others as one would like to be treated.
- Maintaining a respectful attitude toward all people.

The District 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.

Code of Conduct

Education is too important to be the sole responsibility of the schools. The success of school discipline depends on the collaborative efforts of parents, school, and community. By working together we can achieve the goals we all want – safe, orderly schools and a quality education for your child.

The entire code of conduct can be accessed from Ralph Chandler's website, is in the [Parent Express](#), or on the school district website: www.greenville.k12.sc.us/gcsd/depts/admin/policy

Cell Phones/Paging devices

The following is from the School of District of Greenville County's Code of Conduct:

*Students who choose to bring cell phones or paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school Principal. During school hours, **no student may use or have turned on**, a cell phone or paging device without the prior permission of the Principal, as set forth below. "Turned on" includes a cell phone/paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.*

The Principal or his/her designee may authorize a student to otherwise possess a cell phone/paging device if the student is an active member of an

emergency service organization, needs the cell phone/paging device for a legitimate medical reason or otherwise needs the cell phone/paging device for a legitimate reason, as determined by the Principal. In such cases, the student must have prior written consent from the Principal or his/her designee.

A person who finds a student in possession or use of a cell phone/paging device is in violation of this policy, must report the student to the school Principal or his/her designee. The Principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of cell phones/paging devices is subject to discipline as follows.

***First offense** – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.*

***Second offense** – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.*

***Third and subsequent offense** – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 days after the confiscation.*

SECTION 16-17-430 of South Carolina state law concerning unlawful communication is as follows:

(A) It is unlawful for a person to:

(1) use in a telephonic communication or any other electronic means, any words or language of a profane, vulgar, lewd, lascivious, or an indecent nature, or to communicate or convey by telephonic or other electronic means an obscene, vulgar, indecent, profane, suggestive, or immoral message to another person;

(2) threaten in a telephonic communication or any other electronic means an unlawful act with the

intent to coerce, intimidate, or harass another person;

(3) telephone or electronically contact another repeatedly, whether or not conversation ensues, for the purpose of annoying or harassing another person or his family;

(4) make a telephone call and intentionally fail to hang up or disengage the connection for the purpose of interfering with the telephone service of another;

(5) telephone or contact by electronic means another and make false statements concerning either the death or injury of a member of the family of the person who is telephoned or electronically contacted, with the intent to annoy, frighten, or terrify that person; or

(6) knowingly permit a telephone under his control to be used for any purpose prohibited by this section.

Cheating/Plagiarism

The copying of work belonging to another person is a violation of school rules as well as personal ethics. Both the lender and borrower will receive zeros on the work and parents will be notified of the offense and the consequences. Examples of plagiarism:

- Copying and pasting from the Internet or copying directly from books or magazines without properly citing the source
- Copying another student's work, turning in another student's work or having another student do the work.
- Buying papers on the Internet
- Copying or allowing someone to copy work from student directories or common drives on computers

Dress Code

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building. (Skullies, sweatshirt hoods, bandanas, and do-rags are considered hats.)
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Example: flip-flops or shower-type shoes are **not** considered proper shoes. Thong sandals with a back strap are permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Shorts, dresses, and skirts are expected to be at least mid-thigh when seated.
- Holes in jeans/pants are not to be above the mid-thigh length, regardless of other types of clothing worn under the jeans/pants.
- Straps on dresses, blouses, etc. must be at least 2 inches wide.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.



Bus Regulations

Transportation website is:
www.greenville.k12.sc.us/gcsd/depts/trans/safety.asp

School bus transportation will be provided only for those pupils residing in the service area of the school which they attend and who are otherwise eligible for such transportation. **Any time a student's mode of transportation changes, a parent must write a note and it must be approved by an administrator. The note must be brought to the front office by 8:30 am.**

The school district of Greenville County must ensure that the bus ride to and from school is a safe one. **"Riding the bus is a privilege and any misbehavior could result in the loss of this privilege."** All bus riders are required to follow bus rules at all times. Violation of any bus regulation may result in temporary loss of bus privileges. Multiple violations may result in the permanent loss of bus privileges. Usual school disciplinary sanctions such as suspension and expulsion may also be imposed.

Each bus rider is expected to:

- follow the driver's directions.
- sit in the assigned seats.
- keep hands, arms, legs, and objects to himself and inside the bus.
- refrain from cursing, name calling, gestures, or loud talking.
- refrain from pushing, shoving, or annoying other students.
- refrain from eating, drinking, chewing gum, or littering.
- obey all points of the Code of Conduct, to include the cell phone policy.

School Safety Act of 1996

State law requires that student handbook contain this notice: Any student who commits an aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes". Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

STUDENT SUPPORT SERVICES

Accidents, Emergencies, Medical Conditions

Every effort is made to prevent accidents. If an accident occurs, school officials will administer first aid as appropriate and the parents will be contacted as necessary. Any injured or ill child will be sent to the Nurse's office. The Nurse is responsible for contacting parents and following District policy. **It is critical that contact information is up to date in case of an emergency situation that requires a child to be transported.**

Cafeteria

Charged Meals

Charged meals will be allowed as follows: All students will be offered a reimbursable meal. Only reimbursable meals may be charged; no extra sale items may be charged. For all students that owe money on their cafeteria account a letter will be sent home to the parent notifying them of the charges. These letters will be sent home with students weekly. Students that do not have enough money in their accounts will be offered an alternative meal. Please contact the Food and Nutrition Services (FANS) office if you have further questions

Meal prices for students are as follows:

- Paid Lunch - \$2.00
- Reduced Lunch - \$0.40
- Paid Breakfast - \$1.00
- Reduced Breakfast - \$0.30
- Extra Milk - \$0.65

Eligibility for Free and Reduced Meal Prices

Students who were eligible for free and reduced priced meals at the end of the previous year will begin the school year under that arrangement. **Students must submit a new subsidized meals application within the first week of school for a review of eligibility. Failure to submit this application in a timely manner can result in unnecessary charges to the student's lunch account. These charges cannot be removed, even if the student is later approved for free or reduced meal prices.**

Extra Sales at Lunchtime

Students must buy extra sales items before leaving the lunch lines. Food and drink must be finished or disposed of before leaving the cafeteria.

Students will need a note signed by their parent/guardian if they do not wish their child to

purchase extra sales through their student lunch account.

Guidance and Counseling

The comprehensive guidance program supports students, parents and staff by providing services consistent with identified student needs in academic, career, and personal/social areas. The counselor provides consulting, referral, and intervention that supports student success.

Permission to see a Guidance Counselor or an Administrator will be granted after a student writes a note of request and gives it to a teacher. If there is an emergency, the teacher will send the student for help. For non-emergencies, the note will be passed on to the specified person who will see the student as soon as possible.

Special programs include:

A school-based mentoring program, bullying prevention, transition services, small group and individual counseling, career assessments, job-shadowing, and a Career Fair.

Eighth grade students develop an Individual Graduation Plan (IGP) in conferences held with each student and his parents. These conferences are required by the Education and Economic Development Act (EEDA).

If you are not sure with whom to address an academic, family, or school related issue, please call the guidance office and we will assist you in addressing your concern.

Health Room and Medications

A student who needs to go to the health room must have their signed agenda giving permission to go to the health room. If a student is taking a medication for more than ten days, the nurse will make a notation in the student's agenda stating that "(Student) is to report to the health room at (time) for medication.

Students reporting to the nurse for illness must remain in the health room until released by the nurse to return to class or to go home. If the health room is not open, the office staff will call the parent or send the student back to class.

All medication must be brought to school by a parent; this includes cough drops. Parental Authorization Forms must be completed in the health room for permission for medication to be

given at school. These forms can be downloaded from the RCMS website. Any medication to be given for longer than ten (10) days must have a Physician Authorization Form completed. **Permission forms do not carry over from the previous school year. New forms must be completed each school year.**

Parents must provide emergency medication for any student with a life threatening allergy or illness with the Parental and Physician's Authorization Forms completed. It is the parent's responsibility to notify the bus driver of the medical situation, if the student rides a bus.

Any student who uses an inhaler at school must have Parental and Physician's Authorizations completed and on file in the health room.

No over the counter medications such as Tylenol, aspirin, Neosporin, and Calamine lotion are kept in the health room. **All medication must be provided by the parent and only medication with the Parental Authorization Forms completed will be administered.**

Media Center

Ralph Chandler Middle School has a well-equipped and active Media Center. Students are welcome to visit the Media Center to read, study, and do research as part of a class or with a pass from a teacher. The Media Center is open from 8:15 to 3:45 each day. **Students must have their signed agenda to use the library unless they are with a class.**

The Media Center has a wide variety of the best books and magazines for check-out. Students may check out up to five items as long as they have no late or lost books.

The Media Center also offers incentives for participating in the Junior Book Award Reading Program. We celebrate special occasions throughout the year, and in April students may participate in the Poetry Slam.

No overdue fines are charged at Ralph Chandler, but students are encouraged to be responsible patrons. If books are due, "Return or Renew." Students with late or lost books that have not been paid for may not participate in Panther Pride Day.

RCMS
Above and Beyond

TRAVEL TO AND FROM SCHOOL

Bus Riders

Pick up and delivery of bus riders is in the rear driveway. Students eating breakfast report directly to the cafeteria. The first long table directly outside the serving line is reserved for those eating breakfast. Sixth graders are to remain in the cafeteria until dismissal to the classrooms at 8:15. Seventh and eighth graders are to report to the gym until they are dismissed to the classrooms at 8:20.

In the afternoon students will be escorted by their 6th period teacher to the appropriate destination when the announcement is made.

Bus riders are expected to sit or stand in the area designated for their bus.

Car riders are expected to be in the cafeteria. Students will be assigned a "car rider number". The number will be called when their ride is at the school. Students are expected to listen for their car numbers.

Car Riders

All vehicles enter the campus through the entrance closest to the school sign. This is a one-way traffic circle. Drivers may double-stack before the south curve, as needed to empty the street.

At the front sidewalk, pull as far forward as you can. Students should begin loading and unloading at the walkway to the main entrance. This will allow students to exit or load multiple vehicles at the same time. This is particularly critical during inclement weather.

Enter the parking area **ONLY** if you are coming into the school.

In the morning students enter the building through the doors next to the Cafeteria after 7:30am and prior to 8:15am. Any student eating breakfast reports directly to the cafeteria. The first long table directly outside the serving line is reserved for those eating breakfast. Sixth graders are to remain in the cafeteria until dismissal to the classrooms at 8:15. Seventh and eighth graders are to report to the gym until they are dismissed to the classrooms at 8:20.

In the afternoon, parents are welcome to wait in the car when picking up their children. **For safety**

reasons, children waiting with parents are to remain in the vehicle.

Walkers

Students who walk to and from school should be particularly alert to traffic and remain on the shoulder. Walk on the left side of the road facing traffic. Behavior should be orderly and safe.

If any student encounters a problem on the way to or from school, a supervising adult should be notified. Walkers enter school in the morning through the doors next to the Cafeteria. Walkers exit the front of the building at the end of the day.

Change of Transportation

If a student must change the means of transportation from school, **a written note must be presented to the front office receptionist in the morning before 8:30.** The information will be verified by the receptionist and the student will receive the note back to show to the 6th period teacher.

No Ralph Chandler Middle School student is allowed to drive a motorized vehicle to or from school.

GENERAL INFORMATION

The following information is provided as general guidelines of normal procedures at Ralph Chandler Middle School. Some of the information is based on policy and other important guiding principles. If you have any questions, contact the office for further clarification.

Advisory

An advisory program that focuses on life skills will be provided to students on Tuesday and Thursday of each week. Tuesdays will focus on topics such as character education, decision making, goal setting, and developing school pride. Thursdays will focus on Silent Sustained Reading (SSR) to help establish the importance of reading. Students will be expected to have reading materials with them at all times.

Assembly Programs

Periodically, students will be assembled for concerts, information, or presentations. To guarantee enjoyment by everyone, all attendees must:

- enter the assembly area quickly and in an orderly manner.

- observe school rules; remain respectful and quiet throughout the program.
- show your appreciation by applause.

Book Bags

Students may use book bags to transport books to and from school. Book bags must be locked in the student's locker from 8:30 a.m. until 3:15 p.m. Nylon bags may be used to transport PE clothes to and from PE class. Rolling book bags are not permitted.

Closing or delayed opening of school

Decisions to close or delay opening of schools are made by district officials. In the event of a delayed opening or school closing, radio and television stations are informed and will announce by 6:00 a.m. each morning. If inclement weather should occur after school has opened, radio and television stations will announce closing times.

Communication

Communication between parents and the school is key to student success. The success of our program is the result of a cooperative effort between students, parents, and staff. Parents can arrange an appointment by contacting the school at 452-0300. Teachers are required to contact parents frequently by phone, note, or email.

Debts

Students are responsible for all supplies, materials or equipment checked out in their name. Parents will be notified about cafeteria debts. Media center overdue notices will be sent to teachers and periodic checks for textbooks will be conducted to ensure textbooks have not been lost or damaged.

Deliveries

Deliveries of flowers or gifts to students during the school day are not permitted.

8th Grade Dance

The 8th Grade Dance is a special event for the 8th graders of RCMS. 7th grade students, 7th grade parents, and 8th grade teachers work together to make this a special event.

Males are expected to wear dress pants and a dress shirt or polo shirt, ties are optional. Female students may wear dressy dresses, sundresses, but no strapless dresses.

Emergency Drills

State law requires schools to conduct emergency drills each month. Drills may occur at any time during the day. The main objective of drills is to practice in case of a real emergency situation. Instructions are posted in classrooms and discussed as part of classroom procedures. Students must follow teacher directions and cooperate with all requests to ensure their safety. An announcement will be made when it is safe to re-enter the building.

Evening of Excellence

The school year's academic achievements culminate in an Evening of Excellence. Students are recognized for their academic achievement. Parents are notified with an invitation if their child is to receive an academic award.

Field Trips

Teachers provide field trips for enrichment opportunities from time to time. We do not wish to prohibit any student from attending a field trip. However, if a student has received multiple disciplinary sanctions or in the opinion of the teachers would be a detriment to the field trip, the student will not be allowed to participate. Students are reminded that all items brought on a field trip are the responsibility of the student; neither the bus driver nor the bus company is responsible for missing or damaged items.

Hall Passes

A student must have their agenda signed to be in the hallway for any reason except during the change of classes, going to and from lunch, and going home after school. These hall passes are located in the back of the agenda.

Identification of Personal Belongings

Students are strongly urged to put their name or some identifying mark on all personal belongings (i.e. coats, shoes, notebooks, lunch bags, etc). This mark should be in an inconspicuous place.

Insurance

Insurance will be offered to students for school-time protection and for twenty-four hour protection. Receipts for premiums should be kept to show hospitals and physicians. Parents are encouraged to purchase school insurance for their children. **School insurance does not cover students playing sports.**



Lockers

At the beginning of the school year each student will be assigned a locker in the hallways and in their Physical Education class. Students will be responsible for the locker assigned to them. In some cases two students will share a locker. The students sharing are given the opportunity to choose their locker partner. There is to be no switching of locker partners. Since lockers are school property, the school retains the right to inspect lockers from time to time. A replacement fee of \$5.00 must be paid for a damaged/lost P.E.lock. Teachers and/or administrators have the right to suspend the use of a locker if it is not properly used.

Students are only authorized to use their lockers during locker breaks. Locker breaks will be determined by the teaching team.

Loitering after School

At the close of the school day, students are expected to leave the school grounds and return home. **Car riding students are expected to be picked up by 3:45 p.m. unless they are participating in an after-school activity.**

Lost and Found

Any articles found on the school grounds should be turned into the front office. Students should check for lost items in the main office and will need to make proper identification of the item. Near the end of each quarter, lost and found items will be placed on the stage in the cafetorium. Unclaimed items will be donated to a local charity.

Parental Involvement

Parents are encouraged to become involved in the life of our school by joining the PTSA or participating on the School Improvement Council. These parent-centered organizations represent your voice in our school. In addition to participation in these important organizations, volunteers are always needed to participate as chaperones at dances and other school events, or assist with fund-raising activities. You may sign up at Open House or by contacting the school for the Volunteer Chairperson's name and contact information.

Parental Visits/Conferences

Parents and other members of the community are always welcome at Ralph Chandler Middle School. For the security of all students and to

avoid disturbing the learning environment, visitors must enter by way of the office and secure permission and a visitor's pass before going to any other part of the building. Parents are also asked to sign-out when leaving the campus. Parents and other visitors may observe classes by making arrangements in advance with the Administration. Conferences with teachers may be arranged by making an appointment through the office by calling to arrange a group conference.

The School District of Greenville County is in the process of instituting new procedures for visitors. They will be as follows:

"All non-district employees will be required to check in to the visitor tracking system. A photo ID is required, for those that don't have a driver's license or other photo ID the system will have a camera to take their picture and they must enter in their information manually (e.g. name, address, phone). All non-district people visiting the school will then undergo a nation-wide sex offender check (new state law requirement)."

Phone Messages

Students are expected to make all daily school and after school arrangements prior to coming to school each day. Students who receive non-emergency messages during the school day will be called to the office at the end of the day to pick up their messages. Students will only be allowed to call home with approval of a teacher. They must have their signed agenda to use the phone in the office.

Students MAY NOT USE cell phones during the school day – they are not to be turned on. If used (receiving or outgoing calls, text messages or to take pictures), the cell phone will be confiscated and returned to a PARENT according to the district guidelines.

PTSA

One of the major goals of Ralph Chandler Middle School is to have strong parental involvement in our school. The PTSA is one organization in which parents can be actively engaged. They sponsor a variety of events and conduct fundraisers to support teachers and students through grants and school-wide events. Parents may obtain information about the PTSA at Open House or by contacting the school

Go Panthers

School Store

A school store is available to students before school begins. Students may purchase school supplies, school spirit wear, or snacks. Students may go the school store after they have been dismissed from the cafeteria or the gym in the mornings. On Friday afternoons, the store has ice cream Fridays. Students may purchase any school store item in addition to ice cream after they have been dismissed by their teacher.

School Improvement Council

The School Improvement Council is an organization composed of teachers, parents, administrators and other citizens elected and/or appointed by the Principal. These council members work as a team to assist the administration in determining present and future needs of our schools.

Selling/Buying

The selling or buying of any goods while on school grounds cannot occur without express consent of the principal. **This includes fundraisers by outside organizations such as high school athletics and scout groups.**

Snack Machine

Bottled water machines are located on the 6th and 7th grade hallways. Students may purchase water before school, after school, or during class transitions.

There is a snack machine at the end of the 7th grade hall and one on the 8th grade hall. Purchases must be made before or after school; not during school hours.

Sports Participation

Students in 7th and 8th grades may participate in middle school sports. Students in 6th grade may not participate, try-out, or attend conditioning at any level until they have completed the 6th grade. In order to participate in athletics, students must meet all criteria established by Greenville County Schools and the High School League. Students wishing to participate must have an overall passing average in each of their academic classes. Each athlete is expected to conduct himself/herself in an honorable way at all times-in school and in the community. Students must attend at least half of the instructional day in order to participate in games and if they are suspended from school will be ineligible for participation. Students must

provide a physical form and proof of insurance in order to compete.

Valuables

Students are cautioned to never leave money or other possessions unprotected at any time on the campus. Students are asked not to bring large sums of money or valuable jewelry, etc. to school. The school cannot assume any responsibility for lost articles.

Visitors

All visitors must report to the main office before proceeding to any other part of the building or campus. Visitors will sign in on Simple Track and must wear a name tag while on the campus.

Please note: All school policies, procedures, regulations and rules apply to all visitors. These procedures are in place for the safety of the students and staff. Trespassers will be prosecuted.

The School District of Greenville County is in the process of converting the manner in which visitors sign in. Visitors will be expected to have identification with them in order to sign-in.

TECHNOLOGY

www.greenville.k12.sc.us/district/web/policy

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student. "Acceptable use" of these systems is use that is consistent with the instructional goals of the District. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child's email account.

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the

internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and or involvement of law enforcement.

- Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.
- Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the

right to review the contents of a student’s home directory.

Student Email Guidelines

Upon acceptance of your Greenville County email account, you agreed to the following terms and conditions:

1. I will not use email to bully, harass, or threaten other students or individuals.
2. I will not use email to send chain letters, viruses, or hoaxes to other students or faculty.
3. I understand that email is provided to me by the district and is district property. The district reserves the right to access a student's email account at any time if misuse is suspected.
4. I understand that my email account is filtered and that any message written that contains inappropriate language or content will not be delivered.

Violation of this agreement will result in termination of your student email account.

Compass Learning

Through the School District of Greenville County, we have access to an on-line resource that can be accessed at home or at school. This resource, Compass Learning, provides activities and games to reinforce and provide practice in several content areas. We believe that parents will find this useful in learning more about the standards and curriculum that your children are studying. This would also be a great study tool for parents to use with their children at home to work on skills that may require additional time to practice and master.

To access Compass at home:

- Type in the url:
www.compass.greenville.k12.sc.us
- For User name, type in the first initial of the child’s given name plus the first five letters of their last name, plus the last 4 digits of their student ID number – all together with no spaces
- Ex. Dwhitt0145
- For Password – x
- School code – Chandler MS

You will be able to search for activities by subject, such as “decimals” or “fractions”. We hope you will find this to be a helpful resource for your family.

Parent and Student Portals

Greenville County Schools provides a portal for students and parents to have access to student

records. The link can be found from the district website or from Ralph Chandler's home page. Any student new to the district is assigned a new password. Email sgullick@greenville.k12.sc.us to request the password. These must be picked up by the parent with proper identification, such as a driver's license or other picture ID.

A table will be set up during Orientation and Open House for parents to receive their password information. Proper identification will be required.

Student Email And Student Home Directories

Students are provided an email account for educational purposes as well. Students should save all work to their Student Home Directories. Student Home Directories can be accessed by students by logging-on to the district network within the school or by accessing the Student Portal. Students should not save any work to the hard drive of a school computer.

Academic Record

	PR	1 st	PR	2 nd	Sem	PR	3 rd	PR	Final
ELA									
Math									
Science									
Social Studies									
RA:									
RA:									
RA:									
RA:									

This is a record of academic progress over the school year. Students are encouraged to write their grades in each column.

Strategies I will use to improve and/or maintain my grades :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

G o P a n t h e r s





**Ralph Chandler Middle School
Student Goals Form 2009-2010**

My MAP Scores				
	Fall 2009	Growth Goal	Spring 2010	Met Goal (yes or no)
Reading				
Math				

Strategies I will use to meet my goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My Benchmark Scores	
Language Usage	
Reading	
Math	
Science	
Social Studies	

My Lexile Score		
Fall 2009	Spring 2010	Growth (yes or no)

We learn not for school, but for life.

Calendar of School Events

August	15	6-7:30p 7 th and 8 th Gr. Orientation	23-24	Spring Play
	16	6-8p 6 th Grade Orientation	27	Report cards
	17	1 st day of school for students	Apri	2-6 Spring Break
September	29	Fall fundraiser begins	9	Snow Day #1
	1	6:30 Band Rental Night	23-27	Volunteer Appreciation Week
	9	3:30 – 5:00 Back to School Dance	26	7p Cakes and Crescendos
	6-30	MAP window open	30	Progress Reports
	19	Progress Reports	2	Spring Play
		6:30-8p Open House	7-11	PASS Testing
October	23	Fall Pictures	7-11	Teacher Appreciation Week
	3-7	Spirit Week	11	7-9p 8 th Grade Dance
	13-14	Teacher Workdays – no students	May	17 Salute to Education
	21	End 1 st quarter grading		7p Spring Concert
	2	Reflections Tentative Opening	18	Panther Pride Day
	24-28	Red Ribbon Week	22	Evening of Excellence
November	27	3:30-6p Student-led conferences	25	Exams
		7p 7/8 th Gr. Band Concert @WHS	28	Memorial Day (no students)
	27	Make-up Picture Day	29	½ day – Exams
	31	Report Cards	30	½ day – Exams
	15	6:30p 6 th Gr. Strings Concert	31	½ day – Last Day for students/End 4 th Quarter
		7:30p 6 th Gr. Band Concert		
December	23-25	Thanksgiving Holiday – no school		
	28	Progress Reports		
	9	3:30-5p Holiday Dance		
January	13	7p Winter Concert @WHS		
	19-30	Winter Break		
	2	Back to school		
	9-12	Exams		
	12	End 2 nd Quarter		
	13	Teacher Workday – no students		
February	16	MLK Holiday – no school		
	19	Report cards		
	31	Curriculum Night/PTSA		
	9	Candy Grams on sale		
March	10	3:30-5p Valentine Dance		
	15	Progress Reports		
	20	Presidents Day–Holiday–no school		
	1-28	MAP window open		
	12	Snow Day #3		
	13	Spring Pictures		
	20	End 3 rd quarter		
	20-21	PASS Writing		

PRIDE
Persistent
Responsible
Innovative
Dedicated
Enthusiastic

This page is intentionally left blank so you can remove this sheet and post the school calendar on your refrigerator.

Calendar of Sporting Events

September	8	4:30 Volleyball @Bryson
	12	5:00 Volleyball @Hillcrest
	15	5:00 Volleyball vs Bryson
	19	5:00 Volleyball @Mauldin
	22	5:00 Volleyball @Hughes
	26	5:00 Volleyball vs Woodmont
	29	5:00 Volleyball vs Hillcrest
October	3	5:00 Volleyball @Bryson
	6	5:00 Volleyball vs Mauldin
	10	5:00 Volleyball vs Hughes
	12	5:00 Volleyball @Woodmont
November	28	5:00 BB vs Tanglewood
December	1	5:00 BB vs Woodmont
	5	5:00 BB @Tanglewood
	8	5:00 BB @Woodmont
	12	5:00 BB vs Hillcrest
	15	5:00 BB @Bryson
January	2	5:00 BB vs Mauldin
	5	5:00 BB vs Hughes
	9	5:00 BB @Woodmont
	12	5:00 BB @Hillcrest
	19	5:00 BB vs Bryson
	23	5:00 BB @Mauldin
	26	5:00 BB @Hughes
	30	5:00 BB vs Woodmont
March	5	4:30 S/BB/SB vs Tanglewood
	8	4:30 S/BB/SB vs Tanglewood
	12	5:00 S/BB/SB vs Hillcrest 3
	15	5:00 S/BB/SB vs Bryson
	19	5:00 S/BB/SB vs Mauldin
	22	5:00 S/BB/SB vs Hughes
	26	5:00 S/BB/SB vs Woodmont
	29	5:00 S/BB/SB vs Hillcrest
April	10	5:00 S/BB/SB vs Bryson
	12	5:00 S/BB/SB vs Mauldin
	16	5:00 S/BB/SB vs Hughes
	19	5:00 S/BB/SB vs Woodmont

This page is intentionally left blank so you can remove this sheet and post the school calendar on your refrigerator.