

HILLCREST MIDDLE SCHOOL 2011-2012

MISSION

The mission of Hillcrest Middle School is to build a collaborative learning community focused on student achievement.

CODE OF CONDUCT GRADES 6-8

**** Please note discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in the Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.**

I. NOTICE OF REGULATIONS

Copies of these regulations, "Code of Student Conduct," will be distributed to the students in grades 6-8 at the beginning of the school year and to those entering after the beginning of the school year. The School District of Greenville County Education Policy Manual contains detailed provisions pertaining to Student Discipline. Policy manuals are available in the principal's office, library, the area offices, and the district office.

II. DISTRICT PHILOSOPHY

The philosophy of public school presupposes that most disciplinary problems can be handled between teacher, students, and/or parent in a calm, reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and self-control on the part of the student. Nevertheless, problems may occur which necessitate swift deterrent action when the learning opportunities of innocent students are adversely affected.

The board and the administration take the position that the welfare of the great majority of students, as it relates to their safety and their right to learn, is basic; and that these rights must not be infringed upon by intolerable and disruptive conduct by an individual or group of students and/or non-students. The board and the administration are unequivocally committed to the principle that disorderly and disruptive behavior will not be allowed to interfere with the right of other students to pursue an education; nor will illegal conduct be tolerated. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students.

Conduct by a student in any manner which materially disrupts class work or involves substantial disorder or infringement upon the rights of others is a basis for suspension and/or expulsion of students.

The district shall bring criminal charges against students who bring weapons onto school property in violation of South Carolina Code Sections 16-23-420 or 16-23-430, which are, set forth in the exhibit to this policy.

III. PHILOSOPHY AND OBJECTIVES OF HILLCREST MIDDLE SCHOOL

It is our position that education should provide pupils with needed experiences, effective guidance, and curricular provisions suited to the maturity and ability of the learners. Accepted is the idea that each individual learner has a unique quality. In view of these beliefs, the faculty endorses the following as a statement of Hillcrest Middle School Philosophy:

We believe that the middle school holds a unique place among the cultural agencies responsible for training youth, for in the middle school is where the pupil makes the transition from childhood to early adolescence, and holds a unique place among the culturage agencies responsible for training youth. Each middle school pupil has special needs and desires, and we must provide an environment that helps each pupil develop mentally, emotionally, and culturally within the limits of the pupil's ability. We should encourage each pupil to believe in himself and to value both him and others.

We believe that a program for the middle school years must give adequate attention to the dominant characteristics of today's transcendent learners, the society in which they are maturing, and their perception of the organization of knowledge. The middle school, therefore, must provide every student the opportunity to deal directly with personal problems, as he develops from childhood to adolescence, serving as a transition between elementary and high school. The middle school should further provide for maximum growth of each pupil, recognizing similarities and the differences and planning for personalized instruction in a sequential program of academic skills and related arts. This program should be designed to help pupils gain a more accurate view of themselves and the world, to help broaden their outlook, to deepen their understandings and appreciations, to build more appropriate, positive values, and to develop habits which will lead to lives of continuous desirable growth.

We believe that teaching in the middle school carries with it special responsibilities and opportunities. An important role of the teacher is to maintain integrity and strive continuously for wholesome relationships with each student. The teachers major tasks are to help pupils acquire competence in problem-solving skills and the basic tolls of learning, to awaken their natural curiosity, to create a desire for continued self-improvement, and to help them accept their share of responsibility in the learning process. The cooperative effort of the faculty, the students, the parents, and the community is needed to help pupils adjust to personal-social developmental

tasks, to develop individuality, initiative, creativity, and attitudes essential for good human relations.

The implementation of the Hillcrest Middle School Philosophy is made possible through the adoption of the following general objectives:

1. To aid pupils in adjusting to the transition from elementary to secondary school and to the developmental and cultural transition from childhood to adolescence.
2. To aid in the development of self-realization, self-discipline, and socially responsible behavior acceptable to and demanded by a democratic society.
3. To assess the development of each pupil in the various areas of learning for specific content knowledge and to assist the pupil in maximum growth in all areas.
4. To offer continued instruction and practice in the basic skills necessary in reading, writing, speaking, listening, and number computation.
5. To encourage pupils to think critically and logically and to make judgments on the basis of available information.
6. To aid students in learning how to show initiative by sharing responsibility for their own learning and make responsible decisions.
7. To encourage students to accept their limitations as well as to produce in proportion to their capabilities.
8. To help pupils to understand and to strive for well-balanced mental and physical health.
9. To awaken in our pupils an appreciation for our cultural heritages.
10. To establish and maintain a wholesome relationship between faculty and students.
11. To provide for parent and community involvement in curriculum improvement.

IV. STUDENT CONDUCT REQUIREMENTS

While under school jurisdiction, students are required to conduct themselves at all times in a manner that is in the best interest of the school and community. Students are expected to do the following:

- A. Conform to reasonable standards of speech, conduct and dress.
- B. Refrain from violating or impairing the rights of others, including physical abuse.
- C. Avoid conduct that deprives other students of an orderly atmosphere for learning.
- D. Not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.
- E. Refrain from the use, transmission, or possession of alcoholic beverages, hallucinogens, or other drugs not prescribed by a registered physician; nor be under the influence of the same on school premises when school is in session or at any school sponsored activities or events.

- F. Refrain from the use, transmission, or possession of tobacco products, including matches or lighters, on school premises when school is in session or at any school sponsored activities or events.
- G. Refrain from malicious and willful damage, destruction, or theft of school or private property.
- H. Remain at school, or at other officially designated places, upon coming under the school's jurisdiction, and follow daily schedules as prescribed by school officials.
- I. Comply with the direction of principals, teachers or other authorized school personnel during any period of time when they are under the authority of school personnel.
- J. Refrain from the physical display of affection while at school, on school property, or at any school-sponsored activities or events. Serious violations, including fondling, will result in disciplinary actions.
- K. Attend school regularly and be on time for all classes and scheduled activities. Conduct by a student in any manner, which interferes with class work or involves substantial disorder, or invasion of the rights of others, is a basis for disciplinary action; including suspension or expulsion of the student. In addition, certain violations of the Code may result in suspension or expulsion.

V. DISCIPLINARY ACTION

Before disciplining a student, an administrator will conduct an investigation, gather the facts, and develop a written report where applicable. He/she will then confront the student and advise him/her of the alleged violation of the Code. It is the philosophy of Hillcrest Middle School to notify parents if there is a serious disciplinary infraction.

A. The following violations entail conduct, which is considered disruptive and/or criminal, or is otherwise so serious in nature as to require that expulsion proceedings be initiated on the first offense. The offenses include:

1. State law and school district policy forbids the possession of weapons on school premises, including school buses. A weapon is anything that is intended to harm another person. Guns and knives are explicitly forbidden. Students who possess weapons will be arrested and recommended for expulsion.
2. Use, transmission, or possession of narcotics, hallucinogens, marijuana, or any substance which resembles a drug, or other drugs not prescribed by a physician; or using such drugs while under the jurisdiction of the school; or being on school grounds under the influence of such drugs.
3. Possession or consumption of alcoholic drinks on school grounds and/or being under the influence of alcoholic drink while on school grounds under the jurisdiction of the school.
4. Physically abusing or threatening the welfare of a member of the school's staff.
5. Arson and/or serious damage to school property.

6. Any activity, which creates or has the potential of creating a major disruption of the school's program.
7. Sexual harassment or sexual violations, including indecent exposure and offenses against common decency.

The above actions may also be criminal offenses and law enforcement agencies will be involved, where appropriate.

B. The following violations entail conduct which is considered disorderly, disruptive, and/or criminal in nature and may result in other disciplinary action, including in- or out-of-school suspension and/or expulsion in certain instances when they occur while the student is on school property and/or the jurisdiction of the school, including while on a school bus.

1. (B) The Offenses:

- a. Leaving school without permission from school authorities.
- b. Failure to attend classes or an assigned activity.
- c. Leaving a classroom or the school without appropriate approval.
- d. Bringing fireworks on school grounds or causing them to explode.
- e. Theft of any nature.
- f. Vandalizing or damaging school, staff, or student property.
- g. Blackmailing, threatening, assaulting, battering, molesting, or intimidating other students or school employees.
- h. Using language and/or gestures, directed at or to any school employee, which are determined to be offensive, abusive, obscene, or profane.
- i. Expressing dishonesty in any form.
- j. Being repeatedly tardy to assigned classes and activities.
- k. Being absent from school without the parent's knowledge.
- l. Possessing, distributing, or selling materials unauthorized by the principal.
- m. Gambling on school grounds or in the school building.
- n. Forging of a signature.
- o. Using offensive, abusive, obscene, or profane language or gestures to anyone.
- p. Refusing to obey any reasonable instruction or direction of a teacher, administrator, or other authorized school personnel.
- q. Possessing or displaying pornographic materials.
- r. Excessively repeating minor violations or disturbances.
- s. Illegally entering the building or grounds.
- t. Fighting and/or provoking a fight (the guilty party or parties).
- u. Using any type of tobacco products at school or any act, which would indicate use of, or possession of tobacco, including matches or lighters.

2. (B) The Disciplinary Procedure:

Other disciplinary action consists of restriction of privileges, work assignments, detention, in-school suspension, and out-of-school suspension. For these offenses at least one conference, or written communication if neither a personal nor a telephone

conference can be arranged, should be held with the student's parents(s) or guardian(s) prior to a suspension. This communication shall serve as a warning to the parent or guardian that a suspension is imminent if violations continue. It is recognized, however, that situations will arise in which the principal may consider serious enough to warrant immediate suspension. In such cases, a warning conference prior to suspension is not required.

When a pupil is suspended from school, the administrator will notify, in writing or by phone, the parents or legal guardian of the pupil, giving the reason for such a suspension and setting a time and place when the administrator shall be available for a conference with the parents or guardians. The conference shall be set within three days of the date of suspension.

When suspension is necessary, it should be for no more than three (3) days of the first suspension, no more than five (5) days on the second suspension, and no more than ten (10) days on the third suspension. Following a suspension, other forms of punishment may be in order before another suspension is administered. Subsequent procedures would be those discussed above for expulsion offenses.

A student cannot attend any Hillcrest Middle School function while under in-school suspension, out-of-school suspension, or expulsion.

Failure to accept any appropriate punishment may result in suspension.

C. Influencing Other Students:

Any student, or students, who knowingly and willingly encourage, aid, counsel, advise, assist, or cause any other student or students to violate the provisions of this Code will be subject to the same penalties as the student, or students, who actually committed the violation.

D. Violations Not Specifically Covered:

The principals and teachers, at their discretion, may determine appropriate punishment for instances of misconduct not specifically covered in these policies. Teachers or other staff members are encouraged to rectify minor infractions or disorderly types of conduct immediately upon observation with notification and verification of the same. The student will be placed in an area under supervision. Records should be kept of the infraction and sanctions imposed.

Chronic misbehavior may disqualify students from participation in extracurricular activities. The student will be notified ahead of time regarding any disqualification. Situations of this nature will go through administrative channels.

E. Parent Conferences:

Parents should be aware that they may be called to school for conferences. At the discretion of an administrator, a student who has been suspended may not be allowed to return to school until a conference has occurred between an administrator and the parent or guardian.

VI. NON-STUDENTS ON GROUNDS

The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action shall include the right to request assistance from police authorities and swear out warrants.

VII. DISCIPLINE OF HANDICAPPED STUDENTS

A. Disciplinary Process

Handicapped students are not exempt from school disciplinary procedures, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other students in the program. However, the public schools are required by federal and state law and regulations to meet the individual educational needs of handicapped students to the extent that current educational expertise permits.

B. Program Prescriptions

The student's handicapping condition must be taken into consideration when deciding if a particular form of discipline is to be utilized. Administrative authorities should observe any such provisions contained in a handicapped student's individual educational plan. The initiation of suspension proceedings is to be conducted in accordance with this regulation.

C. Suspensions

At the end of the suspension the student should, if appropriate, be returned to the same educational placement.

D. Expulsions

Expulsion of a handicapped student is equivalent to a change in educational placement and therefore requires special procedures. Before a handicapped student may be expelled, a multi-disciplinary team must meet to conduct a manifestation hearing. The purpose of this hearing is to ensure that the school does not violate the rights of the student.

BUS CONDUCT

Each student will be subject to transportation laws, rules, and regulations from the time he/she steps onto the school bus until the school bus route is completed or until the student arrives at his/her appropriate or normal destination. Normal destinations shall be either home or school unless otherwise specified by a principal or the principal's designee.

The School Board authorizes principals to suspend or expel students from riding school buses for misconduct on the bus or for violating the instructions of the driver. Review of such actions are to follow the established appeal procedure.

Bus drivers cannot suspend a student from riding the bus. This decision can only be made by the principal or his/her designee, of the school the student attends, or by the principal of the school.

When in the judgment of an authorized employee; any student's behavior endangers the lives of bus students, then the employee may remove that student immediately from the bus. The student will be required to have a conference with the principal.

REGULATIONS FOR SCHOOL BUS RIDERS

Who Rides the Bus?

By the laws of the State of South Carolina the school districts cannot:

1. Transport any child to or from school who lives within one-half mile of the school he/she attends.
2. Provide transportation services extending within a one-half mile radius of the residence of the child.
3. Furnish transportation for any child who attends school outside his or her attendance area.

Parents

In the interest of safety for all students, Greenville County School District policies and regulations are in effect for all forms of transportation. A school bus is an extension of school program and students must abide by the same behavior expectations that are applicable to the school. The bus driver is responsible for student conduct, and students must honor reasonable requests from the driver. State law governs much of the disciplinary actions that administrators must take in regard to behavior on a bus. The main issue is the safety and welfare of our students. Riding a bus is a privilege- repeated violations of the rules will result in disciplinary action, including suspension from the bus or permanent removal from the bus.

The school bus driver will not pick up or discharge riders at places other than the regular bus stops. Any change must be made with the parent's request in writing and approved by the school principal or assistant principal.

STUDENT INFORMATION

Students Expression of Religious Beliefs

Greenville County Schools support the rights of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov/Speeches/08-1195/religion/html>.

Academic Expectations

Academic instruction is the primary function of Hillcrest Middle School. In order for each student to live up to his or her academic potential the student should:

1. Attend school each day.
2. Be on time for each class.
3. Bring the proper books, paper, and writing utensils to each class.
4. Work to the best of one's ability.
5. Participate in class discussions.
6. Do all homework each day and return it on time.
7. Prepare adequately for test situations (with proper study and rest).

THE SCHOOL DISTRICT OF GREENVILLE COUNTY GREENVILLE, SOUTH CAROLINA

Attendance Rules

The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their seventeenth birthday. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.

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.

- I. The school year consists of 180 school days.** To receive credit, students must attend at least 85 of each 90-day semester course and at least 170 days of the 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences, either lawful, unlawful or a combination thereof, may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
- II. All absences shall be approved or disapproved by the principal** (or his designee) in accordance with the following guidelines:
 - A. Lawful Absences**
 1. Personal illness of a child shall be verified by a statement from the parent or physician within two (2) days of the student's return to school. Absences for chronic or extended illness will be approved only when verified by a physician's statement.
 2. Serious illness or death of an immediate family member shall be verified by a statement from the parent within two (2) days of the student's return to school.
 3. Absences for religious holidays shall be requested in advance. Such requests must be made to the principal in writing.

4. Absence for hardships may be approved by the principal. Such approval should be prearranged when possible.

B. Unlawful Absences

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful.

C. Makeup Work

1. Provision for makeup of schoolwork missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but the time should not exceed five (5) days after the student returns to school.

ABSENCE PROCEDURE

1. Students returning to school after an absence must bring a note explaining the absence. The note must be signed by the parent/guardian and dated.
2. Present the note to the attendance clerk for an admission slip. This must be done before 8:30 A.M. on the day you return to school.
3. The admission slip must be presented to all teachers. It will be marked according to the reason for the absence.
4. Sixth period teachers will collect this form.
5. Any time a doctor's excuse can be secured, it should be presented to the school. By law, the total excused days absent must be verified by an excuse from a doctor.
6. Remember that the total days of unexcused absence may not exceed 10 days. Any student absent more than 10 unexcused days will be considered for retention.

Make-Up Work- Less Than Three Days Absent

Upon returning to school, students absent fewer than three days are responsible for contacting each teacher to make up any work missed. School policy allows students five days after returning to school to make up work.

Make-Up Work- Three or More Days Absent

The request for make-up work to be done while the student is absent from school should be made by the parent between 8:00 a.m. and 9:00 a.m. on the morning of the third day absent. The request for make-up work should include homeroom teacher, locker combination number, and locker number. Parents who have requested make-up work may pick it up after 3:30 p.m. on the third day of the student's absence.

Student Dress Code

The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

The following minimum standards apply to Hillcrest Middle School and will be vigorously enforced.

- A. Student dress and grooming must be neat and clean.
- B. Shirts/blouses should be worn so that the midriff is not visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
- C. Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Shoulder straps must be at least three inches wide. Bra straps and bra sides must not be visible.
- D. **Pants/shorts must be worn at waist level. Excessively baggy pants and clothing are not permitted.** Clothing may not drag the floor or may not partially or totally expose underclothing.
- E. Skirts should fit and be in good taste and not be shorter than mid-thigh.
- F. Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh.
- G. Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- H. Shoes or sandals must be worn. Flip-flops are not permitted.
- I. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- J. Hair of a non-human color is not permitted.
- K. Extraneous articles hanging from clothing such as chains are not permitted.
- L. Facial jewelry is permitted to be worn only on the ears.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected. ALL STUDENTS HAVE THE RESPONSIBILITY TO:

1. Attend school to receive an education
 - Schools cannot educate students who do not attend school.
2. Attend school daily unless ill or legally excused
 - School Carolina law requires a student to attend school until his seventeenth birthday.
3. Be on time for all classes
 - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
4. Come to class with necessary materials
 - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
5. Complete all in-class and homework assignments and meet deadlines.

- The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
6. Obey school rules and school personnel
 - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
 7. Cooperate with school staff
 - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
 8. Respect the person and property of others
 - Treat people and their property with respect.
 9. Respect public property
 - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
 10. See that school correspondence to parents reaches home
 - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

Tardies

Tardiness creates a problem for both teachers and other students. It interferes with the flow of classes, and it creates unnecessary disruptions, no matter how slight the problem may appear. There are two different types of tardies that our school must address: tardies to school and tardies to class.

Being on time to school is extremely important, and it is the responsibility of the students and parents to make sure that students arrive at school in time to be in class at 8:30 a.m. On the other hand, there are times when tardiness cannot be helped. For example, weather problems, traffic tie-ups, etc. Students will be given three free tardies. On the fourth tardy, the first-period teachers must make phone contact with the parent and document that contact has occurred. On the fifth tardy to first period, the teacher will refer the student to the office. Subsequent tardies will be referred to the office.

Class tardies will work basically the same way- on the fourth tardy, the teacher must make phone contact with the parent and document that contact has occurred. On the fifth tardy, the teacher will refer the student to the office. The teacher will refer subsequent tardies to the office. All teachers, parents, and students, should be aware of this policy.

Bicycles

All bicycles, mopeds, and scooters should be parked in the bike rack in front of the school. Bikes should be secured with chains and locks. Students must not loiter around the bike rack. Students may not ride bikes around on the campus before, during, or after school.

Cell phones/Paging devices/IPODS/Other Electronic Devices

All cell phones, paging devices, IPODS and any other electronic device possessed or used in violation of the District's Code of Conduct will be confiscated.

A person who finds a student in possession or use of a paging device in violation of this policy, must report the student to the school principal. The principal or his/her designee will 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 will 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 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. Student will be assigned to lunch detention.

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. Student will be assigned to after school detention.

Third 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 calendar days after the confiscation. Student will be assigned to in-school suspension (ISS).

Fourth & subsequent offenses- 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 90 days after the confiscation. Student will be assigned out-of-school suspension (OSS).

Clubs

Clubs play an important role in providing students with opportunities to explore areas of interest outside the classroom. Hillcrest Middle School has many such organizations available, and students will have many options from which to select. Membership is based upon each individual club's requirements. We strongly encourage students to become involved in our clubs.

Computer and Internet Use

The School District of Greenville County has specific guidelines for student use of computers and the Internet. These guidelines will be distributed to all students

who will be using the Internet. No student is to create an email account or use any existing email account during school. Students are required to follow these regulations or risk losing the privilege of using our computers.

Cafeteria

1. Students will move to and from the cafeteria as a class under the supervision of a teacher.
2. Student's will not run, push or break into the lunch line.
3. After finishing the meal, students are to return all trays, dishes, and utensils, as well as used paper products and milk cartons to the proper places.
4. Students should not leave anything they have used on the table when they leave.
5. Food or drinks cannot be taken out of the cafeteria.

Early Dismissals

Students who need to leave school early are to present their note signed by their parent to the attendance clerk prior to 8:45 A.M. Early dismissals will be excused for the following reasons:

1. Personal illness.
2. Serious illness or death in the immediate family.
3. Medical or dental appointments.
4. Family emergency.
5. Religious services.

The note must contain the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up student, telephone number where the parent can be reached for verification, and signature of the parent. A parent or authorized adult must report to the office and sign a student out in order for the student to be dismissed.

Field Trips

All students must have a parent or guardian sign a permission form to participate on a field trip. Students will be allowed to go on field trips only if they are covered by school insurance or private insurance taken out by parents. The school will not purchase insurance for uninsured students.

Fire Drills

To help ensure the safety of the students, the State of South Carolina requires fire drills from time to time. Students should become familiar with exits as well as fire drill procedures. When the alarm rings, all work should stop and classes should walk in line to the nearest exit, then continue well away from the building and stand quietly in line until signaled to return to the building.

Food/Drinks

Students are not permitted to have candy, chewing gum, food, or soft drinks in the classrooms or in the halls. Bag lunches are allowed in the cafeteria. No food or drink item is permitted to be taken out of the cafeteria.

Grading Scale

To convert numerical grades to letter grades, use the following scale:

93-100= A 85-92= B 77-84=C 70-76=D Below 70=F

To compute the first semester grades, add the first and second quarter averages and divide by two. Second semester grades are computed in the same manner, but include the third and fourth quarter averages. To compute the end of the year grade, add the first and second semester averages and divide by two.

Eighth graders take first and second semester exams, which count 20% of the semester grade.

Guidance Services

The Guidance Department at Hillcrest Middle School is devoted to ensuring student welfare in all areas of student activity. The counselors encourage students to discuss academic and personal problems and they frequently call students in if there are problems brewing. The counselors visit classrooms frequently to do group guidance activities, and in these meetings, they tell students how to contact them. They also take care of scheduling problems and help students to adjust to new and different situations. Counselors are here to help- please take advantage of their availability.

Hall Passes

A student must have a hall pass signed in his/her agenda any time a student is in the hall for any reason except during the change of classes, going to and from lunch, and going home after school.

Health Room Information

Please feel free to call or e-mail the school nurse with any questions at 355-6107. Information can be faxed to the nurse at 355-6120.

Student Emergency Forms

On the first day of school your child will be given an Emergency Information Sheet to be completed by a parent. This is very important. This will be the only way we have to reach you in case an emergency at school. These forms will be kept on file in the health room. The nurse does not have the authority to enter phone numbers

or addresses on the computer. If your contact information is incorrect on the parent portal, please notify the front office.

Student Visits to the Health Room

A teacher or administrator pass is required when coming to the healthroom, except in the event of an emergency. Every effort is made to keep students in school if at all possible; however, if it is determined that your child is too ill to remain in school, a parent or legal guardian will be contacted for dismissal.

Please consider providing the school with medication if your child has frequent headaches, stomach upset or menstrual pain, as these are not necessarily reasons for dismissal.

Routinely parents are NOT called unless student exhibits signs of obvious injury or illness, fever, vomiting, etc. Students will be sent home with the following illnesses: active vomiting or diarrhea; a fever of 101 or above; any condition that may be contagious; an injury or illness that requires further evaluation by a physician. If the child is going home, they WILL NOT be allowed to go to all their teachers to get make-up work.

Medications

All forms for the health room can be found at the following link:
www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp.

The following are Greenville County School District policies, and they will be followed at all times:

All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the health room. This includes analgesics, antibiotics, antihistamines, inhalers, creams, etc. No medication is supplied by the school.

Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication for field trips.

Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if WRITTEN permission from the prescribing doctor AND the parent/legal guardian is submitted to the nurse.

Students carrying medication without proper authorization will be referred to an administrator.

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School nurses will not administer any medication past the expiration date.

School nurses are legally required to administer only medications with FDA approval. All prescription medication must be administered as labeled and over-the-counter medication may not exceed package directions. All medication must be in the ORIGINAL CONTAINER. NO medication will be given from plastic bags or envelopes.

No medication containing Aspirin can be given at school without written Physician Authorization. If your child forgets to take a morning dose of medication, school nurses are NOT allowed to give that dose at school. Parents may come to the health room to give the missed dose.

Medications not picked up at the end of the school year will be destroyed and new permission forms must be submitted for each school year.

Field Trips

The health room is notified in advance of planned field trips so that TEACHERS may obtain WRITTEN permission and directions from parents for any medications that are to be given while on the field trip. The health room identifies any health issues of the students attending the field trip and collaborates with the teacher on special health problems and meds.

State Immunization Requirements

The Health room also monitors immunization records – if your child gets any additional immunizations please have a copy of your SC Certificate brought to the school.

An up-to-date SC Certificate of Immunization is required within 30 days after starting school. Students not meeting immunization requirements will not be allowed to remain in school. Out-of-state transfer students who meet SC immunization requirements will be issued a SC Certificate of Immunization by the school nurse. The health department will administer vaccinations by appointment only. Their phone number is 282-4311.

Vision Screening

Seventh grade students will be screened for distant vision problems. Parents of students that require further evaluation by an eye doctor will be notified in writing. If your child is in another grade and you would like to have their vision screened, please send a note to the nurse.

Hearing Screening

Middle School students are not routinely screened for hearing problems. If you feel there is a problem and would like to have your child's hearing screened, please send a note to the nurse.

Incentives

Hillcrest Middle School believes that excellent work and improvement in performance merit special recognition. The staff has set up incentive programs designed to recognize those who consistently excel. Incentive cards, incentive dances and parties, special recognition days, and the awards ceremony all reflect the importance our school places on achievement.

Homework Policy

The teachers at Hillcrest Middle School recognize the value of homework, an essential part of the entire curricular program. The homework policy is relatively simple. All students are expected to complete homework assignments on time.

Teachers will make reasonable homework assignments with the following qualifications:

1. Homework should be assigned only after applicable material has been covered in class.
2. Homework assignments should be relatively short-no more than ten or twelve items.
3. Homework should not be assigned as punishment.
4. Teachers will acknowledge homework and students will know how homework will affect their overall grade.

Agendas

All students receive an agenda, which is very important for day-to-day success. Students should have their agenda at school every day for assignments and communication with parents. If a student loses an agenda book, it is in the best interest of the student to purchase a new one. A replacement is available for a nominal fee.

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.

Insurance for each student becomes effective when the teacher receives the application and premium and issues a receipt. Payment may be made to the school by check or in cash. Checks should be made payable to Hillcrest Middle School. The enrollment period will be specified in the insurance material each student will be given.

The attending doctor or hospital must make claims for insurance. Forms for claims may be obtained from the school office. These forms are to be taken by the parents to the doctor or hospital. The doctor/hospital will attach their bills and submit them directly to the insurance company. The school will not submit the claim.

Policy period is for one year, September to September of the next school year. School-time protection applies only when the student is in school and traveling directly uninterrupted to and from school. Twenty-four hour protection applies around the clock, through the summer. (At the time of printing, exact cost was not available; coverage cost may differ at time of enrollment.)

Lockers

At the beginning of the school year, each student shall be assigned a locker and a lock with combination. Students will be responsible for the locker assigned to them. Since lockers are school property, the school retains the right to inspect lockers from time to time to prevent abuse. A replacement fee of \$5.00 must be paid for a missing or damaged lock. No student should leave personal articles in unlocked locker. Since there is a locker for every student, students are not allowed to use rolling backpacks. These create a hazard to other students and are not permitted at school. Special permission may be given for exceptional needs with a note provided by a physician.

Arrival Time- Leaving Time

Students should not arrive at school earlier than 7:55 A.M. Duty teachers report at 7:55 A.M., and students will not have appropriate supervision before that time. School is dismissed at 3:15 P.M., and students should leave school no later than 3:45 P.M. unless the student is under the direct supervision of a teacher.

Lost and Found

Any articles found on the school grounds should be turned in to the office. Students can check with the office and make proper identification to claim lost items. We encourage our students to label ALL articles of clothing, which are worn to school.

Lunch Money

Students who eat lunch at school every day should deposit lunch money on Monday mornings before school. Students may deposit money to their lunch account for days, weeks, or even months ahead of time. Free and reduced applicants will be

notified about their procedures. Students paying daily will pay the cashier. Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only, and the balance cannot exceed \$10.00. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school cafeteria manager. Lunch prices are as follows (at time of printing):

Breakfast	\$.80
Lunch	\$1.55
Reduced Lunch	\$.40

Media Center

The Media Center is open from 8:15 A.M. to 3:45 P.M. It is a place to study, research, and read. Students may come with the teacher, as a class, or individually with a pass from their subject teacher.

Books will be checked out for two weeks and may be renewed once. Books in great demand may not be renewed. Books on reserve and materials from the information file may be checked out for overnight use only and must be returned before school on the following day.

Students will be fined for overdue books and materials. At the end of each nine weeks reporting period, students must clear all obligations in the media center or their report cards will be held until the obligations are cleared.

Personal Possessions

Any item(s) not related to the educational curriculum is not permitted at school. For example, game boys, CD players/walkmans, cards, or any other type of toy. Please keep these personal possessions at home.

Physical Education

Physical Education is required for all students at Hillcrest Middle School. If a physical disability exists, a doctor's written statement is required to excuse the student for extended periods.

Each student is required to dress out daily in the proper attire, socks and tennis shoes included. The P.E. clothes should be washed regularly. A written excuse must be brought from home if a student should not dress out.

Progress Reports

Progress reports will be sent home in the middle of each report card period for students. These must be signed by the parents and returned to the teacher who sent the report home.

Promotion and Retention

All middle school students must pass all required academic subjects during the regular term or in summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, social studies, and

reading or literature if taught as a separate subject from language arts. The principal makes the final decision on matters of promotion and retention. Students who have accumulated more than ten unexcused absences will be considered for retention. Students who fail up to two major subjects may go to summer school and must pass the failed courses to be promoted. Students who fail three or more of the five major subjects will not be permitted to attend summer school. They will be required to repeat the grade.

Report Cards

Report cards are sent to parents at the end of each nine-week period. The information on the report cards is intended to give students and parents a means of evaluating the quality of the student's schoolwork. Students and parents are invited to communicate with the principal, counselors, and teachers for a discussion of any problems having to do with the student's progress or lack of progress.

Restricted Areas

Students are not allowed in teacher's offices, the faculty workroom, any maintenance room, or other designated areas unless specifically given permission to do so.

Restrooms

Restrooms are provided for the students' convenience and use. Students are expected to refrain from defacing or destroying anything in the restrooms as well as refraining from loitering there.

School Day

The school day for Hillcrest Middle School is from 8:30 A.M. to 3:15 P.M. The first bell will ring at 8:20 A.M., the second bell at 8:25 A.M. and the third/tardy bell at 8:30 A.M. Students are expected to be in homeroom when it begins at 8:30 A.M.

Selling in School

No student is permitted to sell any item at school, which has not been approved by the administration.

Store

The school store is open each morning before school, and students may purchase school supplies at the school store.

Student Conduct at School Functions

Students must conform to school and district policies when they attend school-sponsored functions. All rules and regulations must be followed. The administration reserves the right to suspend students from school-sponsored functions because of unacceptable behavior.

Student Council

A student council exists at Hillcrest Middle School to provide the student body with proper representation in school-governing matters. Campaigning opportunities will be offered to all students for selection of the officers and room representatives early in the school year. Officers must reflect the high standards set by the school

Transfer/Withdrawals

If a student is unable to continue his education at Hillcrest Middle School, he must notify his homeroom teacher so that the proper paperwork for clearance can be completed. Records will not be released and forwarded until all money owed is paid.

Valuables

Students are cautioned never to leave money or other possessions in the classroom unprotected. Girls should have their purses in their possession at all times. The school does not assume any responsibility for lost articles.

Visitors

All visitors must enter the building through the main entrance and report directly to the office to sign in. **THERE ARE ABSOLUTELY NO EXCEPTIONS!** Visitors will be issued a nametag that identifies the visitor, the date, time of arrival, and the destination. Visitors are required to specify a destination, report to that destination, and return to the office upon ending their visit. All visitors must sign out when their visit is complete. Administrators are empowered to take appropriate action against non-students who invade the building, grounds, or the property. Such actions will include the right to call the police authorities and swear out warrants.

Weather

When bad weather threatens the normal school schedule, students and parents should tune in to their favorite television or radio station as each station receives the same information regarding school closings or delayed openings.