

Arrival

There will be no supervision prior to 7:45 a.m. All students arriving between 7:45 a.m. and 8:20 a.m. are to report to their respective hallways or to the cafeteria if eating breakfast. Once students have reported to their hall they are not permitted to leave.

No student will be admitted to other parts of the building without a pass from a teacher

- **Bus Riders**

Students riding the school bus are to enter the school through the door on the left side of the building ONLY.

- **Car riders**

Students should be dropped-off and picked-up in the traffic circle ONLY. The traffic circle is located on the right side of the building. No students are to be dropped-off or picked-up in the teacher/visitors parking lot located in the front of the school or in the bus circle.

- **Walkers:**

Students walking to school are to be alert to traffic and remain on the curb or sidewalk. Walkers are to enter school through the door on the left side of the building ONLY.

- **Student-driven vehicles:**

No student at Hughes Academy may drive any motorized vehicle to school.

Attendance

South Carolina Law requires the regular attendance of all pupils between six and seventeen years of age. **A student must attend each class a minimum of 170 days in order to receive consideration for credit.** Any absence, lawful, unlawful or any combination thereof in excess of ten (10) days may cause the student to lose credit for the year. Because 170 days is the minimum required by the state, the first ten (10) absences may be lawful, unlawful or a combination. All absences beginning with the eleventh (11th) must be lawful and are excused if they fall within one of the following guidelines:

Absences for personal illness of a child verified by a statement from a physician must be presented within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness are approved only when verified by a physician's statement.

Absences for serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.

Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.

Absences for extreme hardships approved in advance by the principal. Such approval should be prearranged when possible.

Dismissals from the nurse's office are not excused absences.

- **Returning from an absence:**

Within two days of a student's return to school, a note must be brought from home explaining the reason for the absence. The note is given to the homeroom teacher. The note should contain the following information:

Student's name Date(s) of absence Reason for absence *Parent or guardian's signature.*

All reasons for absenteeism must be recorded accurately within two (2) days of the student's return to school. It is the student's responsibility to get makeup work from teachers. All medical notes for absences are to be given to the attendance office.

Buses

The following is taken directly from The School District of Greenville County's Code of Conduct regarding school bus safety.

In order to insure the safety of all students riding school buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is part of the school day and is an extension of the classroom. The same premise applies while students are transported to and from extra-curricular activities. Students are expected to comply with the same Code of Conduct on the bus that is expected in the classroom. The issue of safety requires the student to be on his/her best behavior while on school buses or school system vehicles.

The School District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while a student may lose the privilege to ride the bus due to his or her misconduct on the bus, based on the seriousness of the misconduct, the student may also be disciplined according to the District's Student Behavior Code, up to and including suspension or recommendation for expulsion.

Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed.

The driver should generally follow the steps listed below for routine student misconduct that may appropriately be addressed with steps. Should a student's conduct warrant an immediate referral to an administrator, the driver should move immediately to step 3 and notify the appropriate administrator of the conduct for handling by the administration. In following the steps set forth below, the driver shall explain to the student the offending behavior and what behavior is expected.

Video Camera Systems

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff.

Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

Driver Responsibilities

Step 1 -- Verbal Warning. Verbal warning will be documented and retained by the bus driver.

Step 2 -- Seating Change. Driver will relocate student to another seat either temporarily or permanently and will document on the Student Behavior Profile and Disciplinary Report.

Step 3 -- Student Referral. If student progress is not satisfactory after the driver has taken steps 1 through 2 or in the case of a student who engages in more severe misconduct as a first offense, the driver will submit the completed School Bus Disciplinary Report (form 130-07) to the school administration. The driver will note on this form what corrective action taken with the student prior to submitting this form, when applicable.

School Responsibilities

1. First Offense -- Warning

The principal/principal designee will meet with the student to issue a warning and will also assure communication of the warning to parents/guardians. Students and parents/guardians will be informed of future steps that will be taken should a second offense occur.

2. Second Offense -- Short Term Suspension

The principal/principal designee is required to initiate an immediate suspension of bus service for up to five (5) school days. The principal/principal designee will then communicate the disciplinary action to parents/guardians and a meeting shall be held at the school if necessary. Parents/guardians will be informed of future steps that will be taken should a third offense occur. In all cases involving the suspension of bus service, the principal/principal designee will notify the driver immediately of student's suspension.

3. Third Offense -- Long Term Suspension

The principal/principal designee is required to initiate an immediate suspension of bus service for a period of up to ten (10) school days. The principal/principal designee will notify the parent/guardian and a conference may be scheduled by the principal/principal designee or the parent. The purpose of this meeting will be to provide assurance of future good behavior by the student and to establish that if appropriate safeguards cannot be mutually agreed upon after a third offense, the principal/principal designee will immediately suspend bus services for a period of forty-five (45) school days. Students and parents/guardians will be informed that future instances of misconduct could result in permanent suspension from the bus.

Alternate Transportation

In case of suspension or termination of bus service, the parents must provide the student with transportation to and from school.

Special Education Students

Special Education students (whose IEP includes a transportation requirement) may be afforded alternate transportation should a student's bus privileges be revoked. Special Services personnel will be kept apprised of any service changes or interruptions.

Review of Suspensions

Requests for review of school bus suspensions may be made to the Parent Resource Representative, then to the Superintendent's designee.

School Bus Disciplinary Report Distribution Procedure

The white, canary, and pink copies will be hand delivered to the school by the driver. The driver will retain the gold copy and turn it into his or her supervisor no later than the next school day.

After appropriate action has been taken the school administrator will distribute the white copy to the parent, retain the canary copy in the student's folder and place the pink copy in an appropriate location at the school for pick up by a transportation department representative.

The pink copy will be hand delivered to the supervisor.

Steps to Process a School Bus Disciplinary Report (form 130-07)

1. The bus driver writes the report on the same day the incident occurs. The team supervisor may require the driver to submit the referral to him/her before sending it to the school. The report is returned to the bus driver before the next AM or PM route is driven.
2. The bus driver submits the report to the school administration when the next route is driven.
3. After the report is processed all copies will be distributed appropriately as soon as possible.
4. School administration enters the bus referral information in SASI.

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

Safety Instructions and Behavior Rules for School Bus Riders

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students riding buses are held to the same standards of conduct that apply to the school or class room setting. Safety concerns dictate that passengers on school buses and school district operated vehicles display their best behavior at all times.

Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver.

The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.

- A. Be on time at the bus stop or loading station. The bus will not wait for those who are tardy. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- B. Wait for the bus to come to a complete stop before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped. Always cross at least ten (10) feet in front of the bus, whether boarding or departing.

- C. After boarding the bus, sit down and remain seated until the bus reaches your stop or your school. If the driver assigns seats, students are required to sit in the seats assigned to them.
- D. Any hostile physical conflict between individuals is forbidden on the school bus. Pushing, tripping, kicking, etc. will not be tolerated on the bus.
- E. Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a controlled substance or medication or intoxicating inhalants is prohibited. Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- F. Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.
- G. Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on the school bus.
- H. Sitting in a seat on the bus that is already at capacity is not permitted.
- I. Keep all parts of your body in the bus at all times.
- J. Throwing anything in or out of the bus windows is forbidden.
- K. Eating or drinking is not permitted on the bus.
- L. Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- M. Possession of any kind of weapon is not permitted on the bus. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion.
- N. Treat the school bus with respect. Vandalizing, damaging, or destroying of buses, is forbidden. The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.
- O. Keep the aisle clear. Store personal items on your lap.
- P. Keep the bus clean. A waste container is provided at the front of the bus for all waste or refuse. Use this container when boarding or departing the bus only.
- Q. Use handrails when boarding or departing the bus.
- R. Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.

- S. In the morning, students will be discharged only at their regularly designated school stop.
- T. In the afternoon, students will be discharged only at their homes or regularly designated stop.
- U. Sexual harassment/ misconduct of a sexual nature is not permitted on the school bus. Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them are forbidden. Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- V. Consensual participation in any sex act involving physical contact is forbidden. Students will be suspended from the bus and recommended for expulsion.
- W. No student should be subject to harassment and/or bullying. This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.

In summary, no distracting or dangerous activity will be allowed on the bus. Please be reminded that all bus riders are subject to the same rules and guidelines established in the school district's discipline policy and student code of conduct.

Riding Different or Unassigned Buses: To ride a different or unassigned bus, such as, to a friends, grandparents, etc., requires note signed by a parent, with the information listed below. The note must be turned in to the homeroom teacher during homeroom on the day the student is requesting permission to ride that bus.

1. Date
2. Name of student
3. Where student is going that day
4. Last period teacher's name
5. Signature of parent along with a phone number where you can be reached

The above information will not be taken by telephone unless there is an emergency.

Cafeteria

Breakfast and Lunch- The 2011-2012 prices of school meals for middle school students are as follows: Lunch – Paid \$2.00, Reduced .40; Breakfast – Paid \$1.00, Reduced .30 (these prices are subject to change).

Students may prepay for lunches in the cafeteria on Monday mornings from 7:45 a.m. until 8:15 a.m. Students may pay cash daily, but parents are encouraged to send a check for a weekly lunch purchase. Students are required to know their personal code, which should be kept confidential.

“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. 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 school cafeteria manager.”

Fast food lunches are not to be delivered to students – example: McDonalds, Hardees, etc.

Breakfast Procedures

- Students may enter the cafeteria for breakfast at 7:45 am
- Each grade level sits at a designated table

- Students should fill in all seats on one side beginning with the first seat
- If one side of the table fills up then students begin sitting on the opposite side
- Once students are finished with their food, they need to pick up all trash, put it in the trash can and leave the cafeteria
- Breakfast is to be eaten in silence
- Only late bus riders will be allowed to eat after 8:15 am

Lunch Procedures

- Remain in a line walking to lunch and while waiting for lunch.
- Remain seated during lunch
- Refrain from making excessive noise
- All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria.
- If using the vending machines, students must go before entering the cafeteria. Once they enter the cafeteria they may not leave to return to the machines.
- Keep the cafeteria as clean as possible.
- Throwing food and/or other objects is not allowed.
- Students are expected to remove food, napkins, or other items from the tables and the floor around them. Someone from each class is expected to wash the tables.
- All litter is to be deposited in the designated trash cans.
- Students shall not leave the cafeteria until dismissed by a teacher.
- Students that excessively disrupt or abuse the cafeteria privileges will be subject to disciplinary action.
- Parents and/or guardians are permitted to eat lunch with their child(ren).
- Bringing in cupcakes or other birthday/special occasion treats is not allowed

Change of Address

The school should be notified immediately of any changes in personal data including address and telephone and/or cell phone numbers. If it comes to our attention that a student has moved, the parent will be required to show proof of address. Any changes in name or address must be made through our attendance clerk in the guidance office.

Cheating or Plagiarism

The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense. Consequences: Parent notification is required. No credit will be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.

Protocol for testing: you may give your phone to the teacher for the duration of the class period and it will be returned without consequence; if your phone is visible or alarms during the test/exam you will receive a zero on the test and be subject to disciplinary action which may include suspension

The following items will be at the discretion of the teacher/proctor – disciplinary action may include academic action (grade reduction) and/or disciplinary actions (including in-school or out-of-school suspension):

- Both of your hands are to be visible at all times during the exam/testing
- You are to face the front of the room during the exam/testing time

- You are not to communicate with anyone verbally or non-verbally during the exam/testing period
- If you need something from your pocket, purse or backpack, you must first obtain permission from the teacher or proctor
- You may not leave your seat or the room without permission from the teacher or proctor
- Only the items required for the exam/testing should be visible on the desk
- When you have finished the exam/testing, ask permission to obtain a book or reading material or put your head down and remain quiet

Curriculum

The curriculum at Hughes Academy consists of English/Language Arts (ELA), Math, Science, Social Studies and Related Arts. Physical Education is required of all students. If it is medically necessary that a student refrain from physical activity, the student must have a *written note from home*. In the case of a long-term excuse from physical education, students need a *note from their physician*. All classes require that students follow the standards and expectations of the teachers.

Discipline Protocol

1. 1st Discipline Incident- redirect and log.
 2. 2nd Discipline Incident- redirect and log.
 3. 3rd Discipline Incident- counsel with student and log.
 4. 4th Discipline Incident- parent contact by e-mail and/or phone and log.
 5. 5th Discipline Incident- conference with parent -teacher or team and log.
 6. 6th Discipline Incident- referral and log.
- 8/13/10

Discipline: Conduct of Students

All students at Hughes Academy will be required to conduct themselves in a manner that will be in the best interest of the school and its students. Improper conduct will not be tolerated.

At the beginning of the school year, teachers will review specific class and school rules. Parents of students are also encouraged to review the discipline code as outlined in the "*Parent Express*" published by the School District. The entire School District of Greenville County Code of Conduct is also included in this Handbook.

Teachers will keep an anecdotal discipline record on every student. The infractions will be recorded daily, should a student choose to violate the discipline code. Violations will be handled utilizing any one or several of the following interventions:

warning; silent lunch; no outside free time; written assignment; parent phone calls; parent conferences; detention; referral to administration

For Major Offenses an Administrative referral may be the first step.

Detention: Detention will be assigned by individual teachers or an administrator. All students being assigned detention will be given a 24-hour written notice. It is the student's and parent's responsibility to arrange transportation. There will be one opportunity to reschedule detention.

Referral: A student receiving a referral will see an administrator and appropriate action will be taken. Administrative actions may include: conferences with parents; in-school suspension, out-of-school suspension; referral for alternative placement, recommendation for expulsion.

Suspension and Expulsion: Student conduct that significantly disrupts class work, or involves substantial disorder or invasion of the rights of others, is a basis for suspension or expulsion. Persistent disobedience will result in a referral to the Superintendent for alternative placement.

The school district will make every reasonable effort to keep students within the school's sphere of influence. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for suspension and/or expulsion of students.

Actions that could lead to suspension or expulsion are the following:

- Theft
- Profane, vulgar, suggestive, or obscene profane language or gestures
- Gross disobedience or insubordination (this includes refusing to identify yourself or lying about identity)
- Unauthorized walk-outs, cutting school or class, or being in unauthorized areas of the campus
- Fighting, pushing, or striking other students, staff, or faculty members.
- Ganging or participation as a member of a gang in inflicting harm or threatening another person - A gang shall consist of two or more persons acting together - Participation may include any act that interferes with or hinders a staff member from stopping threats or the infliction of bodily injury that was taking place
- Threatening a staff or faculty member in any way
- Blackmail, gambling, extortion, or other threats
- Possession of weapons such as knives, guns, blackjacks, pipes or any other implement construed as a weapon, including fireworks
- Mobile telephones; cell phones turned on or visible during the school day.
- Display of a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property.
- Unauthorized distribution of material
- Property destruction
- Gross misbehavior or repeated offenses of misbehavior, including loud, disruptive behavior anywhere on the school campus
- Conduct off campus during school related activities that is detrimental to the best interest of the school
- Possession, sale, consumption, or being under the influence of illegal or controlled substances such as drugs, alcoholic beverages, or toxic substances
- Possession of drug paraphernalia
- Smoking on the school campus
- Repeated violations of school rules and policies; disturbing school
- Refusal to comply with school assigned discipline actions
- Possession or use of mace or pepper spray

Students who are suspended or expelled shall not be allowed to come onto school grounds or school buses, to interfere with students or district staff, to disturb school in any way, or participate in any school event.

Dismissal (Students)

Students are to leave their classrooms only when announced. Buses are posted on the school-wide television monitors in the order in which they arrive on campus. Bus riders are to exit through either the front door or the bus door. Car riders on the 7th and 8th grade wings should exit through the back doors at the end of that hallway. 6th grade car riders will exit out the side door. Walkers and car-riders

are dismissed at 3:15 p.m. Walkers going up Rice Street will exit through the side door. Walkers going up DeOyley will exit through the bus door. **No student is to be picked up off campus or in front of the building.** Students not involved in extracurricular activities, sponsored by Hughes Academy, should be picked up by 3:45p.m. There is no supervision provided after 3:45 p.m. If you have special circumstances that prevent you from being here by 3:45 p.m. to pick up your child, you will need to make arrangements with Dr. Mark. Messages will not be delivered to students regarding changes in transportation unless in case of emergency. Parents should remind their child of any change in transportation for that day before arriving at school. Delivering messages to students causes interruptions during instructional time.

Dismissals (EARLY)

Students who need to leave school early must present a note written by a parent or legal guardian to the front office upon arrival at school. **There will be no early dismissals after 2:45 pm (on the final 3 half days of school there will be no dismissals after 12:00 pm).** The note must include the following:

**Student Name *Specific reason for early dismissal *Specific time for dismissal
*Name of person transporting student *Telephone number where a parent can be reached for verification. The student will not be called from class. The student is to notify the teacher of when he/she is to leave. When the time comes the student should come to the front office.*

The parent or guardian must come into the office and sign the student out using the Simple Track System. You must know the child's birthdate and be authorized to pick the child up from school. If anyone other than the parent or guardian picks up the student, identification may be necessary before the student is permitted to leave.

Dress Code 2011-2012

Students will be expected to dress in an appropriate manner while on school property and while participating in school-related activities. We encourage our students to take pride in their personal appearance such that it does not disrupt student work or school order, become distracting to others, or violate health and safety guidelines. Students must adhere to the dress code set forth by the school principal while on campus during the school day. If attending a school function in the evening, students must comply with the dress code of Greenville County Schools. Hughes Academy's guidelines are as follows:

BELTS: BELTS MUST BE WORN BY ALL STUDENTS IF THE ITEM OF CLOTHING IS MADE WITH BELT LOOPS

- Belt loops may NOT be cut off to avoid wearing a belt
- No belts with large buckles may be worn (i.e. SEXY, PRECIOUS, or student's name)
- Ribbon belts are allowed provided they have loops and/or buckles
- Ribbon belts and scarves made into belts are permitted
- All belts must be worn at the waistline
- An extra belt must be kept in your locker or backpack. This is a school supply requirement.
- Suspenders are not permitted

SHIRTS: NAVY, RED, BLACK, or WHITE (SOLIDS ONLY)

- Shirts may have a small appropriate logo over the pocket area
- All shirts must have a collar and sleeves
- No shirts made of 100% Lycra or Spandex
- Shirts may not have stripes on the collar or armband

- All shirt tails **MUST** be long enough to be tucked in at all times while on campus or field trips
- Tests to measure shirt length will be conducted on a daily basis (i.e. having students raise arms high above their head)
- Shirts must remain tucked in until you physically leave campus
- Turtlenecks and mock turtlenecks are permitted
- Long- or short-sleeved T-shirts in the same 4 colors (navy blue, red, black, or white) are permitted but must be worn **underneath** the collared shirt
- Only sweaters and sweatshirts may be worn on top of the collared shirt. **No other clothing can be worn over the collared shirt.**

GIRLS

- No cleavage showing
- No tight fitting shirts, shorts, or pants are permitted
- See-through shirts showing undergarments are not permitted

BOYS

- Blazers are not permitted
- Jumpsuits are not permitted

PANTS, SHORTS, SKIRTS, and DRESSES: NAVY, BLACK, or KHAKI

- No denim is allowed/no “skinny” jeans (rivets normally indicate denim)
- Pants with drawstrings in addition to a button at the waist are permitted
- Pants with only a drawstring, sweatpants, or overalls are not permitted
- Skirts, shorts, skorts, dresses, and jumpers may be worn as long as they come to at least the top of the knee
- Tying items of clothing around the waist is not permitted
- No pants may be worn underneath the required pants, skirts, etc.
- Slits in the skirts, jumpers, or dresses may only be 3 1/2” above the top of knee
- All pants and shorts must be hemmed – no cut-offs allowed
- Pant legs may not be tucked into socks or shoes
- Collared shirt must be worn under the jumper
- Dresses must have a collar
- Dresses are not to be made from 100% Lycra or Spandex
- No undergarments should be seen

OUTERWEAR

- Jackets may be worn to school but must be put in the locker immediately
- No nylon windbreakers
- Sweaters and sweatshirts may be worn in class but **MUST** be of the 4 solid colors and have no stripes (navy blue, red, black, or white)
- Fleece jackets or pullovers may be worn in class but **MUST** be of the 4 solid colors (navy blue, red, black, or white) All fleece materials except for simple logos (e.g. North Face).
- Collared shirts must be seen underneath the sweater or sweatshirt
- No hooded garments may be worn
- Sweatshirts, sweaters, and fleece jackets should not hang below the buttocks
- If students participate in high school sports teams, they are permitted to wear their team sweatshirt **IF** it complies with our school’s dress code

SHOES

- Flip-flops, shower shoes, or bedroom shoes are **NOT** permitted
- Mesh or sequined shoes with thin soles are **NOT** allowed

- Adidas/soccer shoes may NOT be worn
- Shoes with heels over 2 ½ " may NOT be worn
- The only extra pair of shoes brought to school should be those used for gym
- Crocs may be worn if they have the strap in place at the heel
- Shoe-laces must be tied

HEAD, FACIAL, and JEWELRY CONCERNS

- No hats of any kind may be worn inside the building
- Sweatbands worn around the forehead are NOT permitted
- "Do-rags" are NOT to be worn
- Nose and/or tongue rings are NOT permitted
- Spiked necklaces and/or bracelets are NOT allowed
- Jelly bands/Silly Bandz are NOT to be worn
- Heavy eye make-up, black lipstick, and black nail polish are NOT permitted
- Decorative symbols shaved into the head are NOT permitted
- Feather Hair Extensions are not permitted
- Mardi Gras style beads are NOT permitted
- Earring studs must measure a diameter of no more than ¼ "
- Necklaces longer than 18" may NOT be worn (shouldn't hit beyond the sternum)
- Extremely large hoop earrings are not permitted- size not to exceed 1.25" in diameter
- Chains or necklaces with keys and objects attached are not to be worn around the neck or be exhibited on student
- Non-prescription contacts or glasses are not permitted

Please be aware that parents will be contacted when a student has not complied with our school's dress code. If a parent is not able to bring the necessary item(s) to school, the student will spend the day in in-school suspension. Consequences for repeat offenders will be determined by the administrative team.

Students may not write on their arm, legs, or any visible part of their body with ink/paint, or cut themselves with blades to create a design. Also no visible stickers or appliqués are allowed on the body.

Financial Transactions

When submitting payment to the school staff, the cash/check/money order must be submitted before 12:00 pm (noon).

Grading Scale

Middle school students will receive a numeric grade for each subject based on the following grading scale:

A+ 99-100	C+ 83-84
A 95-98	C 79-82
A- 93-94	C- 77-78
B+ 91-92	D+ 75-76
B 87-90	D 72-74
B- 85-86	D- 70-71
F 63-69 (partial GPR credit)	
F 62 or Below (No GPR credit)	

The following information includes the recommended number of major and minor assessments for each of the required courses per quarter and how they are weighted:

English Language Arts - 12 Minor (including but not limited to quizzes, small writing assignments, class work, homework) = 50%; 3-4 Major (including but not limited to tests, formal writing, portfolios, research) = 50%

Math - 12 Minor = 50%; 3 Major = 50%

Science - 12 Minor = 50%; 3-4 Major = 50%

Social Studies - 12 Minor = 50%; 3-4 Major = 50%

Physical Education - 12 Minor Active Class Participation and Effort = 50%; 2 Major Standards-Based Assessments = 50%

Guidance Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any other questions the student would like to discuss with a counselor. Students must have an appointment and/or pass to meet with the counselor.

Health Room

The health room is merely an emergency station and is not equipped to take care of any serious illness. Students will only be dismissed from school in case of illness from the Health Room. A parent or doctor's note is required upon the return of the child when dismissed from the Health Room. Students may not contact parents regarding illness using personal cell phones or a classroom phone. If a student becomes ill at school, he/she must go to the Health Room where the nurse will evaluate whether or not that student needs to go home. Students who use a personal cell phone to call a parent to go home will have his/her cell phone taken in accordance to the district cell phone use policy.

--Parents are to notify the school nurse, in writing, of any health conditions pertinent to the child's well-being such as, asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc.

Immunizations: The state requires that each student present the school with a valid South Carolina Certificate of Immunization or Certificate of Exemption. New students have thirty days in which to present this certificate.

Medication: Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to school and provide Form Med-1 before any prescription medication may be left at the school
- If your child must self-administer medication at school, Form Med-2 is required before medication is brought to school
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using Form Med-3

All Health Services procedures/guidelines and above mentioned forms can be found on-line at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

Homework

Homework is assigned daily in academic subjects. It may be assigned to review and strengthen class work or to help students learn how to study independently. Some assignments may be spread out over a longer period of time so that students can show they are able to gather and present information. Parents will be able to access a "Homework Hotline" for each of their child's teachers. All assignments for the week will be available for parents to check by Monday afternoons. Homework Hotline extensions will be provided to students.

Inclement Weather

Should inclement weather threaten the normal school schedule, students and parents should tune in to their local television or radio station for announcements about school openings and closings. When weather creates a delayed opening of school, students are to report according to the delayed time.

Locks and Lockers

Lockers are school property and are provided as a convenience and a privilege to the student; therefore they may be inspected at any time. All students will be issued lockers and locks at the beginning of the school year at no cost to the student. Locks are the responsibility of the student and must be paid for if they are lost or stolen. Locks are \$5.00. Personal locks may not be used without the specific permission of the administration. Students should not tell their lock combinations to any other student.

Coats and book bags are to remain in the locker during the school day.

Lost and Found

Any articles found on the school grounds should be turned in to the office. All unclaimed items are donated to a charitable organization at Christmas and on June 15. The lost and found box is located in the cafeteria.

Make-up Work

When a student has an excused absence, school policy allows five days after returning to school to complete make-up work. Students absent fewer than three days are responsible for contacting each teacher for missed work. This request should be made immediately upon returning to school.

If a student has an excused absence longer than three days, a parent may request make-up work on the morning of the third day. This request should include student locker number and locker combination. Make-up work may be picked up after 3:20 p.m. on the day of the request. Make-up of school work missed during unexcused absences may be approved only with permission of the Principal after consultation with the teacher(s) concerned. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

Media Center

All school rules apply in the media center. Students are expected to keep the noise to a level that will not disturb any other student trying to work. Remember the media center is a place for study, reading and research, not visiting and socializing. The media center is open from 8:00 AM until 3:30 PM. Students may come with their classes or individually with a pass from a teacher.

Books may be checked out for a period of two weeks and may be renewed once for an additional two weeks. Periodicals may be checked out overnight. Media materials not returned on or before the due date are considered overdue, and a fine of five (5) cents per school day after the due date is charged. Students are responsible for lost media materials. Reimbursement for lost and paid media materials will not be given after five (5) school days.

Pledge of Allegiance

In accordance with School District regulations, Hughes Academy students will collectively participate in the Pledge of Allegiance and a mandatory moment of silence. These activities will take place at the beginning of the school day. *Any* individual who chooses to abstain should remain quiet and respect the right of others to participate.

Progress Reports

Students will receive a progress report at the mid-point of each nine weeks and a report card at the end of each nine weeks period. Parents are encouraged to contact their child's teacher(s) to arrange a conference at any point in the grading period if there is a concern.

Prohibited Items

Any electronic devices such as MP3 players, iPods, tape recorders, radios, pagers, record players, CD players, TV's, electronic games, laser pointers, etc., are not to be brought to school. Items such as baseball cards, toys, candy, gum, etc. are also prohibited. All prohibited items listed above **will be confiscated and returned to a parent/guardian.** If these prohibited items are brought to school and stolen, the administration will assist in recovering them.

The following information on the use of cell phones has been pulled directly from Greenville County School's website.**

Mobile Telephones - Middle and High School Students are permitted to possess mobile telephones on school property, school buses, and while attending school-sponsored and school-related activities. The use of mobile telephones is restricted to before and after school hours. Mobile telephones brought onto school property must be turned off and stored in the student's locker throughout the school day (8:15 am-3:20 pm). Exceptions to this code must have prior approval by the principal. If a student uses a mobile telephone in violation of this code, the principal or his designee may confiscate the student's mobile telephone and discipline the student in accordance with the "Offenses and Consequences" section of this Code of Conduct

Possession and use of Paging Devices and Mobile Telephones

A paging device or mobile telephone possessed or used in violation of the "Student Rights" section of this Code of Conduct will be confiscated and the student using or possessing such paging device or mobile telephone in violation of the applicable section of the code will be disciplined as provided below:

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 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 60 calendar days after the confiscation.

Hughes Academy administration will not return the SIM card from the mobile phone.

Promotion and Retention

Students must pass all required academic subjects in order to be promoted to the next grade. The required academic subjects are English/Language Arts, Math, Science and Social Studies.

Students who do not pass all required academic subjects or miss more than ten days of school may be retained in the same grade or be required to take one or two courses in Summer School to meet promotion requirements.

Safety Drills

Fire and tornado drills are held at regular intervals throughout the school year. Practicing these drills in an orderly fashion promotes safety in case of a real emergency. To insure safety, remember these basic rules:

- Check instructions in each classroom for emergency procedures (posted near the door).
- Move quickly and quietly to designated areas.
- Listen for teacher instruction.

Social Clubs

Students who are members of social clubs, fraternities, sororities, and other non-school sanctioned organizations are not permitted to carry on sales, initiations, or other club activities. Any sort of club-related "hazing" or intimidation is not allowed.

DANCES AND FIELD TRIPS PARTICIPATIONS

Students can not have more than 2 in school ISS or no out of school suspension to participate in a dance or a grade level field trip. The time period will be determined. Final decision regarding students' participation in the dance or field trip is subject to administrative review and approval.

Sports Team Policies

All players are expected to be on time for games and practices, give 110%, and always display good sportsmanship. A player will be dismissed from the team for any of the following reasons:

1. His or her grades fall below a 75 in any class (related arts included) at quarterly report periods (or at the interim report period if the season falls between quarters).
2. Receiving disciplinary referrals which results in 2 or more in-school suspensions or 1 out-of-school suspension during the season.
3. Displaying an unacceptable attitude during practice or a game (at coach's discretion).
4. At the recommendation of a parent.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

Attend school to receive an education

- Schools cannot educate students who do not attend school.

Attend school daily unless ill or legally excused

- School Carolina law requires a student to attend school until his 17th birthday.

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.

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.

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.

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.

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.

Respect the person and property of others

- Treat people and their property with respect.

Respect public property

- Schools are a community investment and resource for young people. People who damage school property will be held responsible.

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.

Tardiness

Students are to report to class on time. Should a student arrive at school after 8:30

a.m., the student must enter the front door nearest the office and report to the receptionist to secure a tardy pass to enter class. The student should have a note for the tardiness that includes:

**Student's name*

**Date*

**Reason for the tardy*

**Signature of a parent or guardian*

Students receiving more than two tardies per quarter will not be recognized for perfect attendance. Students receiving more than three tardies per quarter will be subject to disciplinary action (including in-school and out-of-school suspension) Tardies to class: 6 tardies-parent contact on 4th tardy

Telephone

Students are to use the phone in the office for special circumstances only with permission from a member of the Hughes staff. The phone is not for travel arrangements or to retrieve forgotten articles.

Textbooks

Each student will be issued textbooks provided by the state of South Carolina. Students are responsible for keeping up with their assigned books and maintaining them in good condition throughout the school year. Students must pay for any damage beyond normal wear and any lost textbooks. The school will refund students for found textbooks provided they have the receipt.

Textbook Policies

- Students will receive their textbooks through the Media Center the first few days of school
- All textbooks are bar-coded and will be checked out directly to the student under their name in the computer system (students will be charged for the removal of bar-codes)
- Teachers will not store student books in their classrooms
- Students are responsible for all books checked out to them
- The bar-code is the determining factor when checking to see whose book is whose (names written in the book may not correspond with the bar-code)
- The school district will house all textbooks in a central depository. Upon a student's enrollment at Hughes, it may take a several days before books are available.

Lost or damaged books (beyond normal wear and tear) will be the responsibility of the student and replacement will be expected. Price is subject to change annually based on specific book titles and years in publication.

All students are provided an agenda upon arrival at Hughes. Replacement cost is \$7.

Visitors

Visitors must secure administrative approval before being allowed in any part of the building. All visitors, including parents, must report to the office, obtain permission, sign in using Simple Track, and receive a name tag before reporting to any other area in the school. If you wish to visit a classroom, you must make arrangements with the teacher at least 24 hours in advance.

Financial Transactions

When submitting payments to the school staff for merchandise, fund-raisers, field trips, etc., the cash/check/or money order must be submitted before 12:00 PM (Noon).