

## A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

Welcome to the 2011-2012 school year at Mauldin Middle School. We want your year here at Mauldin to be successful, exciting, challenging, and rewarding. Your success in school will depend on your effective study habits, regular attendance, and self-discipline.

Several rules, policies, and regulations have been established and must be followed in order for Mauldin to be an excellent school and for your experience here to be successful and enjoyable. This handbook agenda has been designed to acquaint you with the operation of Mauldin. Please read it carefully in order to familiarize yourself with these procedures. Please also share it with your parents so they, too, will be aware of our procedures.

At Mauldin Middle School, we believe that all goals are attainable when we work together toward our goals. Making good choices, getting good grades, having good behavior, and having a good attitude are goals we should always strive to pursue. Mauldin Middle School is committed to excellence through a cooperative effort on the part of everyone involved in our school.

Good luck for a very successful and productive year at Mauldin Middle School.

Rosia D. Gardner  
Principal

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### MAULDIN MIDDLE SCHOOL MISSION STATEMENT

The mission of Mauldin Middle School is to prepare all students to succeed in becoming lifelong learners and responsible, productive citizens.

### SCHOOL POLICIES AND PROCEDURES

#### ARRIVAL TIME/DISMISSAL TIME

The school day for Mauldin Middle School students will be from 8:25 a.m. to 3:15 p.m.

Car riders are to report to the cafeteria and bus riders are to report to the gym where teachers on duty will supervise them. Students are expected to be in their first class when the 8:25 a.m. bell rings.

Teachers desiring students to report to their classrooms or to the library prior to 8:15 a.m. should give the student(s) a written pass the previous day. Students without written passes will not be allowed to leave the designated area.

School is dismissed at 3:15 p.m. and students should leave the building NO LATER than 3:25 p.m. unless a teacher is supervising the student. No students are allowed in the building after 3:30 without a supervising teacher.

#### ARRIVING LATE/TARDINESS

##### TO SCHOOL:

All students arriving in the building after 8:25 a.m. should report immediately to the lobby for a tardy pass.

Bus riders will receive a "LATE BUS" pass and will have four minutes from the time on the pass to get to their first class.

Car riders will receive an "excused" or "unexcused" tardy pass. Unexcused tardies will result in disciplinary actions.

##### TO CLASS:

Students are allowed four minutes for change in classes, and they should be prompt in reporting. Teachers will handle class tardies or other irregularities in a manner that is most effective for the student concerned. Students with chronic tardies will be referred to school administrators.

#### ATTENDANCE

The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school for at least two periods, 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 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) days may cause the student to lose credit for the year.

- II. Because 170 days are the minimum required by the state, the first ten (10) absences require written verification whether they are lawful, unlawful or a combination of both. All absences beginning with the eleventh (11<sup>th</sup>) must be lawful and will be excused if they fall within the following guidelines:

#### A. LAWFUL ABSENCES

1. Personal illness of a child verified by a statement from a 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. (This includes doctor's appointments.)
2. 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.
3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

#### B. UNLAWFUL ABSENCES

Any student absence or one without acceptable cause with the knowledge of his or her parents, shall be counted as unlawful and will not be excused. A written note is still required.

Truancy becomes a part of the student's record if they have three (3) consecutive unlawful absences or a total of five (5) unlawful absences. Vacations are considered unlawful absences.

#### C. PROCEDURES FOR MAKE-UP WORK

1. Provisions for make-up of schoolwork missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.
2. Make-up of schoolwork missed during unexcused absences may be approved only with permission of the teacher and/or

principal after consultation with the teacher(s) concerned.

On the day of returning to school after an absence, the student should report to the lobby area with a note from the parent or guardian regarding the absence. The attendance clerk will issue an attendance (or admission) slip indicating the status of the absence (excused/unexcused).

The admission slip is to be signed by all teachers and turned in to the last teacher signing the slip. The student should not attempt to enter class after being absent without an admission slip.

#### BICYCLES

All bicycles, mopeds, and scooters should be parked in the bike rack. Bicycles should be locked with chains and locks. Students will not be permitted to loiter around the bicycles.

#### SKATEBOARDS/IN LINE SKATES

Skateboards/In Line Skates are not permitted on campus.

#### BUS REGULATIONS

- ◆ Follow directions of the driver.
- ◆ Stay in your seat.
- ◆ Keep hands, arms, legs, and objects to yourself.
- ◆ No cursing, swearing, gestures, or loud talking.
- ◆ No pushing, shoving, or fighting at any time.
- ◆ No eating, drinking, or smoking.

#### CONSEQUENCES FOR NOT FOLLOWING BUS REGULATIONS:

1. Warning given – request for stricter parental supervision.
2. Suspension from school bus transportation for one (1) to four (4) school days.
3. Suspension from school bus transportation for five (5) school days.
4. Suspension from school bus transportation for ten (10) school days.
5. Suspension from school bus transportation for fifteen (15) school days.
6. Permanent suspension from school bus transportation for the remainder of the school term.

## SEVERE CONSEQUENCES FOR BUS VIOLATIONS

1. Fighting – one (1) week suspension, first offense.
2. Smoking – two (2) week suspension, first offense.

Referrals to the principal will be handled with the normal school bus disciplinary report. A warning may be given on the first offense. Further offenses will result in suspension from bus transportation.

## CELL PHONES/PAGERS

Cell phones are allowed at Mauldin Middle School. However, they may not be used in the building during school hours. All cell phones must be turned off. A student may have his/her cell phone confiscated and held according to the following District Policy.

**First 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 adult.

**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 adult 30 days after the confiscation

**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 adult 60 days after the confiscation and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension or out of school suspension.

## CHANGE OF ADDRESS

If students move during the school year or during the summer, they should report changes of address and phone numbers to the appropriate counselor and to the nurse. Accurate addresses and phone numbers are needed in case of emergencies. The school should have an up-to-date address and phone number for each student's parents at all times.

## DRESS CODE

It is expected that the personal grooming and the clothes worn by the students at Mauldin will reflect good taste, good judgement, and cleanliness. While no attempt is made to dictate fashion for individuals, the administration reserves the right to determine when the overall appearance of an individual student is detrimental to the well being of the school and its students.

The following basic guidelines will be followed at all times at Mauldin Middle School: (See District Code of Conduct also.)

- ◆ NO MINI-SKIRTS.
- ◆ No SHORT shorts. (Shorts must be near the knee).
- ◆ Shoes must be worn at all times. Flip-flops (shower-type shoes) are not allowed.
- ◆ No halter tops, spaghetti strap tops, low cut tops or tank tops (shoulders must be completely covered).
- ◆ No see-through garments.
- ◆ No cut-off pants (shorts), skirts or biker shorts.
- ◆ No studded belts, bracelets, or chains.
- ◆ No hats, headbands, bandanas, skullies, curlers or sunglasses.
- ◆ No "extreme" (non-human) hair color or styles.
- ◆ No boxer shorts or underwear visible.
- ◆ No pants or shorts hanging too far below the waistline (no "sagging").
- ◆ Clothing must not drag the floor.
- ◆ No midriffs (tops must meet bottoms).
- ◆ No jeans with holes above the knees.
- ◆ No profane or vulgar language; no drawings containing alcohol, tobacco or illegal drug advertisements on any part of clothing or jewelry.
- ◆ Facial jewelry must be only in the ears.

**NOTE:** Teachers will check all students during Homeroom for appropriateness of their attire. At that time, students inappropriately attired should be sent to the office as early as possible. No student should be sent to the office after that time unless they have changed their clothing for some reason. Students may be required to call their parents for a change of clothes. The administration reserves the right to judge the appropriateness of any apparel worn to school and will make the final decision regarding the attire.

## EARLY DISMISSALS

Early dismissals will occur only near the end of a class in order to avoid excessive disruption of class. The student who needs an early dismissal must bring a note written and signed by the parent or guardian to the main office before 8:25 a.m. The note must contain the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up the student, telephone number where the parent can be reached for verification, and signature of the parent. A student is required to attend two periods (of the school day) in order to be counted present for the entire school day.

The parent or guardian will be required to come into the office to sign the dismissal sheet. If anyone other than the parent or guardian is to pick up the student, identification will be necessary before the student is permitted to leave.

***No early dismissals are allowed after 2:45 p.m.***

## EXPECTATIONS FOR STUDENTS

Academic instruction is the primary function of Mauldin Middle School. In order for students to live up to their academic potential, all students are expected to:

- ◆ Be at school each day.
- ◆ Be on time for each class.
- ◆ Bring the proper books, papers, and writing utensils to each class.
- ◆ Work to the best of one's ability.
- ◆ Participate in class discussions.
- ◆ Do all homework each day and turn it in on time.
- ◆ Prepare adequately for test situations.

## FINAL EXAMS

End-of-year exams in all subject areas will be given to students. The final exam will count one-fifth of the student's second semester grade in each class.

**NOTE:** *When exams are scheduled, the only excuses for absences that will be accepted are (1) personal illness and/or (2) death in the immediate family. No excuses for early vacations will be accepted.*

## GRADE REPORTS

### PROGRESS REPORTS

Progress reports will be sent home in the middle of each report card period. The reports must be signed by the parents and returned to the teachers.

### REPORT CARDS

Report cards are sent to parents at the end of each nine-week period. Parents are invited to visit the school or otherwise communicate with the principal, counselors, and teachers for a discussion of any problem having to do with the student's progress.

### GRADING SYSTEM

The grading scale is as follows:

**A = 93 – 100; B = 85 – 92; C = 77 – 84;  
D = 70 – 76; F = Below 70.**

### GUIDANCE SERVICES

Guidance counselors are available at Mauldin Middle School for conferences with students and parents and to provide information and assistance with regard to the school program. Parents may call the guidance counselors at 355-6774 to arrange for a conference. Parent conferences with teachers concerning a student's academics must be made through the guidance department, and not directly with the teacher in order to avoid scheduling conflicts.

### HOMEWORK

Homework is assigned to students on a regular basis as a way to supplement and strengthen the student's regular class work. Homework is a part of a student's grade, and the student is responsible for completing and submitting it. Parents of a student who is ill and will be absent from school three or more consecutive days may request assignments by contacting the guidance office at 355-6774.

### ILLNESSES, INJURIES, AND MEDICATION

Students should notify their teachers if they are ill or injured. The teacher will then issue a pass to go to the healthroom. Students who abuse health room privileges will not be allowed to go except for emergencies. If it is necessary for a student to

take medication while at school, the **PARENT** must bring the medication to the health room.

**THE MEDICATION SHOULD BE LABELED WITH THE STUDENT'S NAME AND THE DIRECTIONS FOR USE! NO MEDICATION WILL BE GIVEN UNLESS IT IS BROUGHT FROM HOME.**

If a student has to leave school due to illness, the student must be signed out in the health room by a parent or designee.

### **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are usually made by 6:30 a. m.

### **LOCKERS**

At the beginning of the school year, each student in the school will be assigned a locker with a built-in lock. Some students may be asked to share lockers. Students will be given the combination and are urged to memorize the combination and to refrain from sharing it with other students. Students will be responsible for all articles left in their lockers.

Because lockers are school property, the administrators retain the right to inspect lockers from time to time to prevent abuse.

### **LOST AND FOUND**

Any article found on school grounds should be turned in to the office. Students claiming items found may have the items returned by checking with the office and making proper identification. Gym clothes will be turned in to the lost and found in the gym.

All lost and found items not claimed by the end of the year will be discarded or given to a charitable organization.

### **MEDIA CENTER**

The media center is open from 8:00 a.m. – 3:45 p.m. daily. All students must have a pass when using the library. Only one name may be included on a pass from a teacher.

Students are to demonstrate appropriate behavior and courtesy when using the library. No student

may check out materials and/or books for another student. The books are the responsibility of the student who checked out the book(s).

Books may be checked out for two weeks and may be renewed once. Books in great demand may not be renewed. Books and materials on reserve may be checked out for overnight use only and must be returned by 8:15 a.m. the following day.

All fees should be paid promptly. Report cards may be held if fees are owed to the library.

### **MISUSE OF DISTRICT TECHNOLOGY RESOURCES**

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook.

### **PROMOTION AND RETENTION**

All middle school students must pass all required academic subjects during the regular term or during 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 it is taught as a separate subject from language arts.

### **PARENT-TEACHER ASSOCIATION**

The Mauldin Middle School Parent Teacher Association (PTA) is composed of parents and teachers who are actively interested in promoting a better understanding between the home, school, and community. With the cooperation of all parents, all teachers, and all students, the goals of Mauldin Middle School will be attained.

### **PTA FUNDRAISING PROJECTS**

The PTA sponsors several fundraising projects during the school year.

- ◆ No door-to-door sales or solicitation at homes or business establishments will be permitted in the name of Mauldin Middle School.
- ◆ No sales or solicitations will be permitted in public streets or shopping centers.

### **SCHOOL DANCES**

Mauldin's Student Council and PTA will hold several school sponsored dances throughout the year. ONLY Mauldin students may attend these dances. Students must be picked up immediately after the dance in order to be allowed to attend future night events.

### **SCHOOL FIELD TRIPS**

Off-campus school-sponsored activities must be substantiated with a written permit (form given to students by the teacher or sponsor) signed by parents. Students are under the district's code of conduct when on school-sponsored trips. Students are responsible for work missed during field trips.

### **SCHOOL DISMISSAL**

All students must exit the building by 3:25 p.m. unless under the supervision of a teacher. No supervision is provided in the pick up areas for students after 3:45 p.m.

### **SCHOOL INSURANCE**

Insurance will be offered to students for school-time protection and for twenty-four (24) hour protection.

The insurance for each student becomes effective when the insurance company receives the student's application with payment.

The school's responsibility for this insurance program is one of service. The school will provide the claim forms and complete the school's portion. All other matters relating to claims, including mailing of claims, are the responsibility of the family and the insurance company. Should there be any questions relating to the policy, the parent must contact the insurance company at the toll free number that will be provided.

### **SCHOOL STUDENT COUNCIL**

The student council at Mauldin Middle School provides the student body with proper representation in school governing matters.

Campaigning opportunities will be given to all students to enable the selection of the officers and classroom representatives as early in the school year as possible.

A candidate for any student council office cannot have a record of discipline problems. Student council members must keep a "C" average each nine-week grading period in order to stay on the council. Council members will be removed from office if they fail to maintain a "C" average.

### **SPORTS**

(Volleyball-Girls; Basketball-Girls/Boys; Softball-Girls; Baseball-Boys; Soccer-Girls/Boys)

The purpose of each of these teams is to provide students the opportunity to better themselves physically and socially by participating in a team environment. Seventh and eighth grade students may participate. Members must have a "C" average with no "F's". They must successfully complete tryouts and maintain a good discipline record. Tryouts for volleyball are held in August; for basketball, in November; for baseball and softball, in January and for soccer, in February. Tryouts are open to seventh and eighth graders. Physicals are required to participate in tryouts.

The School District of Greenville County's Code of Conduct for extracurricular activities as well as High School League guidelines for middle school sports will be in place for participation.

### **STUDENT BEHAVIOR AND DISCIPLINE**

A good school requires the best efforts and cooperation of all concerned. Each individual will be expected to:

- ◆ Show respect to teachers and others in authority.
- ◆ Behave in a responsible manner.
- ◆ Display good manners with every individual in the school.
- ◆ Accomplish the work assigned to the best of his/her ability.
- ◆ Show pride in being a student of Mauldin Middle School.

Be aware of the following:

- ◆ Gum and candy are not allowed during school hours. These items may be confiscated.
- ◆ The restrooms at Mauldin are for your convenience and use. Abuse of the restrooms will result in suspension.

- ◆ Profane, vulgar, or obscene language will not be tolerated. Obscene literature will not be permitted on the school premises.
- ◆ Cheating and the copying of work belonging to another student are violations of school rules as well as personal ethics. The lender and borrower will receive zeros on work and possible additional disciplinary action.
- ◆ Baseball cards, playing cards, electronic games, and IPOD equipment of any kind are not allowed on school grounds unless written approval has been granted by a teacher. The aforementioned items will be confiscated and will not be returned until the end of the school year. A parent may come to the school to retrieve confiscated items at any time.
- ◆ Skateboards are not permitted on campus.
- ◆ According to state law, beepers confiscated on campus will not be returned to students.
- ◆ Failure to obey disciplinary rules and policies may result in the denial of student participation in school activities.

### **STUDENT DETENTION**

Students with disciplinary problems may be assigned to detention time before, during, or after school. When a student is assigned detention by the administrators, the detention time will be served the following Thursday or possibly Friday. Parents will always receive at least a day's notice so that transportation home for the student can be provided. Students who fail to report to an assigned detention may be suspended from school. Failure to report to an assigned detention for a teacher may result in a referral to the office for further disciplinary action. Excessive tardies to class may result in a Friday Detention.

### **IN SCHOOL SUSPENSION**

Students may be referred to In School Suspension at the discretion of the grade level administrator. In School Suspension may be assigned based on the infractions described on the Disciplinary Referral.

### **STUDENT SUSPENSION/EXPULSION**

Actions that could lead to suspension or expulsion are:

1. Theft
2. Obscene and/or profane language or gestures
3. Harassment/sexual harassment
4. Unauthorized walk-outs
5. Fighting
6. Striking staff members or other students

7. Blackmail, threats, and intimidation
8. Gambling
9. Unauthorized possession of weapons such as knives, guns, blackjacks, razors, fireworks, laser pointers, etc.
10. Unauthorized distribution of material
11. Destruction of property
12. Cutting classes or school or excessive tardiness to school or class
13. Violations of bus rules
14. Gross misbehavior, disobedience, or disrespect
15. Possession, sale, consumption, or being under the influence of illegal drugs, alcoholic beverages, or toxic substances will result in a recommendation for expulsion.
16. Repeated violations of school rules and policies.
17. Students selling candy or other items in school are subject to suspension and the confiscation of whatever is being sold.
18. Persistent disobedience will result in a recommendation for alternative placement.

Any student who is suspended must stay off school property for the duration of the suspension, and he/she may not participate in any school activity or function during the suspension.

### **STUDENTS WITH WEAPONS, DRUGS, OR ALCOHOL**

Students who are found to possess a weapon, alcoholic beverages, and/or illegal drugs either on their persons, in their lockers, or hidden in their possession will be dealt with strictly according to the Board Policy of The School District of Greenville County.

This rule also applies to those students who may have passed their items to other students. This rule also applies while students are on the school bus.

The police will be notified when a law has been broken, and appropriate actions may be taken in addition to whatever disciplinary actions are taken by the school.

### **GREENVILLE COUNTY SCHOOLS' CODE OF CONDUCT IS SUBJECT TO CHANGE PER SCHOOL BOARD POLICY.**

### **MAIN OFFICE TELEPHONES**

The telephones in the main office are for school business, and therefore, may not be used by students unless in the case of an emergency.

## TEXTBOOKS

The state provides free use of textbooks to all students. Under the system's guidelines, students must handle and use the textbooks with care. A student who is responsible for damage to a textbook (above normal wear and tear) may elect to pay the cost of the textbook and gain ownership of the book. Students may be assessed a fee if the textbook is damaged.

Report cards may be held if a student owes fees for lost or damaged textbooks.

## BREAKFAST AND LUNCH REGULATIONS

Breakfast is served from 8:00 a.m. – 8:25 a.m. Each student will have an account with a designated number in the lunchroom. Students may put money into their accounts each Monday morning from 8:00 a.m. – 8:25 a.m. Students who are absent on Monday will pay daily as they pass through the lunch line. Students who received reduced-price lunches and who are absent on Monday will be given the opportunity to purchase reduced-price lunches when they return to school.

If students lose or forget their lunch or breakfast money, they may, with permission from their teachers, come to the office to call home. There will be no provision by the school to provide lunch money. Keeping up with lunch money is the sole responsibility of the student.

## TRANSFERS OR WITHDRAWALS

If for some reason a student is unable to continue his/her education at Mauldin Middle School, the student is to notify the appropriate counselor. The student's parent or legal guardian should send a note with the student so that the proper paperwork for clearance can be processed.

No student records will be released or forwarded to another school until the proper check-out procedures have been completed.

No student will be allowed to attend Mauldin Middle School without proper notification of transfer.

## USE OF TOBACCO

The Board of Trustees of The School District of Greenville County forbids the use of any tobacco products (cigarettes, snuff, chewing tobacco, etc.) by students or adults on school grounds.

Appropriate action will be taken against persons who violate this policy.

## VALUABLES

Do not bring money or other valuables that will be out of your sight during the day. Bring only enough money for each day. The school does not assume responsibility for lost or stolen articles. Any item that is stolen should be reported to your teacher or the office personnel immediately.

## VISITORS ON CAMPUS

- ◆ No visiting student(s) will be allowed in classes.
- ◆ Any person who wishes to visit the school for any reason must report to the office.
- ◆ Parents and all other visitors must report to the main office for a visitor's pass.

## 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 will include the right to call in the police or other authorities and swear out warrants.

## SCHOOL SAFETY

Mauldin Middle School has procedures and guidelines in place for various safety-related and crisis situations. Mauldin Middle School practices these procedures throughout the year to better ensure school safety.

## CONCLUSION

The key to a good school lies in the pride that we have in our school and the degree to which each of us accepts personal responsibility for the welfare of the school as a whole.

No list of rules and regulations can replace school spirit. The procedures which have been listed are simply reminders about things which a good citizen would probably do on his/her own. It is firmly believed that the great majority of us do what we consider right, without threat of punishment.

Due to the seriousness of some behaviors, it is felt that all students should understand clearly what these offenses are and that students should be warned of the consequences.