

SEVIER MIDDLE SCHOOL STUDENT PLANNER & PARENT-STUDENT HANDBOOK

2011-2012

August 17, 2011

Dear Parents and Students,

Welcome to the 2011-2012 school year! Sevier educates some of the brightest and most creative students in Greenville County! It is our pleasure to work with students, parents, and the community to create a safe and successful school experience for everyone.

Our commitment is to provide a safe and challenging learning environment where all students become competent, curious, and creative citizens who pursue personal excellence and contribute to their community. This mission provides focus for all decisions we make at Sevier.

We appreciate caring and involved parent support as together we challenge students to reach, create, and achieve as they become prepare for high school and beyond. Join us for a great school year!

Respectfully yours,

Karen M. Kapp
Principal
(864) 355-8210
kkapp@greenville.k12.sc.us

Sevier Middle School
1000 Piedmont Park Road
Greenville, South Carolina 29609
Phone: (864) 355-8200
www.greenville.k12.sc.us/sevier

Attendance Clerk	355-8201	Guidance Office	355-8204
School Nurse	355-8207	Media Center	355-8205
Cafeteria	355-8208	Secretary	355-8202
Athletic Director	355-8228	Resource Officer (SRO)	355-8214
Asst. Principal	355-8211	Fax	355-8255

DID YOU KNOW? You are attending school on the grounds of Camp Sevier, a U.S. Army training camp during World War I. More than 100,000 soldiers trained here before going abroad to fight. The Thirtieth Division – “Old Hickory,” earned more honors than nearly any other division in “The Great War.” The best of our military was trained here; now the best students in Greenville learn here!

Name: _____ Grade _____

Period	Semester	Subject	Teacher	Room #
1	1 st			
1	2 nd			
2	1 st			
2	2 nd			
3	1 st			
3	2 nd			
4	1 st			
4	2 nd			
5	1 st			
5	2 nd			
6	1 st			
6	2 nd			

Student Academic Goal Setting

PASS Spring '11 Score/Level		MAP	FALL 2011 RIT	Dec. 2011 RIT	Target for Growth by SPRING 2012	MAP RIT SPRING 2012	Actual Growth 2011-12	Met?
ELA	/	Reading						
MATH	/	Math						
SCIENCE	/							
SOCIAL STUDIES	/							

Grades

Course	1 st Qtr	2 nd Qtr	1 st Sem*	3 rd Qtr	4 th Qtr	2 nd Sem*
Language Arts						
Math						
Social Studies						
Science						
Phys. Ed.						
R.A.						
R.A.						
R.A.						

* Must pass every class at semester to be eligible for sports.

PERSONAL GOALS and RECORD OF ACHIEVEMENT

Goal for 2011-2012:

1. Academic Goal

2. Personal Goal

My Strengths; where I can help others:

Areas to Improve:

Areas where I will seek help:

Activities and Honors:

YOUR PLANNER AND HANDBOOK

This planner and parent-student handbook will **inform you of rules and procedures** and **help you to organize** for a successful school year. Please review its contents with your parents. You can also view this handbook on our website at www.greenville.k12.sc.us/sevier.

Students must bring this planner each day to every class. **Planners are required for hall passes**, communication with parents, and homework assignments. Students should write down all assignments and due dates, note materials needed, and track progress in classes. Replacement planners are **\$6.00**.

Bell Schedules 2011—2012

Grade 6	Start	End
1	8:30	9:33
2	9:37	10:37
3	10:41	11:31
4	11:35	12:24
Lunch w/ 5th	12:29	1:09
5	1:09	2:09
6	2:13	3:15

Grade 7	Start	End
1	8:30	9:33
2	9:37	10:37
Lunch w/ 3rd	10:41	11:20
3	11:20	12:20
4	12:24	1:24
5	1:29	2:19
6	2:23	3:15

Grade 8	Start	End
1	8:30	9:23
2	9:27	10:17
3	10:22	11:22
Lunch w/ 4th	11:26	12:05
4	12:05	1:05
5	1:09	2:09
6	2:13	3:15

DAILY ROUTINES

Classes meet from **8:30 a.m. until 3:15 p.m.** Students must be in first period classes by the 8:30 bell. Specific calls for dismissal begin at 3:15. The **“school day”** does not end for any student until he or she **exits the building** on the way home.

The school provides supervision for students beginning at 7:30 a.m. and until 3:45 p.m.

No student should arrive before 7:30, or wait outside after 3:45.

Students arriving between 7:30 and 8:20 will wait in **supervised areas** until release to class. A written note from the teacher is required if a student must report to the classroom prior to 8:20. Students will present this note to the morning supervisor.

Opening Activity & Announcements

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

Announcements of general interest to students are provided each morning by TV monitor or the Public Address (PA) system. Students should listen carefully and note items of interest or required attention.

Announcements, news, and upcoming events are also posted to the school's **webpage**. Many events are advertised in calls to student homes through the School Messenger system. It is important that students keep a **current phone number** in the Guidance Office.

Daily schedule

Students attend **4 core academic classes** of 60 minutes each and **2 Related Arts classes** of 50 minutes each. Each class meets every day.

Students report for **lunch** with one of their classroom teachers and return with the same.

At the **end of each day**, announcements are repeated over the P.A. or posted to the TV. Students must read silently and listen carefully, as these announcements often include special pick-up arrangements by student name.

All students **stay in their 6th period classrooms** until their specific group, car number, or bus number is called. Students should leave the building immediately through the designated hallway without loitering or waiting behind for others. Students waiting in classrooms may read silently, complete

homework, or participate in activity directed by the supervising teacher.

Hallway Travel Procedures - Unescorted

Students are permitted to be in the hall, unescorted and en route to a specific destination, under these circumstances:

- Arrival to school
- Moving to next class
- With a signed pass in their agenda
- At their designated dismissal time

When **walking in the hallway**:

- Walk to the right
- Use your "inside voice," level 1 or 2
- Keep your hands to yourself.
- Respect others' space and property
- Keep moving. Do not block others
- Do not make a problem for anyone

Students who are changing classes must monitor their voice levels and move directly to their destinations. **Do not seek attention from or disturb classes in session.**

Staff members have the authority and are responsible to supervise students and correct unruly behavior in the hallways, restrooms, or other common areas. Teachers have the right to impose an **alternate class change plan** for any student who is repeatedly disorderly in the hallway or bathroom.

When an adult addresses a student by name, gesture, or eye contact, a student must listen to that person and comply with instructions immediately.

Students may use the **restroom or water fountain** during class changes as long as they are not tardy to class. Anyone waiting for a turn at the water fountain must stand in line against the closest long wall. Students who are **disorderly in the hall, disturb classes, or ignore an adult's directive** will face disciplinary action.

Hallway Travel Procedures – Escorted

Students will be escorted by teachers or other adults to the Cafeteria, Media Center, Amphitheatre, and the track.

The Teacher will give specific instructions for students to follow while being escorted from one place to another.

- Walk in a single file line to the right
- Remain silent, at Voice Level “0”
- Keep your hands to yourself
- Stop and wait at teacher chosen “stop spots”
- Walk at the pace directed.
- Keep up with the class.

Lockers and Locks

Teachers will assign to each student a locker with a built-in lock. Students should memorize their combinations and must not give this information out to their friends. Students are permitted to use the lockers at designated times determined by the team.

The bell schedule is designed to allow extra change time when students must visit lockers at their arrival to or upon leaving the grade level hallway. Locker visits are not an excuse for being tardy.

All **book bags** will be placed in the student’s locker upon arrival on the grade level hall, and will remain there until leaving that hallway for the day.

ACADEMIC REQUIREMENTS AND ASSESSMENT

Course of study

Every student takes a **full academic course load** each year, to include English Language Arts, Mathematics, Science, and Social Studies.

Students are assigned to **academic classes** based on MAP scores, prior grades, teacher recommendations, and pertinent state or district eligibility criteria.

Teachers present a curriculum that is aligned with the **State’s grade level content standards**. These standards increase in complexity through Grade 12. Each course requires use of the previous years’ learning for successful progress to high school graduation.

Performance in middle school has a **direct effect** on 9th grade **placement** and **opportunity** at high school.

Students select two **Related Arts classes** each semester. These courses encourage student interest, develop a variety of talents, and foster healthy, fulfilling lifestyles.

Students must be careful to select the following **in a three-year period**:

At least one **Fine Arts** class:

- Art – semester each
- Chorus 6, General Music- semester
- Band, Strings, or Chorus 7/8 -- yr. long

Physical Education: 1 semester **each year**

At **least once** in grades 6 or 7: Health, Keyboarding, Introduction to Career Clusters, Spanish A and/or B— semester each

Available at **8th grade only**:

Yearbook, Spanish I (HS credit)

Expectations for All Courses:

The Sevier Middle School faculty and staff provide a high quality academic and related arts program that prepares each student for high school and further learning.

We expect all students to:

- Arrive on time and prepared for class
- Follow classroom procedures
- Listen carefully and follow the directions of the teacher
- Engage in class activities from bell to bell
- Stay alert in class, and focus on the lesson
- Apply sincere effort, completing class assignments and homework
- Ask questions and seek additional help, as needed
- Meet specified deadlines
- Deliver school correspondence to parents and return parent messages to teachers
- Respect the rights of others to learn
- Treat all classmates and adults with respect.

Homework Policy

Homework assignments include opportunities for students to reinforce and extend classroom learning. It is a valuable follow-up to the school day and an important part of a student’s educational experience.

The recommended time for homework at middle school is 120 minutes per day. This is a daily average, as students will not have homework in

all subjects every night. Students **should expect homework every night in Math**, and should read an average of 30 minutes on at least 5 nights per week.

Tips for painless and successful homework completion

Students:

- Write down all assignments in your agenda.
- Be sure all assignments are clear; ask questions before you leave class.
- Take home all materials needed to complete assignments.
- Set aside a regular time to study
- Work in a quiet, well-lit place.
- Complete assignments with attention to detail and quality.
- Do your own work, and do it to the best of your ability.
- Put completed assignments in a consistent place so they are easy to find.
- Turn in all assignments on time.
- Talk to your teacher when you don't understand, have forgotten a skill or background content, or feel you have too much homework.

Parents:

- Establish a regular study time, not interrupted by family plans, school activities, television or computer time. Set a clear start and end time.
- Provide a study area, away from household distractions, with good light and space.
- Make sure your student has needed materials and a safe place to store them.
- Help students organize and keep their book bags cleaned out.
- Be supportive when students struggle with difficult assignments, but do not do the work for them.
- Encourage your student to read independently and sign their reading log when requested. Read something aloud to them often.
- Request assignments for students when multiple day absences are necessary.
- Support teachers and contact them as needed to solve problems.
- Hold your child responsible for completing and turning in assignments on time.
- Allow the student to experience the consequences (extra time, missed activity, or lower grade) when they fail to invest effort and have missed assignments.

UNIFORM GRADING SYSTEM

The State Board of Education requires all schools to follow a **statewide uniform grading scale**. The policy requires that the lowest average grade given to a student at the end of a course is 61. This grade is called a "floor." Middle school course averages will have a floor of 61 for each grading period.

High school credit courses have a floor of 50, with one exception. Ninth grade courses (Algebra I Honors, English I Honors, and Spanish I) will have a floor of 61 at the end of 1st semester.

The floor of 61 applies to the **average of actual grades**, NOT an adjustment to the score on each individual task.

Interim progress reports will show actual numerical grade averages, including those below 61. Teachers will contact parents when a student receives a failing progress report.

Grading values are:

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

Integrity of Student Work – Cheating or Plagiarism

A student's grade or any measure of progress has no meaning if the work is not his own.

Deceiving one's teacher or parent by cheating or plagiarizing can cause deficits in academic skills and content knowledge. These gaps in learning can hinder performance on later work or formal assessments that determine course eligibility. **When you cheat for a better grade, you cheat yourself.**

Cheating includes the copying of someone else's work to submit as one's own, and giving or getting answers in a dishonest way

Plagiarism is the copying of a published work – in part or in whole, to submit as one's own.

Either of these offenses can result in a zero for the assignment or requirement to complete an alternate assignment.

The school **will notify parents** of the offense and discuss the consequences. Additional disciplinary or extracurricular sanctions may be applied.

Grade Reporting

Parents and students should keep a current record of student’s progress. All are encouraged to check grades after each report period by accessing the district’s parent portal.

Parents must come to the guidance office and present a picture I.D in order to receive a **password** that allows **access to the online grade book** and other resources.

The school sends a printed grade report to the home 8 times per year. Parents must take care to review the grades and comments.

INTERIM REPORTS	QUARTER ENDS	REPORT CARDS
September 19	October 21	October 31
November 28	January 12	January 19
February 15	March 20	March 27
April 30	May 31	June 4 mailed home

PROMOTION AND RETENTION POLICY

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

Students who fail required academic subjects or miss more than 10 days of school may be retained or required to attend summer school for promotion.

A student who **fails the semester in any course**, to include any Related Arts class, is **ineligible for school sports** in the next semester.

ATTENDANCE REGULATIONS

South Carolina Compulsory School Attendance Law outlines uniform rules to ensure that

students regularly attend school. Students are counted present only when they are actually in school, on home-bound instruction, or are present at an activity authorized by the school principal.

The school year contains 180 days. To earn credit, students must attend 85 days of each 90-day (semester) course and at least 170 days of each 180-day course. Any absence in excess of ten (10) days may cause the loss of credit for the year.

Because **170 days are the minimum** required by the state, the first ten (10) days absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11) must be lawful and can be excused only if they fall within the following guidelines:

A. Lawful Absences

1. Absences caused by a student’s own illness when attendance in school would endanger his/her health or the health of others.
2. Absences verified by a physician’s statement within two (2) days of the student’s return.
3. Absences for **CHRONIC** or **EXTENDED** illness will be approved only when verified by a physician’s statement.
4. Absences due to an illness or death in the student’s immediate family verified by a statement from the parent within two (2) days of the student’s return.
5. Absences due to a recognized religious holiday of the student’s faith when approved in advance. Such request must be made in writing to the principal.
6. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged, when possible.

B. Unlawful Absences

1. Absences of a student without the knowledge of the parents.
2. Absences of a student without acceptable cause with the knowledge of the parents.
3. Suspension will not be reported as an unlawful absence for truancy purposes.

The Greenville County Schools automated phone system informs parents of absences and late arrivals each day. If you have questions

about any absence or tardy, please contact the attendance clerk at 355-8201.

Returning After an Absence

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

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

The student must **bring this note to the front office upon arrival** to school. The attendance clerk will write an admit slip that must be shown to each teacher throughout the day.

Procedures for Makeup Work

- Sevier Middle School requires that all work missed during any absence be completed and returned to the teacher **within 5 school days**.
- **Students are responsible** to get makeup work from their teacher(s).
- Provisions to make up school work missed during extended absences shall be worked out with the teacher(s) concerned.

Excuse from Physical Education

If it is medically necessary for a student to limit physical activity, the student must have a written note. In case of a long-term excuse from physical education, students need to obtain a physician's note.

EARLY DISMISSALS

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

Early dismissals count against class attendance records, and repeated early dismissals can cause loss of credit. Students **must be in school 3.5 hours** to be counted present for the school day.

Students with **unexcused early dismissals** on the day of a school dance cannot return for the event.

Pre-arranged Early Dismissal

Parents who must take a student out of school during the day should send a note with the student's name, the time for needed dismissal, and a phone number where the school can reach the parent.

- On arrival in the morning, the student will bring the note to the front office to get an Early Dismissal pass.
- At the time arranged in the note, the student will show the dismissal note to the teacher and report to the front office.
- The parent will come into the office and sign the student out on the computer.

Early Dismissals that have not been pre-arranged:

- When the dismissal has NOT been pre-arranged, the student will be released **ONLY at the beginning or end of a class period**.
- An office staff member will call for the student within one (1) minute of the start or end of class or during the class change.
- If possible, the parent should call ahead to request the forgotten early dismissal, so that office staff can manage a timely release of the student and minimize wait time. (355-8201)

Office staff will not disturb class over the intercom to get a student for dismissal.

After 2:15 p.m., the school will only release PRE-ARRANGED dismissals.

Emergency early dismissals:

- In an **emergency** situation, an **administrator will consult** with the parent before walking with the parent to class to **get the student**.

In every case, the parent is required to sign for the release of the student in Simple Track.

ARRIVING LATE TO SCHOOL

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

Tardiness will be excused for doctor or dentist appointments or for a late bus. Other late arrivals are unexcused.

- After 3 tardies to school, the attendance clerk contacts the parent.
- After 4 tardies to school, the attendance clerk assigns after-school detention.
- After 5 tardies to school, the Attendance Clerk must write a disciplinary referral. An administrator will contact the parent and assign the appropriate consequence.
- Students who have on-going problems with late arrival to school are subject to further disciplinary action.
- The tardy consequence progression will start over each semester.

Late Buses

Students that arrive on a late bus will report to the front office, unless an administrator gives different instructions. Students will get a pass directly to class or get a pass after they eat breakfast. Permission to pick up breakfast is at the discretion of the administration.

Tardies to Class

A student is **tardy** if he/she is **not in class when the tardy bell rings**.

Late to 1st period class – If a student is **on the hall** before the tardy bell, but does not get to class on time, he/she must stand quietly outside the classroom door until the teacher invites him/her inside.

The teacher will mark the student tardy to first period. This is a **class tardy**, tracked by the teacher as described below.

The student who is late to any class must:

- Stand quietly outside the classroom door until the teacher invites the student inside
- Enter the class **quietly**
- **Sign in** on the teacher's tardy roster
- If you have entered with a **tardy pass**, give it to the teacher
- **Take a seat**, without speaking to other students or interrupting instruction
- Follow the **class procedure** for late arrival

A student who believes he/she has a legitimate excuse for the tardy, will quietly write a note to the teacher. The teacher will judge the excuse and respond accordingly. The teacher will **not send a student back** to the prior class to get a pass.

Tardies to class will be logged into the student attendance record along with class attendance.

- After 3 tardies, the teacher will contact the parent.
- After 4 tardies, the teacher will assign detention.
- After 5 tardies, the teacher will write a disciplinary referral. An administrator will communicate with the parent and assign further consequences.
- Students who are **chronically late** to class will face consequences for **disruptive behavior**.
- The tardy progression will start over at each semester.

TRAVEL TO AND FROM SCHOOL

Walking to and from School

Students who walk to school should be alert to traffic and remain on the curb or sidewalk. Obey crossing guards at all times. Walk on the left side of the road facing traffic or on the side with a sidewalk. Behavior should be orderly and safe.

If any student encounters a problem on the way to or from school, **report it** to an adult.

All walkers enter school in the morning through the doors next to the Cafeteria.

Students Who Ride Cars to School

All vehicles enter the campus at the front driveway on Piedmont Park Rd. This is a one-way traffic circle. Drivers may double-stack before the south curve, as needed to empty the street.

At the front sidewalk, **pull as far toward the crosswalk as possible** so those behind you can release their riders as well. Students may not be dropped off in the rear of the school.

Park in the parking lot if you are coming into the school

Drivers are asked to turn right out of the front drive during peak times, typically 8:10 until 8:30.

Students Who Ride Buses to School

Bus riders arrive at school in the rear driveway. Students move directly to their designated supervision areas or to the cafeteria for breakfast.

AFTERNOON DISMISSAL FROM SCHOOL

All students stay in 6th period classes at the end of the day. Specific calls for dismissal begin at 3:15. When dismissed, students on the academic hallways may stop at lockers if needed, and then move quickly to the designated exit. Related arts students do not visit lockers at this time.

Car Pick-up -- All students will board vehicles **on our school property** under the supervision of our staff. Set a workable routine and follow it each day.

Drivers arriving for pick up will double-stack in the driveway. All drivers must pull forward in the lane toward the crosswalk.

Beginning at 3:05, a teacher will walk the car lines, and call out student numbers from dashboard signs into the building.

1. Staff will post the first 25 numbers to the TV at 3:15. Those students leave class.
2. School staff will continue to post and release 25 car riders at 3-minute intervals, until all numbers have been posted.
3. Students exit the building next to the office, and find their car in one of 2 lines.
4. Drivers should watch for the signal of the teacher on duty before pulling away.
5. If your rider has not boarded when your lane is released, do not stop to address the adult in charge. You will pull into the parking lot and your student will cross at the walkway to meet you when the next group of students is loading.
6. No student may cross a line of cars to reach their own ride. All enter from the center line or across the designated walkway.
7. At 3:45, staff will post the release of all remaining car riders, who will report to the front sidewalk.
8. The double stacked line will merge into one lane. From that point, if your student loads before the car in front of you, you may cautiously pull out and exit the driveway.

Drivers who wish to avoid congestion should arrive after 3:30. Do not pull to the side or rear of the school to pick up students. Do not wait for riders across the street. They will not be allowed to meet you there.

Anti-Idling Policy:

Sevier Middle School has established a voluntary "anti-idling" policy. We ask that

drivers turn off their engines while waiting in their cars to pick up students, weather permitting.

Walkers

1. After the first week of school, walkers are released along with the first car slide numbers at 3:15.
2. All walkers exit through the door next to the front office and turn down the sidewalk.
3. Walkers must leave the campus at the crosswalk on Piedmont Park Rd. or to the right of the driveway toward Belvue Rd.
4. No walker is allowed to cross the lawn to exit.

Students Walking to Paris Elementary

A parent who requests that their son or daughter walk to Paris Elementary School in the afternoon must submit a written request to the Sevier MS office. This request should state the purpose of the walk to Paris and include a Paris Administrator's signature of approval.

Approved students will leave class at approximately 3:20, when their group is posted to the TV. All must report to the bus doorway for dismissal by an adult to walk to Paris.

Athletes

All athletes will remain in 6th period class **until 3:30**, from try-outs to the end of the season. Parents who arrive to pick up athletes during fall and winter seasons will pick up athletes in the rear driveway next to them Gym. Parents who pick up students during spring sports season will meet them in the front parking lot.

Bus Transportation

Release of Bus Riders

1. Bus riders are called as buses arrive, and will exit to the rear of the school.
2. The first 2 buses are typically called by 3:15.
3. All bus riders remaining after 3:45 will be called to an after school supervision area, and will sit together by bus number.

Riding Different or Unassigned Buses:

To ride a different bus or unassigned bus (to a friend's house, high school, etc.) a student must bring a note signed by the parent and turn it in to the office 3 days prior to the requested day on the different bus.

The note must contain the following:

- Date
- Name of Student
- Where student is going that day
- Last period teacher's name
- Signature of parent
- Phone number where information can be verified on that day.

The students will not be allowed to ride until approval by the Transportation office and only after information is verified and seating is available.

School bus transportation is provided only for those students residing in the attendance area of the school they attend. Students on special permission are not allowed to ride the bus.

Students that ride a bus to the high school during athletic seasons must coordinate their transportation with their coach and the Taylors Bus Center, 355-7330.

Change of Transportation

If a student must change his means of transportation from school, a written note must be presented to the 6th period teacher informing them of the change and the length of time the change will be in effect.

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

Anti-Idling Policy for School Buses: Sevier Middle School has established a mandatory "anti-idling" policy for school buses. When a bus is waiting for students to load or unload, the engine will be turned off to eliminate idling time and reduce harmful emissions.

STUDENT MESSAGES AND CALLS

Parents are encouraged to make clear arrangements with students for transportation, early dismissals, after school lessons and practices before school in the morning.

School staff will bring students to the office for telephone messages in the case of an emergency that has been explained to a school official. The student will make the call under the supervision of an administrator, teacher, or counselor.

Parents may leave messages for students to pick up at the end of the day. Most messages are posted to the TV during the day. Students will be called to the office during announcements to pick up late messages.

Please limit your requests for end of school messages to those that cannot be avoided.

The school staff is happy to help any parent deliver an important message to a student. Please do not ask your son or daughter to text or call you from their cell phone until they have **left the building at the end of the day.**

CAFETERIA INFORMATION AND PROCEDURES

These prices are subject to change and will be announced through the public media.

Meal Prices for 2010-2011

Breakfast	\$1.00/day
Reduced Breakfast	\$0.30/day
Lunch	\$2.00/day
Reduced Lunch	\$0.40/day
Extra Milk	\$0.65

Eligibility for Free and Reduced Meal Prices

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

Cafeteria Procedures for Students

- Enter the cafeteria with your class.
- Remain in line outside the serving line and wait for your turn to go inside for your tray.
- Keep a voice level of "1" while waiting to be served.
- Speak clearly and kindly to the servers.
- Enter your code at the register.
- Practice table manners while you eat.

- You may talk at your table without shouting, drumming, or making noises.
- When it is time for your group to leave, clean your table and floor, and put away your tray.
- Line up to return to your class with your teacher.

When lunchroom procedures are well-established, students may enjoy “free-sit” privileges. This privilege is granted as long as lunchroom behavior and cleanliness can support it. Free sit privileges are granted at the discretion of the teachers and can be suspended without warning.

Extra Sales at Lunchtime

Students must buy extra sales items before leaving the lunch lines. Food and drink must be finished or disposed of before leaving the cafeteria. Sevier Middle School has a serving line dedicated to extra sales only.

No student will be allowed to charge meals once their balance reaches zero. **An alternate meal will be provided.** Students will be told when they fall near a zero balance so that parents can deposit money into the student’s account. Notices will be sent home when a balance falls below zero.

Deposits to student lunch accounts can be made at school or online through the district website at:

<http://www.greenville.k12.sc.us/gcsd/depts/food/menu.asp>

Please contact the Food and Nutrition Services (FANS) office if you have further questions.

MEDIA CENTER

Sevier Middle School has a well-equipped and active Media Center. Students are welcome to use this space to read, study, and do research as part of a class or with a pass from a teacher. The Media Center is open from 7:30 to 3:45 each day.

When you enter the media center,

- Have your library pass ready
- Stamp and file your pass
- Work quietly so others can work
- Follow the AUP agreement for computer work
- Follow the checkout procedure in the library
- Stamp your pass to return to class
- Walk quietly and directly back to class

Students may check out books as long as they have no late or lost books. If a desired book is not available, request that the Media Specialist contact you when it becomes available.

Most materials are checked out for two weeks. Reference books, encyclopedias, and magazines can be checked out beginning at 3:05 for use overnight. These must be returned by first period the next day.

No overdue fines are charged at Sevier, but students must return late books or pay for lost books in order to participate in dances and field days.

GUIDANCE AND COUNSELING

The comprehensive guidance program provides services to students, parents, and staff. This service is consistent with identified student needs in academic, career, and personal/social areas. The counselors provide consulting, referral, and intervention to support student success.

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

Special programs of counseling at Sevier Middle School include:

Bullying prevention, Transition services, Small group and individual counseling, Red Ribbon Week activities, Career assessments, Career Center visits, Job-shadowing, and College tours.

Eighth grade students develop an Individual Graduation Plan (IGP) in a conference held with each student and his parents.

With teacher guidance and supported preparation, our students conduct conferences with their parents two times per year.

Parent – Teacher Conferences

Parent-teacher conferences may be scheduled by contacting our Guidance Clerk at 355-8204. She will help you set an appointment and will contact the teachers for you.

If you are not sure with whom to discuss a problem either you or your student is having, please call the guidance office and we will assist you or direct you to the proper connection.

CHANGE OF ADDRESS OR PHONE

It is very important that the school has current emergency contact information, and that parents notified the school immediately of any changes to personal data including address and telephone.

TRANSFER/WITHDRAWAL POLICY

A student who is unable to continue school at Sevier must notify the guidance department. The parent or guardian should send a note to school so that proper paperwork can be processed. The student will take the withdrawal form to each class throughout the day, turn in materials, and allow teachers to enter grade averages at the end of class.

Any student withdrawing and moving out of the Greenville County school district must have the parent or guardian to come in to start the above procedure.

EMERGENCY FORMS

Emergency Contact forms are sent home with students on the first day of school. **It is very important, in case of a medical emergency, that these forms are kept current with the school nurse.** They should contain working emergency numbers and student's chronic medical conditions and allergies. Return these forms promptly to the health room and keep the school nurse informed of phone number changes.

HEALTH SERVICES

All School Nurses are licensed and attend a minimum of twelve (12) hours annual in service education directly related to student services. In addition, all are Red Cross certified in First Aid and CPR.

Sevier Middle School is a certified Heart Safe Facility with two (2) defibrillators and ten (10) certified First Aid Responders and AED administrators located throughout the building.

Medication Policy

All prescription and over-the-counter 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 and MEDICAL FORM 1 must be filled out before any medication can be left at school.

It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained by the Health Room. 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.

For your student's safety please remember:

- Absolutely no medication will be given without the written permission from the parent. Prescription medications also require a written Physician's authorization. These forms are available through the school nurse.
- School nurses may not administer the first dose of any medication. The first dose must be given at home and the student must be monitored for at least two (2) hours for a reaction before coming to school.
- If your child must self administer medication at school, parents must fill out MEDICAL FORM – 2 before bringing the medication to school.
- School nurses are legally required to administer only medications with FDA approval.
- All prescription medication must be administered as labeled.
- OTC medication may not exceed package directions and the parent must provide written authorization on MEDICAL FORM – 3 for the medication to be kept in the health room.
- ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.
- Any medication given every day for longer than TWO WEEKS must have written Physician's authorization. This includes Tylenol, Ibuprofen, etc.
- No medication containing ASPRIN OR PPA can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- 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.

- No narcotic pain medications can be given at school (ex: Lortab, Darvocet, Tylox, etc).

Illnesses and Injuries

If a student becomes ill or is injured, he should speak to the teacher. The teacher will use his/her discretion and may write a pass that permits the student to go to the Health Room. Students may be sent with another student if the teacher feels the student needs extra help.

If the student comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent is notified. Please keep your contact numbers current!

If the student has an emergency situation or needs immediate care that cannot be provided at school, those contacts listed on the Emergency Contact forms will be called IF we cannot reach a parent first.

If you think your student has an illness that can be spread to others, please keep him/her home and contact your doctor or clinic.

Please keep your student home from school if he/she has one of the conditions or illnesses listed below:

- Chicken Pox or Varicella
- Diarrhea from Salmonella or E-coli
- Fever of 101 or higher
- Fever with rash or behavior change
- Head Lice
- Hepatitis A or Yellow Jaundice
- Impetigo
- Measles, Red Measles, or 10-day Measles
- Mumps
- Pink-Eye or Conjunctivitis
- Ringworm
- Scabies
- Shingles
- Strep Throat
- Tuberculosis (TB)
- Whooping Cough or Pertussis

MONEY and PROPERTY RESPONSIBILITIES

Textbooks and Class Supplies

Books and related materials will be issued to students in many classes. Teachers will inventory textbooks at each grade report.

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

Students must not bring large amounts of money or items of significant dollar or sentimental value to school.

Throughout the school year, students will use many items of equipment or material that must stay clean and in proper working condition, so that others may use them.

Willful damage to school property or that of others will result in required restitution, and may require further disciplinary action.

Students who have lost books or other school property, no matter the circumstances, will be ineligible to participate in special school events until their debts have been cleared.

School debts can consist of but are not limited to: textbooks owed, lunch money, lost library books, NSF checks, P.E. locks, or lost athletic uniforms.

Students who participate in PTA or school fundraisers must turn in the money received for all items sold and present a balanced accounting of product received and money owed.

Field Trips

At times, teachers will arrange to take students on field trips that directly relate to the curriculum. Students who demonstrate responsible school behavior may represent our school on class trips. All students must bring a permission slip signed by the parent and any required payment by the designated due date.

Students and parents should carefully read the information provided about the trip. Permission slips and payments are nearly always due several days prior to the trip.

INCLEMENT WEATHER

The District Administration communicates closings or delayed school openings for inclement weather or other emergencies through local television and radio stations. The District customer service number is 355-3100.

SAFETY AND EMERGENCY PROCEDURES

Fire drills are held once a month at Sevier Middle School. Students must follow procedures and move quietly in a single file line to the designated area, returning in the same orderly manner when directed by the teacher. Severe weather drills are also held during the school year.

Sevier Middle School has detailed safety procedures to follow in case of intruders or other acts that would impact the safety of the students and staff. All teachers have a copy of these procedures and are instructed on how to implement these plans.

Full cooperation during safety drills makes their use in true emergency situations most effective.

VISITORS

Parents are always welcome, but are encouraged to make an appointment to see a teacher or administrator.

Security and safe school practices require all visitors, including school volunteers, to **use the main entrance, sign in** noting the purpose(s) for your visit, and get a **visitor or volunteer's nametag**.

Students and staff members are not allowed to open any exterior door for visitors to enter other than the front office door.

Please follow the **instructions of the office clerk**, or **wait for someone to meet you** in the office. Your nametag must be visible at all times while on school grounds. This regulation is for student safety and the orderly operation of our school.

An administrator or a counselor must approve your request to visit the classroom. The school will consider the context of your visit and consult with the teacher as we approve and arrange for your visit. Please allow 24 hours for this approval and arrangement.

Parents, volunteers, or other visitors to the school are not to interfere with the supervisory or instructional responsibilities of the teachers.

Friends of students or students from other schools may not visit the school during the school day.

Visitors on campus who do not check in at the main office may be determined to be trespassing. The administration will take appropriate action against non-students who enter the building, grounds, or other school property without permission. Such action will include the right to file reports with law enforcement, swear out warrants, and formally issue trespass notice.

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

South Carolina Department of Education guidelines state that 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.

Compliance with the District's Student Behavior Code and Safety Guidelines herein is required of all students when being transported on school buses to and from school or school activities.

- 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. Sitting in a seat on the bus that is already at capacity is not permitted.

- F. Keep all parts of your body in the bus at all times.
- G. Throwing anything in or out of the bus windows is forbidden.
- H. **Eating or drinking** is not permitted on the bus.
- I. Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- J. Vandalizing, damaging, or destroying of buses, is forbidden. **The student may lose riding privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.**
- K. **Keep the aisle clear.** Hold personal items on your lap.
- L. 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.
- M. Use handrails when boarding or departing the bus.
- N. In the morning, students will be discharged only at their regularly designated school stop.
- O. In the afternoon, students will exit only at their regularly designated stop.
- P. Distracting or dangerous activity cannot be allowed on the bus. Please be reminded that all bus riders are subject to the same rules established in the school district's student Behavior Code.

NOTE: The bus supervisor and transportation officials have the authority to remove a student from the bus if he or she cannot comply. The student may not board the bus again until granted permission by the principal. The parent or guardian must have the student transported to school during this time.

CLASSROOM RULES and PROCEDURES

Teachers will outline a number of procedures with students as the year begins, and will review them as needed. Students must follow procedures that outline what to do when:

- Responding to questions
- Checking out class materials
- Turning in homework
- Moving about the room
- Securing make-up work

These procedures and others like them support student success in the classroom and help the teacher to provide effective and responsive instruction.

Team and grade level procedures will define locker access times, guidelines for "free-sit," and silent lunch or team-assigned detention, among other things.

Rules for behavior will be posted in each classroom. Teachers and teams will teach procedures and expectations. Students must **cooperate with the rules and procedures** or expect disciplinary action.

No student may add to or interfere with a disciplinary infraction or correction by interjecting comments, encouraging further misbehavior, or spreading information about an incident to others.

The faculty and administration of Sevier Middle School will address and respond to **any behavior** that disrupts the **safety, order, decency, or instructional progress** in class or school. Unacceptable behaviors, whether listed or not, will not be tolerated.

Specific prohibitions of student behavior that can result in severe consequences even on the first offense:

1. Public display of affection is **not allowed** at school. This includes, but is not limited to **hugging, holding hands, kissing, or inappropriate touching.**
2. The **sale** of items that are **not part of a school-approved fundraiser** is prohibited.
3. Students may not display **posters** or announcements or distribute **flyers** without the written permission of the Principal.
4. **Gambling**, in any form, is prohibited.
5. Students must not pass **rumors, encourage a fight, or crowd an area** where a fight is taking place.

6. **Ignoring** an adult who is attempting to speak to you is **direct disrespect** and subject to disciplinary action.
7. **Cutting hair, piercing ears, eraser burning, or any other hazardous behavior** is strictly prohibited.
8. Display of **gang related images, hand signs, tags, or the encouragement of others to do so** is strictly prohibited.

STUDENT BEHAVIOR CODE -- GREENVILLE COUNTY SCHOOLS

Full text of the Behavior Code and related policies is available on the web at www.greenville.k12.sc.us/sevier

Students must conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. Students must know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions.

The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Application of policy

The following rules regarding student conduct are in effect during the following times and in the following places.

- **on the school grounds during, and immediately before or immediately after, school hours**
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County Schools

Levels of offenses

The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses.

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion or removed to attend alternative school.

Disorderly conduct - Level I

Disorderly conduct is any activity that impedes orderly classroom procedures or instructional activities, orderly operation of the school or actions that in their frequency or seriousness disturbs the classroom or school.

Acts of **disorderly conduct** may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following.

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and

participating in the school District's food service program)

- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of **disruptive conduct** may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteers or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying

- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following.

- in-school suspension
- withdrawal of privileges
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- recommendation for expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe

or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.

- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principal may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Excerpts from related Greenville County School Board Policy --

JCAB-R: "Because the District retains ownership of this property, **school officials may conduct searches** of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise **reasonable in light of the needs of the school.**"

JCDAA: "...students will **not possess any item capable of inflicting injury or harm** (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student."

JCDAB: "Students are not permitted to use or possess any **tobacco products** while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials."

JCDAC: "No student...will possess, use, sell, purchase, barter, distribute, or be under the influence of **alcohol or a controlled substance...**"

"No student will **aid, abet, assist, or conceal** the possession, consumption, purchase, or distribution of any controlled substance or alcohol by **any other student...**

"No student will possess, market, or distribute any **substance which is represented to be or which is substantially similar in color, shape, size, or markings to a controlled substance or to alcohol...**"

JCDAG: "...prohibits acts of **harassment, intimidation, or bullying** of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's

responsibility to educate its students in a safe and orderly environment...”

“Harassment, Intimidation, or Bullying”

is defined as a **gesture, an electronic communication, or a written, verbal, physical, or sexual act** that a reasonable person should know **will have the effect** of:

- a) **harming a student**, physically or emotionally, or **damaging a student’s property**, or **placing** a student in reasonable **fear of personal harm** or damage to his property; or
- b) **insulting or demeaning** a student or group of students in such a way as to cause substantial **disruption** in, or substantial **interference with, the orderly operation** of the school.

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should **file a complaint** with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

JCDAE: “...the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person... **The use of hand signals, graffiti, or the presence of any apparel, jewelry,**

accessory, or manner of dress which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objective of the Greenville County School District and creates an atmosphere where unlawful acts or violation of District or school rules may occur. **Incidents of initiation, hazing, intimidation and/or related activities of group affiliations that may cause danger, physical harm or personal degradation, or result in physical or mental harm to students or staff are prohibited.”**

Gang Activity The following are activities and behaviors that when identified in isolation, in combination, or in a pattern may be determined to align the student with a particular gang:

- o Admits to being a member of a gang
- o Displaying the color(s)
- o Wearing specific articles of clothing, jewelry, or other items of a specific color
- o Making particular hand gestures (hand signs) to signal gang participation, affiliation or action
- o Drawings/writings/spraying graffiti to advertise, present, provoke, or challenge, on but not limited to walls of buildings, notebooks, books, backpacks, etc.
- o Associating with other known participants or with a specific gang
- o Using vocabulary that relates to gang involvement
- o Displaying hairstyles and grooming to the gang’s image
- o Provoking physical confrontations by joining with several gang members to defend, confront or fight rival gang members
- o Yelling gang slogans or “put-downs” at others to incite a fight
- o Fighting, menacing, and bullying – related to gang activity

Any student who demonstrates a pattern or mix of these behaviors will be registered with the district’s gang investigator after notification to parents.

Paging devices, telecommunications devices, cell phones, and other electronic devices

For the purpose of this policy, paging devices are defined as telecommunications devices, **to include mobile telephones** that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Other **electronic devices**, including i-Pods, MP3 players, CD players, walkie-talkies, and electronic games will be bound by this same regulation, and **counted the same as a paging device**.

Students who choose to bring paging devices to school must keep them in their lockers, or another appropriate location determined by the school principal.

During school hours and on school grounds, no student may use, or have turned on, a paging device **without the prior permission of the principal**, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

Students who choose to bring cell phones or other electronic devices to school must **keep them in their lockers**.

Do NOT keep devices or cell phones **in a pocket or purse**. These must stay **off and in the specified place from arrival at school until the student exits the building** to go home after 3:15.

These **procedures** support this rule:

- While the student is **on the grade level hall**, the phone must be in the **LOCKER**.
- **8th & 7th graders, while in Related Arts** (without access to their lockers) must keep the phone **in their BOOK BAG**.
- **6th graders** transfer their phones from the **book bag to the locker in the morning** and put them back into the **book bag at the end of day to exit** the building.
- **No student will hold a purse or book bag in their lap** or keep the same beside them on the seat or floor.
- Any personal item, beyond school supplies, must sit at the **front of the desktop**, or stay in the floor **under the desk** or **between the feet** of the student.
- Students who **stay after school** for athletics or activities must **ask permission** of the coach or sponsor to use a cell phone **to check on a ride home**.

The **safety of our school** depends on the ability of trained adults to intervene efficiently and effectively when an unsafe condition arises. Scattered **cell phone use undermines**

emergency response and endangers everyone.

Parents are urged to **review the cell phone rules**, and be firm in your expectations that your son or daughter follow them. **Hold your child accountable** for leaving the **phone OFF and in the locker** during the school day.

Any adult who finds a student in possession or use of a paging device in violation of this policy **must report the student to the school administration**. An administrator or designee, the **teacher, must confiscate the device**.

Failure to comply with the request to **turn over the phone** will result in a **referral for disciplinary action**, in addition to the **sanctions as apply** to the offense.

The device will be returned to the student's parent/legal guardian according to the terms set forth below. A student who violates this policy regarding **use and/or possession of paging and electronic devices** is subject to discipline as follows.

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

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

Third and subsequent 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.

The student may be subject to **additional disciplinary consequences**, to include detention (during or after school), in-school

suspension, out of school suspension, and work detail assignment.

BE CLEAR: Paging and electronic devices will be **treated as the same**. For example: on 1st offense – i-Pod returned to parent; the 2nd offense -- cell phone, 30 days before return.

DRESS CODE – Policy of Greenville County Schools

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, **clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive** will not be permitted.
- Wearing accessories or clothing that could pose a **safety threat** to oneself or others is not allowed.
- Students may not wear **hats and sunglasses** in the building.
- Attire must not evidence membership or **affiliation with a "gang"** in any negative sense of the term.
- Students must wear **proper shoes** at all times.
- Attire must not be **immodest, obscene, profane, lewd, vulgar, indecent or offensive**.
- The school will not permit clothing that **inappropriately exposes the body**. Students shall **not expose undergarments**.
- **Pants must be worn at the natural waistline** and undergarments may not be visible. Pants and slacks **must not bag, sag, or drag**.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, advertisements for, or messages or pictures

that **depict or suggest alcohol, tobacco, drugs, or sex**.

The **administration will make the final judgment** on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items that lead to or may result in the disruption of or interference with the school environment.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration either will require the student to change or will inform the student not to wear the garment to school again.

Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

At Sevier Middle School, the following additional standards will be enforced:

1. Un-tucked shirts and tops may fall **no longer than the thumbs**. Longer tops must tuck in.
2. All students will wear **collared, sleeved shirts**. (Turtlenecks and mock-turtlenecks are collars.)
3. If a **T-shirt** or **jersey** is worn, it must be **over or under a collared, sleeved shirt**.
4. The collared shirt must be **buttoned**, if it is worn **over** another shirt without a collar.
5. If a heavyweight, **hooded sweatshirt** does **not zip, scoop, or otherwise open** in front, it **can be worn without a collared shirt** underneath.
6. Light sweaters, sweatshirts, or **zip-up** jackets may be worn over the collared shirt, **with the collar showing**.
7. All heavier jackets and full coats will go immediately to the locker upon arrival to the grade level hallway, and stay there until school ends.
8. If a belt is worn, it must be through the belt loops of the pants. If there are no loops, the **belt must fit at the waist**.

9. No messages may **run across** the seat of pants. Labels at waist or pocket are fine.

10. **Skirts and shorts** should fit and be in good taste and must be **fingertip length**.

11. Students may wear opaque leggings under a skirt or shorts reaching fingertip length.

12. Tears or holes in jeans or pants must fall **below the fingertips**.

13. Students may not **change clothes** or **apply make-up** in the hallway restrooms.

14. If a student's pants are **sagging below the waistline** a teacher will provide a zip tie to use as a belt. There is a twenty-five cents charge for the zip tie.

15. Students are not allowed to display **tattoos**.

T-shirts may be worn during Health class as to be considered part of a uniform.

Sanctions for violation of the student dress code will be the same as those outlined in the County code.

DISCIPLINARY INTERVENTIONS AND PROCEDURES

Cooperation with School Staff

An atmosphere conducive to learning is part of the constitutional right to education. **Students learn in a setting that is orderly, safe, and free from disruption.**

School staff members must protect the rights of the class to learn and must fulfill their obligation to teach.

When the group suffers because of the actions of an unruly individual, the teacher must act to correct the situation.

When **corrected by a teacher**, do not argue or respond in a manner that extends the disruption to the lesson. Extended disruption will increase the severity of your consequence. If you have a concern, there will be later opportunities to state your case. For the moment, **respect the learning of others, comply, and remain silent.**

At any time and in any location on school campus or at a school-sponsored activity:

A student who receives a directive from any member of the school staff, including the School Resource Officer, must **comply immediately**. A student who feels the directive was either wrong or beyond the authority of the person giving it may appeal through an administrator within a reasonable time afterward. **Failure to immediately comply** with a directive is **refusing to obey**, and **subject to disciplinary action**.

Phone Calls and Conferences with parents may or may not involve the presence of the student.

Detention is held every Tuesday and Thursday from 3:15 until 4:15. The school does not provide transportation home. Students who fail to serve the assigned detention will serve ISS and the referral will be entered into the database.

Detentions, other than those assigned by an administrator, do not count as referrals unless they are not served.

A **Disciplinary Referral** is a **report of behaviors** that the adult has seen or heard, or that has been reported to the adult.

A student who receives a referral will have the **opportunity to tell the Assistant Principal his or her version** of the event. The Assistant Principal will assess the incident and respond accordingly.

An administrator may assign In-school Suspension for disruption or disorderly conduct that requires the teacher to write a referral. Students will serve ISS for **not less than one day**, and no more than 3 days for a single offense. The student will complete all class assignments while in the ISS room, and will complete written reflection and re-direction activity guided by the ISS Coordinator.

Out of School Suspension means a student **cannot attend school** or be on the school grounds, **nor attend any program at the school in the daytime or at night** and cannot ride a school bus.

Team Intervention includes a review of documented infractions and observation of the

student in several classroom settings. follow-up conference will be held with the student, his/her parent(s), teachers, counselor, and administrator to discuss the relative success of prior interventions and craft a plan for improved student behavior.

This intervention process is a serious benchmark in a student's discipline record and often establishes probationary conditions. A student who continues a pattern of disruptive conduct after this conference can face expulsion or assignment to the alternative program.

TRESPASSING

A student may not enter any school property without proper authorization. This includes students on suspension. Law enforcement may be involved and charges may be filed.

School District of Greenville County

Student Acceptable Use Policy Agreement

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class.

Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- **Treat computer equipment with care and respect** – Willful destruction of any computer equipment or software will be

considered vandalism, and may warrant the involvement of local law officials.

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

Please contact your school if you do not want your child to have access to the internet and email.