

# Ralph Chandler Middle School

*Responsible, Challenged and Motivated to Succeed*

**Established 2008**

***Student Handbook 2018-2019***

4231 Fork Shoals Road  
Simpsonville, SC 29680

Office Number: (864) 452-0300

FAX Number: 864-452-0365

<http://www.greenville.k12.sc.us/chandler>

Home of the

# **PANTHERS**

**School colors are black, red, and grey**

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

**Dear Students and Parents,**

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

This handbook, though not all inclusive, provides important information about our general expectations and guidelines. For access to all policies and procedures, please visit the school website at [www.greenville.k12.sc.us/chandler](http://www.greenville.k12.sc.us/chandler). We ask that parents and students review the handbook portion of this agenda to understand our expectations. If you have any questions, please contact the school so the appropriate school personnel can assist you.

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**The Faculty and Staff of RCMS**

## **DISCLAIMER**

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO STUDENTS AND PARENTS REGARDING THE RULES, POLICIES, AND PROCEDURES OF RALPH CHANDLER MIDDLE SCHOOL.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL AND BECOME FAMILIAR WITH THIS HANDBOOK.

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK BY SIGNING MY TEACHER'S ROSTER.

**Mission**

The mission of Ralph Chandler Middle School is to provide diverse educational opportunities that support Critical Thinking, Communication, Collaboration, and Creativity.

**Tag Line**

Responsible, Challenged, and Motivated to Succeed

**We Believe:**

- In honoring the legacy of Ralph Chandler.
- Positive relationships play a critical role in student success.
- Our students are the focus of our school community
- In developing responsible digital citizens for the 21<sup>st</sup> century
- A quality education embodies a passion for teaching and learning.
- A collaborative community empowers students to succeed.
- Students should contribute to the community through service learning.
- Developing good character is vital to our success.
- Establishing a climate of mutual respect will promote a safe environment.
- In the development of the whole child through extra-curricular activities.

**Vision**

Preparing 21<sup>st</sup> Century Learners

**Your Handbook**

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

**Website**

Our website is an important communication tool for our school. It showcases life at RCMS. It also contains announcements, upcoming events, and important dates that are of interest to parents and the community. In addition, the School Messenger system is frequently used to emphasize important information. The link to the Parent Portal is also on the website.

**School Day**

The School District of Greenville County calendar can be found at the following link [Parent/Student Calendar](#)

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

**Opening Activity & Announcements**

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

Announcements of general interest are made daily to students during homeroom. Students are expected to listen carefully and take note of items pertaining to their interest or needed compliance. Afternoon announcements are made via the PA system at the end of 6<sup>th</sup> period.

## ACADEMIC INFORMATION

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

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

Students will reach their fullest potential by:

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

### **Academic Grading Policy**

Greenville County uses a 10 point grading scale which is in compliance with the state grading scale:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 60 is Failing

### **Academic Standards**

For academic areas, state standards guide both curriculum and classroom instruction. Each teacher outlines his/her projected plans both academically and procedurally in a course syllabus available online and by request in print form. The link for the state standards is: <http://ed.sc.gov/instruction/standards-learning/>

### **Parent Portal**

Greenville County Schools provides a portal for parents to have access to student academic records. The link can be found from the district website or Ralph Chandler's home page. Any student new to the district is assigned a new password. To request the password, call the main office at 864-452-0300. Parent Portal letters must be picked up by the parent with proper identification, such as a driver's license or other picture ID.

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

### **Report Cards**

Report cards will be given to students at the end of each nine-week period. **It is the student's responsibility to give report cards to parents.** The information on the report card is intended to give students and parents a means of evaluating the quality of work the student is doing at school. Students and parents are invited to contact teachers, the guidance counselor, and/or administration for a discussion of any problems related to student academic performance. Report card information can also be accessed through the **Parent Portal**. Academic progress is reported to parents every 4½ weeks. Final report cards will be mailed.

Teachers are encouraged to contact parents when a student receives failing grades on their progress reports. Parents can access the **Parent Portal** at any time to review student's grades. Parents who do not have internet access are invited to come and use one of the computers at the school.

### **Make Up Work**

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

### **PE Uniforms**

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

### **Promotion and Retention Policy**

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

### **Textbooks**

Most textbooks will be digital for the 2018-2019 school year. Any hard copy of a textbook will be issued to the individual student and will be expected to be returned in the same condition in which it was issued.

### **Attendance**

<http://www.greenville.k12.sc.us/Departments/main.asp?titleid=persattend2>

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

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

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

#### **Lawful Absences:**

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others.  
\*Verified by a 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.
2. 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 to school. Include a copy of the obituary or service program in the event of a death.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment: A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
5. Absences due to activities that are approved in advance by the principal: This would include absences for extreme hardships. Such approval should be pre-arranged when possible. Including doctor's appointments.

6. Absences due to health related appointments. An excuse for an appointment lasting for a short portion of the school day does not excuse an entire day. Appointments should be scheduled after school hours if possible. Absences must be verified by physician within 2 days of the student's return to school.
7. Absences due to hospitalization or extended medical care by a physician, which are not of sufficient duration to warrant homebound instruction: Homebound instruction may be requested by a physician for students who are out of school for longer periods due to medical conditions.
8. Absences for court appearances: Documentation must be provided.
9. With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events or other extracurricular activities. The school will not count the student absent from class/school in such cases.
10. Suspensions are lawful absences (*unless a student is subject to court ordered attendance*). However, suspensions are not counted for the purpose of awarding credit.

Unlawful Absences:

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

Truancy:

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

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

**Returning After an Absence**

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

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

The student must bring this note to the attendance office upon arrival to school, before the 8:30 am bell.

**Early Dismissals**

Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved by an administrator, in advance. Early dismissals count against class attendance records and can impact student achievement. Only pre-arranged early dismissals can be granted after 2:45 p.m.

A child will not be dismissed to anyone who is not able to provide proper ID or not listed as a parent/legal guardian or on the emergency contact list without prior written notice.

**Pre-arranged Early Dismissal**

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

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

- Parents are required to sign their child out when they leave school.

#### **Arriving Late To School**

Punctuality is a critical work related skill that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction.

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

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

At the 3rd tardy to school, Attendance Clerk contacts the parent by sending this letter home with the student.

At the 5th tardy to school, Attendance Clerk contacts the grade level counselor for counselor/student conference.

At the 6th tardy to school, Attendance Clerk contacts the grade level administrator.

#### **Late Buses**

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

#### **Transfers and Withdrawals**

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

#### **Behavior**

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

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

*The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.*

#### **Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

#### **Harassment, Intimidation or Bullying**

As provided in the South Carolina Safe School Climate Act, the District 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 whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a

school-sponsored activity or event, whether or not it is held on school premises or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

#### Definitions

"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:

- 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
- 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 allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. 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.

#### Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

#### Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

#### Sexual Harassment, Title VI, and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

#### **Section 504 Appeals and Complaints**

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

#### **Other Violations of Student Legal Rights or District Policy**

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

#### **Consequences for Retaliation or False Accusations**

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by

the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

#### **Notification and Distribution of District Expectations**

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

#### **Code of Conduct**

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

#### **Personal Devices**

Information for the Digital Handbook can be found here:

<https://greenvilleschools.libguides.com/ralphchandlermiddle/remschromebook>

Information regarding the district cell phone policy can be found here:

<https://www.greenville.k12.sc.us/News/main.asp?titleid=1508cellphone>

#### **Unlawful Communications**

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

(A) It is unlawful for a person to:

- (1) use in a telephonic communication or any other electronic means, any words or language of a profane, vulgar, lewd, lascivious, or an indecent nature, or to communicate or convey by telephonic or other electronic means an obscene, vulgar, indecent, profane, suggestive, or immoral message to another person;
- (2) threaten in a telephonic communication or any other electronic means an unlawful act with the intent to coerce, intimidate, or harass another person;
- (3) telephone or electronically contact another repeatedly, whether or not conversation ensues, for the purpose of annoying or harassing another person or his family;
- (4) make a telephone call and intentionally fail to hang up or disengage the connection for the purpose of interfering with the telephone service of another;
- (5) telephone or contact by electronic means another and make false statements concerning either the death or injury of a member of the family of the person who is telephoned or electronically contacted, with the intent to annoy, frighten, or terrify that person; or
- (6) knowingly permit a telephone under his control to be used for any purpose prohibited by this section.

#### **Cheating/Plagiarism**

The copying of work belonging to another person is a violation of school rules as well as personal ethics. Examples of plagiarism:

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

#### **Dress Code**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should

promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one.

- Clothing 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 need to be referred to administration.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building. (Skullies, sweatshirt hoods, bandanas, and do-rags are considered hats.)
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Pajamas are not permitted unless specifically approved by the administration

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

#### **Bus Regulations**

The school bus is an extension of the school, and the district behavior code will apply. This is divided into level 1, 2, and 3 offenses and corresponding consequences.

Level 1 offenses can be classified as level 2 if it seriously jeopardizes the health or safety of others. Level 2 offenses can be classified as level 3 if it seriously jeopardizes the health or safety of others. Each consequence listed has a corresponding number of days suspension off the bus. Any referral from a level 3 offense is a minimum 30 days off the bus (possible removal for the rest of the year), with a parent conference.

Disabled students will be disciplined according to federal guidelines.

*Each bus rider is expected to:*

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

#### **School Safety Act of 1996**

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

#### **STUDENT SUPPORT SERVICES**

### **Accidents, Emergencies, Medical Conditions**

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

### **Cafeteria**

#### Charged Meals

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

Meal prices (as of printing) for students are as follows:

- Paid Lunch - \$2.40
- Reduced Lunch - \$0.40

#### Eligibility for Free and Reduced Meal Prices

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

#### Extra Sales at Lunchtime

Students will need a note signed by their parent/guardian if they do not wish their child to purchase extra sales through their student lunch account.

### **Guidance and Counseling**

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

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

Special programs include:

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

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

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

### **Health Room and Medications**

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

Students reporting to the nurse for illness must remain in the health room until released by the nurse to return to class or to go home. If the health room is not open, the office staff will call the parent or send the student back to class. All medication must be brought to school by a parent; this includes cough drops. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school. These forms can be downloaded from the RCMS website. Any medication to be given for longer than ten (10) days must have a Physician Authorization Form completed. **Permission forms do not carry over from the previous school year. New forms must be completed each school year.**

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

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

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

### **Media Center**

The Media Center is open Monday through Friday from 7:45 to 3:15. **Students must have a morning pass from the librarian to come to the library between the hours of 7:45 - 8:15. During the class day, students may visit the library with permission from a teacher to retrieve a pass to visit the library the following morning.**

The Media Center has a wide variety of the best books and magazines for check-out, mostly in print, but it has a robust eBook and eMagazine collection, including fictional books in [OverDrive](#) and [Follett](#), magazines in [FLIPSTER](#), with additional nonfiction titles in our [Gale Virtual Reference Library](#). Subscription databases from [DISCUS](#) provide authoritative resources for our students. Students may check out up to three (3) items as long as they have no late or lost books.

A range of activities is available for students including a weekly morning read-aloud session, grade level monthly book clubs, a monthly book talk meeting, and our new fully-outfitted Makerspace. The Media Center also offers incentives for participating in the [South Carolina Junior Book Award Reading Program](#) and the [Greenville Drive All-Star Reading Program](#). [Banned Books Week](#), [Teen Read Week](#), holiday and seasonal events, two book fairs, after school workshops, and summer reading activities round out our programming in the library. The library also manages our [Digital Citizenship curriculum](#) and provides standards driven instructional partnership in the content areas, particularly with the use of [LibGuides](#) and [citation subscription services](#).

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

### **TRAVEL TO AND FROM SCHOOL**

#### **Bus Riders**

Pick-up and delivery of bus riders is in the rear driveway. Students eating breakfast report directly to the cafeteria. Sixth graders are to remain in the cafeteria until dismissed to the classrooms at 8:15. Seventh and eighth graders are to report to the gym until they are dismissed to the classrooms at 8:15.

In the afternoon students will remain in their 6th period class as car numbers and buses are called. At around 3:30, remaining car riders and bus riders will be called to the designated areas for holding.

#### **Athletic Bus to High School**

As a service to our students that play sports or participate in other extracurricular activities at the high school we have a bus that picks-up at RCMS and transports students to the high school.

#### **Car Riders**

All vehicles enter the campus through the entrance closest to the school sign. This is a one-way traffic circle. Drivers may double-stack before the south curve, as needed to empty the street. All students are assigned a car number and given 1 car tag but additional car tags can be purchased in the front office.

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

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

In the morning students enter the building through the doors next to the Cafeteria after 7:30am and prior to 8:15am.

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

#### **Walkers**

Students who walk to and from school **must receive permission from the principal.**

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

#### **Change of Transportation**

If a student must change the means of transportation from school, **a written note must be presented to the front office receptionist in the morning before 8:30.** Included in these changes is a request for a bus rider to get off at another bus stop. The information will be verified by the receptionist and the student will receive the note back to show to the 6<sup>th</sup> period teacher.

#### **Loitering after School**

At the close of the school day, students are expected to leave the school grounds and return home. **Car riding students are expected to be picked up by 4:00 p.m. unless they are participating in an after-school activity.**

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

#### **GENERAL INFORMATION**

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

#### **Closing or delayed opening of school**

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

#### **Communication**

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

Some of the sources of communication are the RCMS website, , Remind 101, School Messenger, the marquee at the front of the school, and email.

#### **Debts**

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

#### **Deliveries**

Deliveries of flowers or gifts to students during the school day are not encouraged. Any deliveries will remain in the office until dismissal time.

#### **Emergency Drills**

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

#### **ID Badges**

As part of our school district's continuing efforts to provide a safe learning environment, all middle school students and staff are required to wear photo ID badges.

Students must wear their ID badge whenever they are on campus, on field trips, or school functions. Students must not cover their picture with anything.

An ID badge will be provided to students at the beginning of the school year to wear on lanyards around their necks. Lanyards may be provided by the student. Lanyards should be break-away for safety purposes.

Student ID badges will also be used to purchase lunch and check out media books and textbooks.

During the first week of school, administrators and teachers will remind students if their ID is not properly displayed. After this orientation period, students not wearing their ID badge will encounter consequences for not doing so. This is part of our safety procedures. As a result, if your child does not have his/her ID badge consistently, it would impact our ability to provide the safe environment we know you want and expect.

**Students are required to have their IDs around their necks using a tearaway lanyard at all times.**

- 1. After 5 temporary IDs, students will receive an Administrative Lunch Detention to be served in ISS. ISS Coordinator will notify admins and teachers.**
- 2. After 10 temporary IDs students will receive another Lunch Detention, parent contact to purchase another ID badge.**

**Note: Students may have loss of privileges for failure to have an ID on in school.**

#### **Insurance**

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

#### **Lost and Found**

Any articles found on the school grounds should be turned into the front office. Students should check for lost items in the cafetorium on the stage. Unclaimed items will be donated to a local charity at the end of each semester.

#### **Panther Pride Day**

Panther Pride Day is an end of the year celebration combining yearbook signing. Students that have not cleared their financial obligations with the media center or owe for lost textbook(s) will not be able to participate.

#### **Parental Involvement**

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must have an application and clearance before interacting with children in the schools and/or at school events. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

**LEVEL I - *This level requires the presence and supervision of a GCS employee at all times.*** Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center and participate in school activities as long as staff members are present.

**LEVEL II – *This level allows interaction with students without a GCS employee present.*** Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. *Chaperones for field trips are required to be a Level II volunteer*, regardless of the destination.

#### **School Store**

A school store is available on Monday, Wednesday, and Friday to students before school begins. Students may purchase school supplies, school spirit wear, or snacks. Students may go to the school store after they have been dismissed from the cafeteria or the gym in the mornings.

#### **Snack and Water Machines**

A bottled water machine is located at the end of the 7<sup>th</sup> grade hall. Students may purchase water before school, after school, or during class transitions.

There are snack machines that conform to the Child Nutrition Act. Purchases must be made **before or after school**. Purchases during school hours must be approved by a faculty member.

#### **Sports Participation**

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

#### **Valuables**

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

#### **TECHNOLOGY**

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

#### **Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)

2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### **Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

#### **Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

#### **Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### **Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

#### **Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.

6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

### **Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **GCS Internet Safety and Other Terms of Use**

#### **General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

#### **Student Email And Student Home Directories**

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

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and or involvement of law enforcement.

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

### Grade Level Policy Summary

<u>Policy</u>	<u>Action</u>
<b>School Supply List</b>	<ol style="list-style-type: none"> <li>1. ISNs = composition notebooks (8 total, 2 for each core)</li> <li>2. Chromebook Case Model #3180</li> <li>3. Pens &amp; pencils</li> <li>4. Colored pencils</li> <li>5. Glue sticks</li> <li>6. Highlighters</li> <li>7. Folder for loose-leaf and graph paper</li> <li>8. Loose-leaf notebook paper</li> <li>9. A pack of graph paper for math</li> <li>10. Earbuds</li> <li>11. Hand-held pencil sharpeners</li> <li>12. Water bottle with a spill-proof top</li> <li>13. Combination lock to be used with PE</li> </ol>
<b>Grade Scale</b>	<b>A = 90-100</b> <b>B = 80-89</b>

	<p>C = 70-79  D = 60-69  F = 59-below</p>
<b>Weight Assessment</b>	<p>50% Major  50% Minor  <u>High School Credit Course</u>  60% Major  40% Minor  20% of the first semester average will be determined by their midterm grade  20% of the overall average will be the End of Course Exam</p>
<b>Homework Policy</b>	<p>Homework is to finish any class work assignments and to study for upcoming assessments. In Math, homework will be given as needed to practice skills.</p>
<b>Missing Work Policy</b>	<p>NHI is marked in Powerschool. (Floored at a 50).  All late work must be turned in one week prior to the end of grading period.</p> <p><u>8th grade Only:</u> Missing work will only be turned in before weeks 3-5-7 (Panther Zone). For example, assignments that were due within the first three weeks of the quarter, should be turned in before the first Panther Zone. Assignments that were due within the next two weeks, should be turned in by the second Panther Zone date, etc. Teachers will not take work past these cut off dates, unless there are mitigating circumstances.</p>
<b>Makeup Work Policy</b>	<p>Students have 5 days to make up missed work from the date of return to turn in makeup work without any penalty.  ABS is marked in powerschool (Floored at a 50).</p>
<b>Late Work Policy</b>	<p>Late work will be accepted. 10 points off the earned grade. Quizzes or tests don't apply. (See Missing Work Policy above).</p>
<b>Retake Policy</b>	<p>No retakes on minor assessments. Test retakes are allowed for major assessments, the highest grade will be recorded. No minimum grade requirement for test retakes. Parent signature is required on the first score. Redos need to be done within a week of the first attempt. Students may be given a remediation assignment with a reflection component to answer.</p> <p><u>8th grade Only:</u> No retakes on minor assessments. Test retakes are allowed for major assessments, the highest grade will be recorded. No minimum grade requirement for test retakes. Students will be given a remediation assignment with a reflection component. The parents will sign the remediation/reflection form. Students are expected to notify the teacher of the desire to retake the assessment within one week of the first attempt. The assessment must be retaken within two weeks of the first attempt.</p>
<b>Classroom Expectations</b>	<p>Cell Phones - Cell phones are to be off and put inside of the student's book bag or other type of bag. Cell phones should not be visible during any part of the school day unless given specific instruction during class to use the device at the teacher's discretion.</p>

	<p>Students may use the restroom during class change and lunch. Students will use a sign out sheet and classroom pass to go to the restroom during class.</p> <p>7th Grade Only: Restrooms are not used during class changes. Teachers <u>allow</u> students to go to the restroom during class.</p>
Consequences	<p><b>Level 1 Offense:</b></p> <ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Parent Notification by teacher</li> <li>3. Lunch Detention &amp; Parent Notification by teacher</li> <li>4. Referral to Administration with Parent Notification by teacher <ol style="list-style-type: none"> <li>a. Referral may result in ISS/OSS &amp; Parent Notification by Administration of consequences.</li> </ol> </li> </ol> <p>***Note: Schedule Parent Conference after 3rd Referral with entire team  ***Note: Tardy Policy (follows level 1 offense)</p> <p><b>Level 2 / 3 Offense:</b></p> <ol style="list-style-type: none"> <li>1. Referral to Administration that may result in ISS/OSS &amp; Parent Notification by Administration of consequences.</li> </ol>
Communication	<p>Newsletters are sent by email distribution as needed for grade levels. Weekly Robo calls are sent to parents and faculty of upcoming events and reminders. Students will use the Google Calendar Extension is to record assignments, reminders, and daily tasks.</p>
Agendas	<p>Ralph Chandler Middle School does not use hard copy Agenda books. Students will be instructed to download the Google Calendar App and Extension on their Chromebooks. Students should invite parents by sharing their calendar. Students will use the Google Calendar Extension is to record assignments, reminders, and daily tasks.</p>
Lockers	<p>Ralph Chandler Middle School does not use lockers to save on transition time, not enough lockers for all students, and limited supplies to carry. No rolling bookbags unless proper documentation is provided. There are designated spaces in each classroom for bookbags.</p>
Student IDs	<p>Students are required to have their IDs around their necks using a tearaway lanyard at all times.</p> <ol style="list-style-type: none"> <li>1. After 5 temporary IDs, students will receive an Administrative Lunch Detention to be served in ISS. ISS Coordinator will notify admins and teachers.</li> <li>2. After 10 temporary IDs students will receive another Lunch Detention, parent contact to purchase another ID badge.</li> </ol> <p>Note: Students may have loss of privileges for failure to have an ID on in school.</p>
Chromebook policy	<p>For more specific information on Chromebooks, please see the <a href="#">LibGuide</a>.</p> <p><b><i>Damaged Device:</i></b> Bring to the Media Center to have it checked. A student whose device must be sent away for repairs will be assigned a warranty loaner device until the damaged device is repaired/replaced. If the device is permanently damaged through misuse, abuse, or negligence, the full device replacement cost will be assessed and must be paid before another device can be issued.</p> <p>The yearly non-refundable technology fee that covers <u>one accidental</u> damage or stolen school-issued Chromebook. After the technology fee is paid, students may take the</p>

Chromebook home. The charger should remain at home.

**Procedure for Damage:**

- 1<sup>st</sup> Offense of Accidental Damage: Parent notified by Media Center, Repair/Replace at no cost to student
- 2<sup>nd</sup> Offense (+) of Accidental Damage: Parent notified by Media Center, ETS determines repair/replacement charges at cost to student

**Note:** RCMS reserves the right to revoke use of Chromebook for students at any time. Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) may not fall under the accidental damage procedure listed above.

**Charging:** Students are responsible for bringing a fully charged Chromebook with them to school each day. The battery life of the Chromebook is 10.5 hours. Therefore, a fully charged Chromebook should have no issues with remaining charged throughout the school day—if it is properly charged overnight.

**Loaners:** Students will be issued a warranty loaner chromebook from the media center while their chromebook is being repaired. Students must report lost or stolen Chromebooks with the Media Center to discuss possible Chromebook replacement options. Students who does not have a Chromebook in class, or if their Chromebook is not charged, one of the following solutions will be provided by the teacher: an alternate assignment may be assigned by paper; a loaner Chromebook can be issued by the teacher to be used during that period; students may be allowed to charge their Chromebook during class. Teachers may issue consequences for student Chromebook negligence.

**Textbooks:** Chromebooks will offer students the option of not receiving a hard copy textbook for many of their classes. Teachers will communicate to students over the first few weeks of school about the availability of their textbooks via online services, if available.

**Lost/Stolen Chromebooks:** Students will be issued a warranty loaner chromebook from the media center while their chromebook is being repaired. Students must report lost or stolen Chromebooks with the Media Center to discuss possible Chromebook replacement options. If the device is stolen, a police report must be filed within 14 days. Present the report to RCMS Media Center in order to receive a replacement device. The payment does not cover a lost device. If the device is not recovered, it is the student's responsibility to cover the cost at current fair market value.

