

**STUDENT/PARENT  
HANDBOOK  
2021-2022**

**HILLCREST MIDDLE SCHOOL**

**510 Garrison Road  
Simpsonville, SC 29681  
(864) 355-6100**

**WILDCATS**



*Greenville County Schools 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, 355.3100.*



## Greenville County Schools

### Vision:

Students **INSPIRED**, **SUPPORTED**, and **PREPARED** for their next opportunities in life, education and employment.

### Mission:

We build **COLLEGE AND CAREER-READY GRADUATES** by connecting students to engaging classes and meaningful experiences that cultivate world-class knowledge and skills, while developing character, leadership, and citizenship.

## BLUEPRINT 2023: Greenville County Schools

- GOAL 1: Student Success**  
Deliver high-quality curriculum, instruction, and interventions that meet the needs of each student
- GOAL 2: Premier Workforce**  
Recruit, retain, and develop exemplary personnel in all positions
- GOAL 3: Caring Culture and Environment**  
Provide a safe and healthy environment that promotes learning and respectful relationships
- GOAL 4: Resource Stewardship**  
Ensure sufficient use of resources through effective management and development.
- GOAL 5: Community Engagement and Communications**  
Generate support and system effectiveness through partnerships, communications, and recognitions.

**WILDCATS**



**Vision:**

*“Caring, Committed, Connected!”*

**Mission:**

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

**We Believe:**

1. All students can learn.
2. A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
3. Students learn best when they are actively engaged in the learning process.
4. A safe and physically comfortable environment promotes student learning.
5. Students learn in different ways and should be provided with a variety of instructional approaches.
6. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
7. Teachers, administrators, parents, and the community share the responsibility for advancing the school mission.
8. Student learning is the chief priority for the school.
9. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

# **This We Believe**

## Keys to Educating Young Adolescents

The implementation of the Hillcrest Middle School Philosophy is made possible through the adoption of the 16 characteristics of the **Association for Middle Level Education**:

1. Educators value young adolescents and are prepared to teach them.
2. Students and teachers are engaged in active, purposeful learning.
3. Curriculum is challenging, exploratory, integrative, and relevant.
4. Educators use multiple learning and teaching approaches.
5. Varied and ongoing assessments advance learning as well as measure it.
6. A shared vision developed by all stakeholders guides every decision.
7. Leaders are committed to and knowledgeable about this age group, educational research, and best practices.
8. Leaders demonstrate courage and collaboration.
9. Ongoing professional development
10. Organizational structures foster purposeful learning and meaningful relationships.
11. The school environment is inviting, safe, inclusive, and supportive of all.
12. Every student's academic and personal development is guided by an adult advocate.
13. Comprehensive guidance and support services meet the needs of young adolescents.
14. Health and wellness are supported in curricula, school-wide programs, and related policies.
15. The school actively involves families in the education of their children.
16. The school includes business and community partners.

## DAILY OPERATIONS

7:30am-4:00pm

### Hours of Operation

School begins at 8:30AM and ends at 3:15PM each day. Students should be in class by 8:30AM, not arriving to school at 8:30AM.

### Drop off and Pick Up Times

**Students may not be drop4ed off at school before 7:30AM.** Students should report to the cafeteria when they arrive prior to 7:30AM. Students will be dismissed from the cafeteria at 7:40 AM. If a student needs to eat breakfast, he/she may do so then report to his/her designated hall. School is dismissed at 3:15PM and students should be picked up no later than 3:45PM unless the student is under the direct supervision of a teacher that has been prearranged. Students that are not picked up by 3:45PM are considered late pickups.

#### **District Office:**

Burke Royster, Superintendent  
David McDonald, Assistant Superintendent

864.355.3100

#### **Transportation Office:**

Kara Miller

864.355.5280

#### **Hillcrest Middle Office:**

Fax:  
Cafeteria:

864.355.6100  
864.355.6120  
864.355.6108

Principal

William Price

6<sup>th</sup> grade Administrator  
7<sup>th</sup> grade Administrator  
8<sup>th</sup> grade Administrator  
Instructional Coach  
Instructional Technology Specialist  
6<sup>th</sup> grade School Counselor  
7<sup>th</sup> grade School Counselor  
7<sup>th</sup>/8<sup>th</sup> grade School Counselor  
8<sup>th</sup> grade School Counselor  
On Track School Counselor  
Guidance Clerk  
School Secretary  
Attendance Clerk  
Office Clerk  
Office Clerk  
School Nurse  
School Resource Officer

Michi Cortese  
Kelly Finnegan  
Donald Peake  
Michelle Meloon  
Lauren Bosak  
Jane Hunnicutt  
Bessie Skenteris  
Kaia Sawyer-DeForest  
Kim Groome  
Melissa Henderson  
Haley Freeman  
Beth Bruce  
Amy Lee  
Kelly Clark  
Crystal Linkin  
Deane Hines  
Jessica Eskew

## **Absence Procedure**

- Students returning to school after an absence must bring a note explaining the absence. The note should contain the following: student's full name, date(s) of absence, reason for absence, and parent or guardian's signature.
- Present the note to the attendance clerk for an admission slip. This must be done before 8:30AM on the day you return to school.
- The admission slip must be presented to all teachers. It will be marked according to the reason for the absence.
- Sixth period teachers will collect this form.
- Any time a doctor's excuse can be secured, it should be presented to the school. By law, the total excused days absent must be verified by an excuse from a doctor.
- Remember that the total days of unexcused absence may not exceed 10 days. Any student absent more than 10 unexcused days will be considered for retention

### **Make-Up Work- Less than Three Days Absent**

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

### **Make-Up Work – Three or More Days Absent**

The request for make-up work to be done while the student is absent from school should be made by the parent between 8:00AM and 9:00AM on the morning of the third day absent. Parents who have requested make-up work may pick it up after 3:30PM on the third day of the student's absence.

## **Academic Expectations**

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

- Attend school each day to receive an education.
- Be on time for each class.
- Come to each class with the necessary materials and a positive attitude.
- Work to the best of your ability
- Participate in class discussions and complete in class assignments.
- Do all homework each day and return it on time.
- Prepare adequately for test situations (with proper study and rest).
- Cooperate with the school staff.
- Show respect.

## **Activities and Organizations**

If a student remains after school for an activity, the parent must arrange transportation. All students who remain after school must be with an activity sponsor or teacher. Students must leave school and return if attending an evening event.

## **Activity Participation**

Every student should realize that participation in activities is a privilege that carries definite responsibilities. **All regular school rules apply when students are involved in school-sponsored activities, whether at the school or elsewhere.** Misconduct during activities or athletic events may result in suspension, or in the case of serious offenses, expulsion from the club, activity, team or school.

Regular rules apply to spectators as well as the participants. If a student is serving Out-of-School suspension, that student may not participate in, or watch, any extra-curricular event for the dates of the suspension.

### **After-School Detention**

After School Detention is held from 3:20-4:20PM. Students should be picked up in the front of the school car rider line. Administration or teachers will assign after-school detention (ASD). In the event that a student receives an ASD, he/she will serve the detention as assigned. Students who fail to serve ASD will be given an automatic referral for a detention violation if the teacher and/or administrator is not contacted prior. ASD will be rescheduled only if the student is absent or if a medical condition causes a student to leave school early.

### **After-School Event Attendance/Pick Up**

All students are expected to have a ride present at the conclusion of an event or activity. Failure to have a ride waiting at the conclusion of the event can lead to a student not being allowed to attend future events such as, but not limited to, dances, sporting events, etc.

### **Assessment**

A variety of assessments are used to inform and improve instruction. Assessments come in a variety of forms including written tests, homework, projects, exams, and unit test, as well as state and district required tests and benchmarks. Specific questions about assessment in classes should be directed to the teacher.

### **Athletics**

Students are eligible to try-out for various sports beginning in **seventh grade**. Students will be held to the same guidelines for try-outs and conditioning as high school students and must also be eligible based on the HMS athletic eligibility requirements found in the Athletic Handbook. Announcements and information will be sent out at various times during the year regarding different activities. Football, cheerleading, basketball, volleyball, softball, baseball, track, golf, soccer and cross-country are a few of the offerings provided to students. If a sport is not offered at HMS, students in 7th and 8th grade may try-out for a team through HHS or MHS. Some restrictions apply. For athletic related information, please contact the Athletic Coordinator at the school.

### **Attendance** – More detailed attendance rules may be found in Board Policy - Rule JBD

South Carolina laws 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.

- Students are expected to attend school every school day.
- 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 are those that are excused with proper documentation. These include illnesses that required medical attention, death in the student's immediate family verified by a statement from the parent, religious holidays with prior approval from the principal in writing, approved activities with prior written approval of the principal, documented court appearances, or Out-of-School Suspensions. This also includes school sponsored events such as band performances, field trips, etc.

- Unlawful absences include but are not limited to, absences of a student without the knowledge of his or her parents, absences of a student without acceptable cause with the knowledge of his or her parents, absences of a student for which an excuse was not provided to the school within 2 days of the student's return to school, or any absence not specifically defined under lawful absences.
- **Truancy** – Although the state requires students to only attend 180 days of the 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.
- Perfect Attendance Criteria – The definition of an absence at a Greenville County Middle School is missing more than one-half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one-half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

**Behavioral Expectations:** All students will be bound by the Greenville County School District Disciplinary Guidelines as outlined in the district's rules and expectations for student behavior. It is the responsibility of the student and parent/guardian to know, respect, and follow the policies, rules, and regulations of the school and district.

*The entire code of conduct can be accessed from the Greenville County School District Website under the Students & Parents tab, Resources, Policies. Policy JCDA*

**Behavioral Expectations Outside of School:** All students, staff members, coaches, and families are expected to maintain acceptable behavior in and out of school, while using social media sites, at school sponsored games and activities, etc. Many people have no other means of judging HMS than by the behavior of our students; therefore, students are expected to exhibit mannerly behavior in the contacts with other people. Respect for parents, teachers, and fellow students is expected. A primary goal of education is to prepare students for a healthy, functional life in society. At HMS we value the support of our families and community and expect that all Wildcats demonstrate positive character and behavior.

### **Bicycles**

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

### **Book Bags**

Students may use book bags to transport their books and materials to and from class. Rolling book bags are not allowed without a medical note.

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

Excerpt from Board Policy JCDA G As provided in the South Carolina Safe School Climate Act, the school 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.

**A. 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:

- 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.

**B. 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.

**C. 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.

**D. 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.

## **Bus Conduct**

Each student will be subject to transportation laws, rules, and regulations from the time he/she steps on to the school bus until the school bus route is completed or until the student arrives at his/her appropriate or normal destination. Normal destinations shall be either home or school unless otherwise specified by a principal or the principal's designee. The school bus driver will not pick up or discharge riders at places other than the regular bus stops. Any change must be made with the parent's request in writing and approved by the school principal or assistant principal.

Students must:

- Obey all instructions of the driver
- Sit in seat, keeping hands, feet and head inside the bus
- Keep feet out of the aisles
- Use only conversational tone
- Board and exit the bus only at the assigned stop

Students understand that:

- Fighting, profanity, smoking, and yelling are prohibited
- Vandalism will result in severe consequences including restitution
- Throwing objects is strictly prohibited
- Any conduct that causes disruption is prohibited
- No candy, beverages, or food are allowed on the bus without approval from the bus driver

The School Board authorizes principals to suspend or expel students from riding school buses for misconduct on the bus or for violating the instructions of the driver.

## **Cafeteria Procedures**

### Breakfast

- **Breakfast is free of charge for ALL students.**
- Breakfast is available from 7:30-8:15AM.
- Between 7:30-8:15AM students should report straight to the cafeteria if they want to eat breakfast
- At 7:40AM, students who are finished eating will be dismissed by grade level to their assigned class.
- Students who do not want to eat breakfast and arrive after 7:40AM are to report to their hallways.

### Lunch Procedures

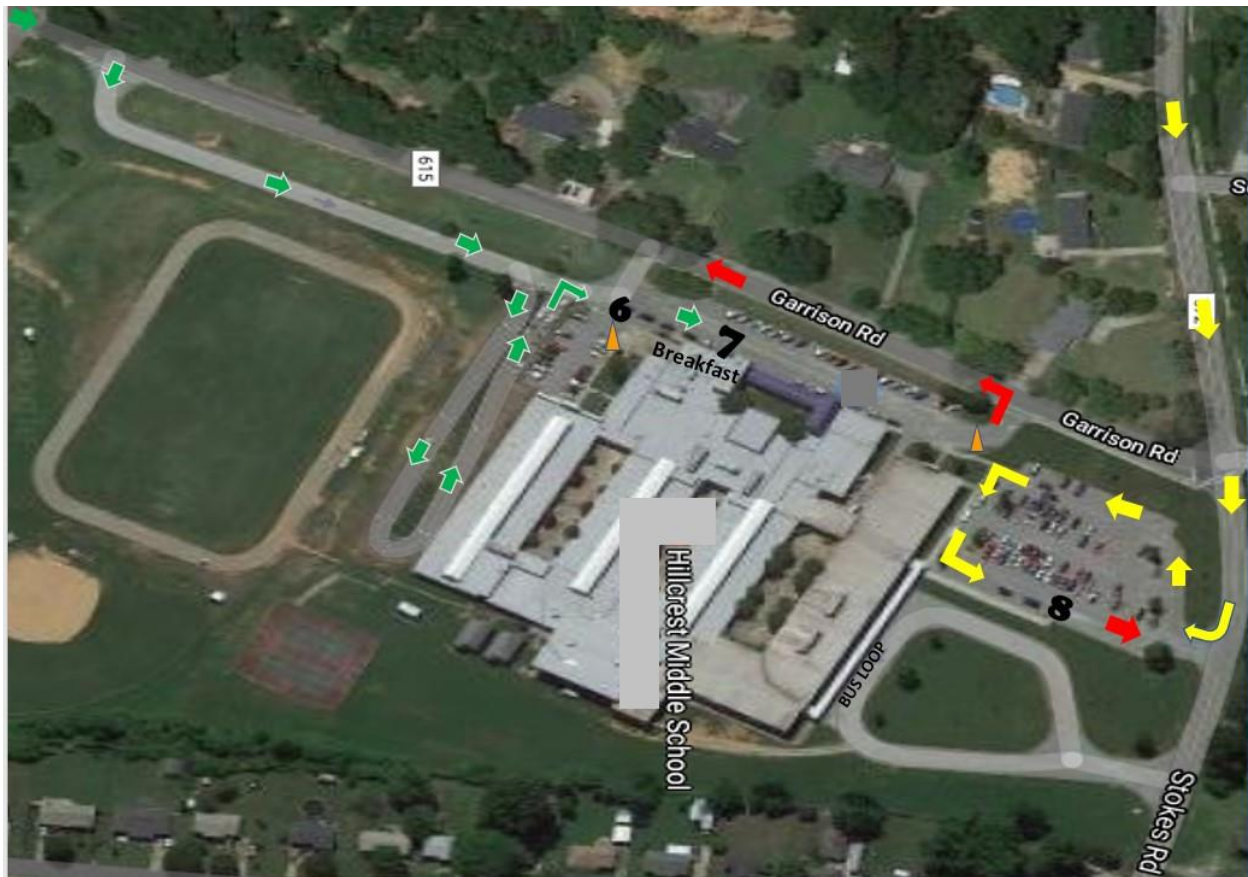
- **Lunch is free of charge for ALL students.**
- Students will move to and from the cafeteria as a class under the supervision of a teacher or other adult in an orderly fashion.
- Students will not run, push or break into the lunch line.
- Food must not be thrown at any time.
- When dismissed by the teacher after finishing the meal, students are to return all trays, dishes, and utensils, as well as used paper products and milk cartons to the proper places.
- Students should not leave anything they have used on the table when they leave.
- Opened food or drinks cannot be taken out of the cafeteria.
- Teachers will assign students to clean tables and floors for the next lunch shift.
- Adult meals are \$4.10.

## Car Rider Procedures

- Parents/Guardians must use car lines for morning drop-off and afternoon pick-up.

### Drop-off Locations

1. **6<sup>th</sup> Grade:** Front of the school on Garrison Road at the sidewalk leading to the 6<sup>th</sup> grade hall. (nearest dumpsters, marked with a traffic cone). Parents should use the large carline loop. **Please Note:** if the student is eating breakfast, please continue to the first set of double doors on your right.
2. **7<sup>th</sup> Grade:** Front of the school on Garrison Road at the first set of double-doors on the right (cafeteria hallway). Parents should use the large carline loop.
3. **8<sup>th</sup> Grade:** Parking lot off of Stokes Road- enter the parking lot and stay to the right. Drop students off at double-doors under the awning. If traffic is heavy, please pull all the way up to the end of the awning.



## Pick-Up Locations

1. **6<sup>th</sup> Grade:** front of the school. Parents should use the large carline loop off of Garrison Road.
2. **7<sup>th</sup> Grade:** students in grade 7 will be split by halls
  - 300 Hall will be picked up in front of the building on Garrison Road; parents should use the large carline loop.
  - 200 Hall will be picked up in the parking lot off of Stokes Road.
3. **8<sup>th</sup> Grade:** parking lot off of Stokes Road
  - Students should be picked up in their assigned car line.
  - All students must be picked up from the car rider line.
  - Parents should display their car line number in their dash/rear-view mirror.
  - Students will be dismissed when their carline numbers are displayed in their classrooms.
  - Students cannot cross the car line to the parking lot.
  - Staff members will be on duty to help loading cars.
  - If you are first in line, please drive all the way up to the signage.
  - Students should not be dropped off before 7:30AM. Supervision is not provided.
  - Late arrival: After 8:30AM students must sign-in at the Attendance Office. Students must be seated in assigned class at the 8:30AM bell; otherwise the student is late to school.
  - Students picked up or dropped off in an unauthorized area may face disciplinary action.
  - Students who fail to follow the direction of the staff member on duty will face disciplinary action.
  - School is dismissed at 3:15PM. Students should be picked up by 3:45PM. After 3:45PM, supervision is not provided. Students who are picked up after 3:45 PM may face consequences. Repeated violators of pick-up policies will need to secure alternate transportation.

## **Care of School Property**

The appearance of the building and its content is crucial to a good instructional environment. We are proud of our school and the way it looks. It is the responsibility of every student to show proper care and concern for hallways, cafeteria, classrooms, lockers, furniture, restrooms and books. Students who intentionally damage or destroy school property will be required to make financial restitution and may receive additional disciplinary consequences.

## **Cell phones/IPODS/AIRPODS/Other Electronic Devices**



**8:25 AM – 3:15 PM**

All phones/devices should be turned off and put away in students' book bags between the hours of 8:25 AM and 3:15PM. This includes headphones and earbuds. Cell phones/devices should not be visible or turned on. "Turned on" includes a device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. Devices should not be seen or on a student's person. A student who violates this policy regarding use and/or possession of these items is subject to discipline as follows.

**Cell Phone Violations:**

<b>Offense</b>	<b>Teacher Procedure</b>	<b>Administrator Consequence</b>
1st offense	*Teacher contacts parent	Warning
2 <sup>nd</sup> offense	Parent Contact, Referral	Lunch Detention
3 <sup>rd</sup> offense	Parent Contact, Referral	After School Detention
4 <sup>th</sup> offense	Parent Contact, Referral	In School Suspension

Please note the following:

**Note:** If a student is caught using a device at an inappropriate time or if the phone goes off and the teacher gives a consequence based on the above matrix and the student refuses to put the phone away, a referral will be written by the teacher for REFUSAL TO OBEY which could result in out of school suspension.

Hillcrest Middle will in no way assume responsibility for lost, stolen, or damaged personal electronic items.

**Change of Address/Telephone/E-Mail Address**

Please inform the main office at 864-355-6100 as soon as possible when you move or have a change of address, phone number (home or work), and/or e-mail address. These numbers are very important in the case of an emergency. Change of address will require proof of residency.

**Cheating**

Students are expected to use honesty and integrity when completing assignments. Any form of cheating/plagiarism is prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's quiz or test answers;
- Allowing another student to look at or copy answers from their test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a quiz or test in part or in whole to use or to give others;
- Copying information from source without proper citations;
- Taking papers from other students, publications or the Internet.

Violators will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors.

### **Chromebook, Internet, and Technology Use**

Greenville County School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students and to protect data and our resources, we ask parents and students to become familiar with the policies and regulations for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district website, <http://www.greenville.k12.sc.us>, in the Board of Trustees section and is included below.

Misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to: lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions, as well as loss of Chromebook privileges.

Below is a summary of the School District's Responsible Use Procedures. Each student will receive a copy prior to being assigned a Chromebook.

#### **Responsible Use Procedures 2021-2022**

##### **Students must:**

##### Respect and protect their privacy and the privacy of others.

- Use only assigned accounts and keep passwords secret.
- Keep personal information (such as name, address, phone number, etc.) offline.
- Have permission from the classroom teacher or administration to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.

##### Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices.
- Report any damages, security risks or violations to a teacher or administrator.
- Do not download purchased apps for yourself or another student(s) with school or personal accounts.

##### Respect and protect the copyrighted/intellectual property of others.

- Cite all sources appropriately.
- Follow all copyright laws.
- Use school issued electronic devices appropriately to assure academic integrity.

##### Respect and practice the principles of community.

- Communicate only in ways that are kind, responsible, respectful and lawful.
- Use school issued electronic devices for academic purposes only.
- Limit the use of Greenville County School District email for school-related email and projects.
- Report threatening or offensive materials to a teacher or administrator.

##### Respect the property of Greenville County Schools.

- Do not loan the Chromebook to friends or family members.
- Do not disassemble the Chromebook.
- Do not leave the Chromebook in an unsecure location or near water or food.
- Do not download unapproved apps without receiving prior permission.

- Do not remove student ID label from Chromebook and/or charger.
- Do not delete or change school installed Chromebook settings.
- Do not adjust settings on someone else's Chromebook.
- Do not leave assigned Chromebook at home during the school day.
- Do not use the Chromebook to charge a phone.

A copy of this information and the complete form can be found on Hillcrest Middle School website. For additional information, see Greenville County School Policy, Rule EFE

### **Clubs**

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

### **Courtyard**

Students will be allowed time in designated grade level courtyards in the mornings from 8:00-8:20am by teams. Teams will rotate days outside while the other 2 teams on each grade level will be in classrooms.

### **Deliveries**

Special deliveries to school for birthdays, holidays and other special occasions are not allowed. For example, flowers, balloons other special gift items. State law prohibits the disruption of the educational process and students cannot be called out of class for such items nor can they be carried on school buses.

### **Disaster Drills**

To help ensure the safety of the students, the State of South Carolina requires fire and emergency drills to be held periodically. Students should become familiar with exits as well as drill procedures. At the sound or designation of a drill, everyone should listen carefully for instructions and follow them completely. There should be no excess talking. When the fire alarm rings, all work should stop and classes should walk in line to the nearest exit, then continue well away from the building and stand quietly in line until signaled to return to the building.

### **Discipline Policy**

In order to maintain the tradition of academic excellence, Hillcrest Middle School will be a safe and orderly environment where all students will have the opportunity to learn. Acts that impair the ability of the school staff, teachers, and administrators to maintain a safe school environment will result in consequences. The discipline policy of Hillcrest Middle School will reflect the Code of Conduct that has been approved by the Greenville County School Board. Principals will reserve the right to adjust consequences based on the severity of the incident. However, the consequences below will represent the minimum consequence for particular offenses.

## Potential Consequences

**Call to Parent (CTP)** – Classroom teachers and/or administrators call a parent or guardian to discuss the disciplinary infraction.

**Conference with Administrator (CWA)** –administrator meets with the student during the school day to discuss the disciplinary infraction; in most cases this acts as a firm warning and reminder of behavioral expectations.

**Conference with Counselor (CWC)** –counselor meets with the student during the school day to discuss the disciplinary infraction and appropriate actions related to the offense.

**Conference with Parent (CWP)** – Classroom teacher, administrator or counselor schedule a time in the school day to meet with the parent or guardian to discuss the disciplinary infraction.

**Lunch Detention (LD)** - Assigned by the classroom teacher as an intermediary step to a disciplinary referral. Students should heed this strong warning and modify the behavior so as to avoid a disciplinary referral.

**After School Detention (ASD)** - Assigned by an administrator as a result of a disciplinary referral. After School Detention is held every Tuesday and Thursday after school from 3:20-4:20 pm

**In School Suspension (ISS)** – Students are assigned a suspension day on campus for the day (period(s)) in lieu of out of school suspension.

**Out of School Suspension (OSS)** - Students will not be allowed on campus during OSS. This includes times during the school day and during after school sporting events, dances, and talent shows, etc. Additionally, students are not allowed at any other GCS event while they are suspended from school.

**Expulsion (EXP)** - Expulsion from school in most cases means the removal of a student from school and the cessation of educational services for the remainder of the school year. School administration may make a recommendation for expulsion, however final decisions are made by a school board representative.

**Level I- Disorderly Conduct:** Disorderly conduct is defined as any activity/behavior that a student engages in which impedes orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Each consequence depends on the degree and severity of the offense/infraction. Notification may be via phone, email, or a copy of the referral sent home via the student. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

<b>Violation</b>	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Classroom or school tardy	Warning	CTP	ASD	ASD/CWP
Failure to wear ID	Warning & Temp	Warning & Temp	LD	ASD
Cutting class	ISS	OSS	OSS 2	OSS 3
Leaving campus	OSS	OSS 2	OSS 3	OSS 4



Walking out of class without permission	ISS	OSS	OSS 2	OSS 3
Acting in a manner in which it interferes or disrupts the instructional process	CWA	ASD	ISS	ISS
Excessively talking in a manner in which it interferes or disrupts the instructional process	CWA	ASD	ISS	ISS
Use of electronic devices (ANY) at school without permission	LD	ASD	ISS	ISS 2
Teacher detention violation	ASD	ASD 2	ISS	ISS 2
Administrative detention violation	ASD 2	ISS	ISS 2	ISS 2
ISS attendance violation/refusal to attend	OSS	OSS 2	OSS 3	OSS 4
ISS violation- disruptive/refusing to work in ISS	ISS	OSS 1	OSS 2	OSS 3
Abusive language, gestures, written communication between or among students that includes profane language	CWC	LD	ASD	ISS
Being in an unauthorized area (another hallway, etc.)	LD	ASD	ASD 2	ISS
Dress code violation- Will first ask to change to appropriate dress	CTP	ASD	ISS	ISS 2
Possession of food or drink in the hallways or classrooms	LD	ASD	ASD 2	ISS
Leaving trash or food in the building	LD	ASD	ASD 2	ISS
Cheating	ISS or 50	50 No choice	ISS & 50	OSS & 50
Giving false information to a school official (teacher or any other staff member)	CWA	ASD	ASD 2	ISS
Forging any note or excuse of any kind	ISS	OSS	OSS 2	OSS 3

### Level II- Disruptive Conduct

Disruptive conduct are those behaviors that a student engages in which are directed against persons or property and the consequences of which tend to 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 discipline and court proceedings. Acts of disruptive conduct may include all, but are not limited to the following infractions. Consequence depends on the severity and degree of the offense. Parents will be notified of the consequence.

<b>Violation</b>	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Inciting a fight (including passing notes and conversations)	OSS 1	OSS 2	OSS 3	OSS 4
Possession or use of unauthorized substances- tobacco, tobacco products, non-prescription drugs, “look alike” drugs, drug paraphernalia, including rolling papers or any other paraphernalia	OSS 3	OSS 5	OSS 10 EXP	

Public display of affections	CTP	ASD	ASD 2	ISS
Inappropriate verbal conduct of a sexual nature	ISS	OSS	OSS 2	OSS 3
Inappropriate physical conduct of a sexual nature	OSS 3	OSS 5	OSS 10 EXP	
Use or possession of laser pointers, fireworks, smoke bombs, pepper spray, or similar materials/devices	OSS	OSS 2	OSS 3	OSS 4
Misuse of District technology resources	CWA	Loss 5 days	Loss 10 days	Loss 30 days
Horseplaying (running, physical contact, etc.)	CWC	LD	ASD	ISS
Stealing/theft	OSS 2	OSS 3	OSS 4	OSS 5
Vandalism	CWC	ISS	OSS	OSS 2
Verbal confrontation	ISS	ISS 2	OSS	OSS 2
Rude, discourteous or disrespectful behavior directed towards a faculty member	ISS	OSS 1	OSS 2	OSS 3
Abusive language or gestures to staff member, including but not limited to profane language	OSS 1	OSS 3	OSS 5	OSS 10
Threats, harassment, intimidation or bullying	CWC	ISS	OSS 1	OSS 3
Deliberate refusal to obey school personnel or any other persons whose responsibilities include the supervision of students	OSS 1	OSS 2	OSS 3	OSS 4
On campus while suspended from school without permission from administration	OSS 1	OSS 2	OSS 3	OSS 4
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	CWC	OSS 1	OSS 3	OSS 5
Fighting (fighting is defined as ANY physical contact in an aggressive manner)	OSS 3	OSS 5	OSS 10 EXP	
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the principal	OSS 3	OSS 10 EXP		

### Level III- Criminal Conduct

Criminal conduct is defined as those behaviors or activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another 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 enforcements and/or action by the Board. Acts of criminal conduct may include all, but are not limited to the following violations. Consequence depends on the degree and severity of the offense.

Violation	1st Offense
Bomb threat	5-10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Possession, use or transfer of “look alike” weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Possession, use or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device or any other type of device or object which may be used to inflict bodily harm, injury or death)	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 Days OSS Restitution and possible referral to law enforcement
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS, referral to law enforcement, recommendation for expulsion
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	1-10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Sexual offenses	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Ganging. 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.	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Assault and battery	10 Days OSS, referral to law enforcement, possible recommendation for expulsion

## **Greenville County Schools Code of Conduct on School Buses**

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below for middle school.

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

### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

*\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

### **Level I Consequences**

- 1<sup>st</sup> Referral -- Warning and parent contact
- 2<sup>nd</sup> Referral -- Parent contact and one (1) day bus suspension
- 3<sup>rd</sup> Referral -- Suspended from bus three (3) days and parent conference
- 4<sup>th</sup> Referral -- Suspended from bus up to five (5) days and parent conference

*Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense*

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature

- Other safety violations that may interfere with the safe operation of the school bus

*\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

### **Level II Consequences**

- 1<sup>st</sup> Referral -- Suspension from bus up to ten (10) days and parent conference
- 2<sup>nd</sup> Referral -- Suspension from bus ten (10) days and parent conference
- 3<sup>rd</sup> Referral -- Suspension from bus thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

### **Discipline of Disabled Students on the Bus:**

Students with disabilities will be disciplined in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

The school administration will implement the above bus discipline schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services.

**Please note that the previous table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.**

### **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.

1. 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.
2. Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
3. Shorts, skirts and dresses must be no shorter than mid-thigh.
4. Bottoms may not have any holes, or look-alike holes, above mid-thigh. This includes holes that have been patched or appear to have been patched.
5. Leggings, jeggings or yoga pants may be worn with a top that covers the entire backside and the length of the top must be the same all the way around the hem. The front of the shirt must be the same length as the back of the shirt.
6. Biking shorts (spandex style shorts) are not permitted.
7. Hats and sunglasses may not be worn in the building. (Skullies, sweatshirt hoods, bandanas and do-rags are considered hats.)
8. Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term.
9. Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
10. Pants must be worn at the natural waistline. Pants and slacks must not bag, sag or drag
11. 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.
12. Pajamas are not permitted unless specifically approved by the administration.

The administration will make the final judgement 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 that a student comes to school not in dress code, the student will be given the opportunity to call home for a change of clothes. The student will be sent to In School Suspension until a change of clothes is dropped off by the parent/guardian.

### **Early Dismissals**

- The latest time of day for an early dismissal is **2:45 pm**.
- Parents who must take a student out of school during the day should follow these procedures:
  - Send a note with the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up student, telephone number where the parent can be reached for verification, and signature of the parent.
  - The student will be called to the front office when the parent(s) arrive(s).
  - A parent or authorized adult must report to the office and sign a student out in order for the student to be dismissed.
  - Please try to pick up students between class exchanges to avoid disrupting instruction.
- Students who need to leave school early are to present their note signed by their parent to the attendance clerk prior to 8:30AM.

Early dismissals will be excused for the following reasons:

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

### **Field Trips**

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

### **Food/Drinks**

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

### **Grading**

The State Board of Education requires all schools to follow a statewide uniform grading scale. Middle school course averages have a floor of 50 for each grading period for each course. Progress Reports will be issued at the mid-point of each nine weeks. Parents are encouraged to contact their child's teacher(s) to arrange a conference at any point in the grading period if there is a concern.

#### Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
50 or less	F

### **Grade Computation**

At the beginning of the year, teachers will send home criteria for computing class grades. A course syllabus will be available on the school web site. All incomplete grades must be removed by the beginning of the next grading period. Semester grades shall be determined as follows:

1st quarter report  $1/2$  of first semester average

2nd quarter report  $1/2$  of first semester average

3rd quarter report  $1/2$  of second semester average

4th quarter report  $1/2$  of second semester average

The final grade will be determined as follows:

1st semester =  $1/2$  of final grade

2nd semester =  $1/2$  of final grade

### **Grade Reporting**

Parents and students should keep a current record of students' progress. All are encouraged to view and discuss grades frequently. Parents may access grades through Back Pack.

The school sends a printed grade report to the home at least 8 times per year. Students are responsible to give grade reports to parents. Parents must take care to review the grades and comments and are encouraged to contact teachers if there are concerns. Homework will count NO MORE than 10%. Major assessments count 50%. Eighth graders taking high school credit courses are required to take first and second semester exams, which count 20% of the semester grade.

<b>Interim Reports</b>	<b>Quarter Ends</b>	<b>Report Cards</b>
September 17	October 22	October 30
November 21	January 14	January 24
February 12	March 19	March 27
April 29	June 4	June 8 (mailed home)

### **Hall Passes**

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

### **Health Room Information**

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

### Student Emergency Forms

On the first day of school, your child will be given an Emergency Information Sheet to be completed by a parent. This is very important. This will be the only way we have to reach you in case of an emergency at school. These forms will be kept on file in the health room. The nurse does not have the authority to enter phone numbers or addresses on the computer. If your contact information is incorrect on the parent portal, please notify the front office.

### Student Visits to the Health Room

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

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

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

### Medications

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



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

- All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the health room. This includes analgesics, antibiotics, antihistamines, inhalers, creams, etc. No medication is supplied by the school.
- Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication for field trips.
- Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if WRITTEN permission from the prescribing doctor AND the parent/legal guardian is submitted to the nurse. Students carrying medication without proper authorization will be referred to an administrator.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School nurses will not administer any medication past the expiration date.
- School nurses are legally required to administer only medications with FDA approval. All prescription medication must be administered as labeled and over-the-counter medication may not exceed package directions. All medication must be in the ORIGINAL CONTAINER. NO medication will be given from plastic bags or envelopes.
- No medication containing Aspirin can be given at school without written Physician Authorization. If your child forgets to take a morning dose of medication, school nurses are NOT allowed to give that dose at school. Parents may come to the health room to give the missed dose.
- Medications not picked up at the end of the school year will be destroyed.
- New permission forms must be submitted for each school year.

#### Medication on Field Trips

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

#### State Immunization Requirements

The health room monitors immunization records – if your child gets any additional immunizations please provide a copy of your SC Certificate of Immunization to the school.

An up-to-date SC Certificate of Immunization is required within 30 days after starting school. Students not meeting immunization requirements will not be allowed to remain in school. Out-of-state transfer students who meet SC immunization requirements will be issued a SC Certificate of

Immunization by the school nurse. The health department will administer vaccinations by appointment only. Their phone number is 282-4311.

#### Tdap Vaccine

One dose of Tdap vaccine is now required for ALL 7<sup>th</sup> grade students. Tdap is routinely administered at 11-12 years of age; however, if Tdap is needed at an earlier age, a dose administered on or after the 7<sup>th</sup> birthday will meet this requirement.

#### Vision Screening

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

#### Hearing Screening

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

### **Homework Policy**

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

When homework is given, assignments will fall into one or more of the following three categories:

*Practice:* reinforces newly acquired skills taught in class

*Preparation:* helps students prepare for upcoming lessons, activities, or tests

*Extension:* provides challenging, often long-term opportunities for enrichment that parallel class work

Teachers will acknowledge homework and students will know how homework will affect their overall grade. If homework is graded, the homework average shall count no more than 10% of the overall quarterly grade. Additionally, students are encouraged to spend some time each day reading a variety of materials independently.

### **ID Badge Policy and Procedures**

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

ID badges will be attached to a lanyard and must be worn around the neck during the entire school day. Students may purchase their own lanyard; however, it needs to be a breakaway design and the content of any graphics adhere to established school and district guidelines.

ID badges will be used to scan lunch purchases and check out materials and textbooks from the media center. ID badges should always have the picture, name and the scan code to be valid and should not be torn, altered, marked on, or destroyed. If damaged, students will have to purchase a new ID badge. Replacement ID badges may be purchased in the media center 8:00AM – 8:25AM for \$5.00. Replacement lanyards may be purchased for \$1.00.

Hillcrest Middle School's ID badge policies and procedures are as follows:

- ID badges must be worn at all times while on campus, school buses, field trips or school functions.

- ID badges must be visible and worn outside of the clothing around the neck.
- ID badges are the property of HMS and must not be altered in any manner.
- Students must not wear an ID badge belonging to another student.
- When issued a temporary ID, the student is to wear the ID sticker on their outer layer of clothing in the upper portion of their shirt/jacket so that it is visible the entire school day.
- If a student does not have his/her ID, they must get a temporary ID from the ID station or purchase a new one.

Violations of ID Policy are recorded on a semester basis by homeroom (PAWS) teacher:

- 1<sup>st</sup> Offense: Warning and Temporary ID; end of class lunch line
- 2<sup>nd</sup> Offense: Warning and Temporary ID; end of class lunch line
- 3<sup>rd</sup> Offense: Warning and Temporary ID; end of class lunch line
- 4<sup>th</sup> Offense: Lunch detention; end of class lunch line; parent phone call
- 5<sup>th</sup> Offense: Lunch Detention; end of class lunch line; parent phone call
- 6<sup>th</sup> – 9<sup>th</sup> Offenses: After School Detention; end of class lunch line; parent phone call
- 10<sup>th</sup> Offense: Referral for ID Violation, 1 day ISS

### **Incentives**

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

### **In-School Suspension (ISS)**

The primary objective of the ISS program is to keep students in school while trying to modify unwanted behaviors and give students the opportunity to maintain their academic work while serving In School Suspension. Students will be kept in a self-contained classroom where their class work will be completed and lunch will be provided. Students who violate ISS rules will be subject to an immediate Out-Of-School Suspension.

replacement fee of \$7.00 must be paid for a missing or damaged lock. No foreign locks may be used. HMS assigns all locks to students. No student should leave personal articles in unlocked locker. Lockers are the property of Greenville County Schools and may be searched AT ANY TIME with cause.

## Late Work and Redo/Retake Policy

### Hillcrest Middle School

2021-2022

#### Late Work Policy

##### Maximum Time to turn in NHI (Not Handed In):

School-wide: 5 school days for MAJOR TESTS AND PROJECTS ONLY

Minor grades shall be concluded by the end of the 8th week

Any work not turned in will have the District grade floor (NHI) applied which equals 50%

#### Redo Policy

The goal of the policy is to allow opportunities to show mastery. We realize that not all students learn at the same pace and might require additional attempts to show mastery.

- All students have the opportunity to correct major grades within five days for mastery of content. It is the student's responsibility to request this opportunity from the teacher according to the following guidelines;
- Must be completed within 5 days of the returned test date.
- Teachers can offer either test corrections or a condensed assessment retake of the standard requiring remediation.
- Redos must be completed during PAWS, 8:00 AM - 8:25 AM, or scheduled time with the teacher.
- Highest grade will be recorded.

## **Lost and Found**

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

## **Media Center**

The Media Center is open from 8:00AM-3:45PM. Students are invited to study, research and read. Students may come with the teacher, as a class or individually with a pass from their subject teacher. Students need a pass from a teacher to come to the media center before or after school. Books and magazines may be checked out for two weeks and may be renewed once if not needed by other students. Reference materials may be checked out for one night and returned before school the next morning.

Students will be responsible for payment of lost materials. Students may use the printers in the media center for school documents. The first black and white copy is free; extra copies are \$0.05 each. Color copies are \$0.25 each.

## **Out-Of-School Suspension (OSS)**

Students who make poor decisions and choose to break the rules at Hillcrest Middle may be subject to Out-Of-School Suspension. While suspended, students are prohibited from attending ANY school or district activity. Students are not permitted to be on any Greenville County School District campus while serving OSS. Class work/assignments may be requested from his/her teachers during the suspension. Requesting work is the responsibility of the student and/or parent/guardian.

## **Parent Conferences**

Parents are strongly encouraged to stay in contact with their child's teachers. Parent conferences can be scheduled during designated grade level teacher's planning time, before school, or after school. In order to provide the best supervision and instruction to all students, parents are asked not to interrupt classes. When questions or concerns arise, parents may first contact the teacher by e-mail, phone or a note with your student.

## **Parent Portal**

The Greenville County School District offers a Parent Portal, an on-line grading system. Please refer to [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) to access your child's grades. Contact the school counselor for your child's grade level to obtain password information.

## **Parental Custody**

In the case of separated or divorced parents, the law stipulates that we cannot determine which parent may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick-up. In that case, we must retain a copy of the court order for our files.

## **Personal Possessions**

Any item(s) not related to the educational curriculum is not permitted at school unless authorized. For example, game boys, cards, laser pointers or any other type of toy. Laser pointers are not allowed in school or on buses. Please keep these personal possessions at home.

### **Physical Education**

Physical Education is required for all students at Hillcrest Middle School. If a physical disability exists, a doctor's written statement is required to excuse the student for extended periods. Each student is required to dress out daily in the proper attire, socks and tennis shoes included. The P.E. clothes should be washed regularly. A written excuse must be brought from home if a student should not dress out.

### **Progress Reports**

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

### **Promotion and Retention**

All middle school students must pass all required academic subjects during the regular term or in summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, social studies, and reading or literature if taught as a separate subject from language arts. The principal makes the final decision on matters of promotion and retention. Students who have accumulated more than ten unexcused absences will be considered for retention. Students who fail up to two major subjects may go to summer school and must pass the failed courses to be promoted. Students who fail three or more of the four major subjects will not be permitted to attend summer school. They will be required to repeat the grade.

### **Report Cards**

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

### **Restricted Areas**

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

### **Restrooms**

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

### **School Counseling Services**

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

## **School Day**

The school day for Hillcrest Middle School is from 8:30AM to 3:15PM. Students are expected to be in their assigned class when it begins at 8:30AM.

## **School Resource Officer (SRO)**

Each school day security is a top priority at HMS. Procedures are in place and routinely practiced to ensure that students are well-prepared for emergency situations. Routine drills include fire, tornado, shelter-in-place, bus evacuation and lockdown. Additionally, our school has a resource officer who serves as a law-related educator, a law related counselor, and a liaison between the community and the police department.

## **School Stores**

Snack Shack is open each day during lunch. Students may purchase items during lunch time only. Students may not eat or drink in the halls.

The Wildcat Market is a new addition to the school this year managed by our PTA. There will be Hillcrest Middle products available for purchase. Examples: pencils, pens, lanyards, agendas, water bottles, T-shirts, bags, and stickers. The Wildcat Market will be open in the mornings before school and other times during the day. We will advertise the schedule at the beginning of the school year.

## **Selling in School**

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

## **Student Conduct at School Functions**

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

## **Student Council**

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

## **Student Expression of Religious Beliefs**

Greenville County Schools support the rights of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school.

## **Tardies**

Punctuality is a critical work-related skill. 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.

Tardiness will be excused by documentation from medical practitioners 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.

Violations of the Tardy Policy are recorded on a semester basis:

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Teacher reminds student of expectation and calls home

3<sup>rd</sup> Offense: Referral, After-School Detention

4<sup>th</sup> + Offense: Referral, Two After-School Detentions, and parent conference

### **Tobacco Possession/Use – Policy 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. The term “tobacco products” includes electronic cigarettes and vaporizers. Disciplinary actions will be handled in accordance with the Behavior Code.

### **Transfer/Withdrawals**

A parent/guardian must meet with the school registrar to complete the necessary paperwork when withdrawing a student. All books must be returned and all fees must be paid prior to transfer of records. The school will provide a statement when a student is clear for withdraw

### **Valuables**

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

### **Vending**

Vending machines are for student use before school, at lunch and after school. Students are not to visit the vending machines between classes.

### **Visitors**

All visitors must enter the building through the main entrance and report directly to the office to sign in. **THERE ARE ABSOLUTELY NO EXCEPTIONS!** Visitors must present a valid ID such as a driver’s license and will be issued a name tag that identifies the visitor, the date, time of arrival, and the destination. Visitors are required to specify a destination, report to that destination, and return to the office upon ending their visit. All visitors must sign out when their visit is complete.

Administrators are empowered to take appropriate action against non-students who invade the building, grounds, or the property. Such actions will include the right to contact authorities. **NOTE:** Only adults that are listed on a student’s emergency contact sheet are allowed to visit a student unless prior approval is given by an administrator.

### **Water Bottles**

Students should refrain from eating or drinking outside of the school cafeteria. Students may carry a see-through water bottle with either a screw top cap or a flip up spout during the day. Water must be clear and free of color. No colored flavored water. Camelback backpacks, metal cups, and glass water bottles are not allowed. *The Wildcat Market will have HMS water bottles for sale.*

### **Weather**

When bad weather threatens the normal school schedule, students and parents should tune in to the local television or radio station as each station receives the same information regarding school closings, early dismissals or delayed openings. You may also check the district website for school closings or delays.