



Student Handbook

2023-2024



HILLCREST MIDDLE SCHOOL
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GREENVILLE COUNTY SCHOOLS

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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. 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. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- 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.
- 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.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- 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
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a

parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

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

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses

- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which 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 sanctions and court proceedings.

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
 - intimidating, threatening, or physically abusing another student
 - any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery

- extortion
- any other acts as determined by the Board

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

The principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Dress Code

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

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Length of bottoms: measurement using fingertips when standing upright, shorts or bottom must come to the bottom of fingertips
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- No exposed midriff areas
- The width of straps on tops must be at least the widths of a student ID card
- 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.
- Pajama pant bottoms are not allowed
- 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.

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.

Transportation

Discipline

In order to ensure 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.

The School District Behavior Code (Board Policy JCDA) 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 conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

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
- Intentionally 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

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level consequence.

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

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to 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 Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and 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.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. 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 in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

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

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

- **Middle School Students (Grades 6-8)**
A floor of 50 will be applied to all grades for middle school students (6-8)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence

to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and

therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=fajinsurance>

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>



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.

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 should be dropped at no earlier than 7:30AM. Students should report to the cafeteria when they arrive. Students will be dismissed from the cafeteria at 8:05 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. Students should be picked up no later than 3:45PM unless the student is under the direct supervision of a staff member that has been prearranged. Students that are not picked up by 3:45PM are considered late pickups.

District Office: 864.355.3100
Burke Royster, Superintendent
David McDonald, Assistant Superintendent

Transportation Office: 864.355.5280
Kara Miller

Hillcrest Middle Office: 864.355.6100
Fax: 864.355.6120
Cafeteria: 864.355.6108

Principal William Price

6 th grade Administrator	Michi Cortese
7 th grade Administrator	Kelly Finnegan
8 th grade Administrator	Donald Peake
Instructional Coach	Michelle Meloon
Technology Instructional Coach	Lauren Bosak
6 th grade School Counselor	Jane Hunnicutt
7 th grade School Counselor	Bessie Skenteris
7 th /8 th grade School Counselor	Kaia Sawyer-DeForest
8 th grade School Counselor	Kim Groome
Registrar	Haley Freeman
School Secretary	Beth Bruce
Attendance Clerk	Amy Lee
Office Clerk	Kelly Clark
Office Clerk	Crystal Linkin
School Nurse	Deane Hines
School Resource Officer	Darren Payne

Late Work Policy

Maximum Time to turn in NHI (not handed in):

School-wide: 7 school days from the assignment due date.

Absences:

- 3 days or less: 7 days to make up work without penalty from the date of return. After 5 days, work will not be accepted for a grade. NHI will be documented as final grade.
- 4+ days: 10 days to make up work without penalty from the date of return. After 10 days, work will not be accepted for a grade. NHI will be documented as final grade. Students with documented extended illness will be handled on a case by case basis with guidance from administration.

Redo Policy

All students have the opportunity to correct major tests (not projects) for mastery of content. It is the student's responsibility to request this opportunity from the teacher according to the following guidelines:

- All students are eligible for the redo policy; all redos must be completed within 5 days of the return of 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.
- Test corrections must be in writing explaining the correct answer and what mistake the student made.
- Recorded grade will be the average of the two test grades or the highest score, if the higher score was first taken.

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.
- Absence notes may be completed online [here](#).
- 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.

Please read GCSs Athletic Code of Conduct located [here](#). For athletic related information, please contact the Athletic Coordinator at the school.

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.

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 Hillcrest Middle 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.

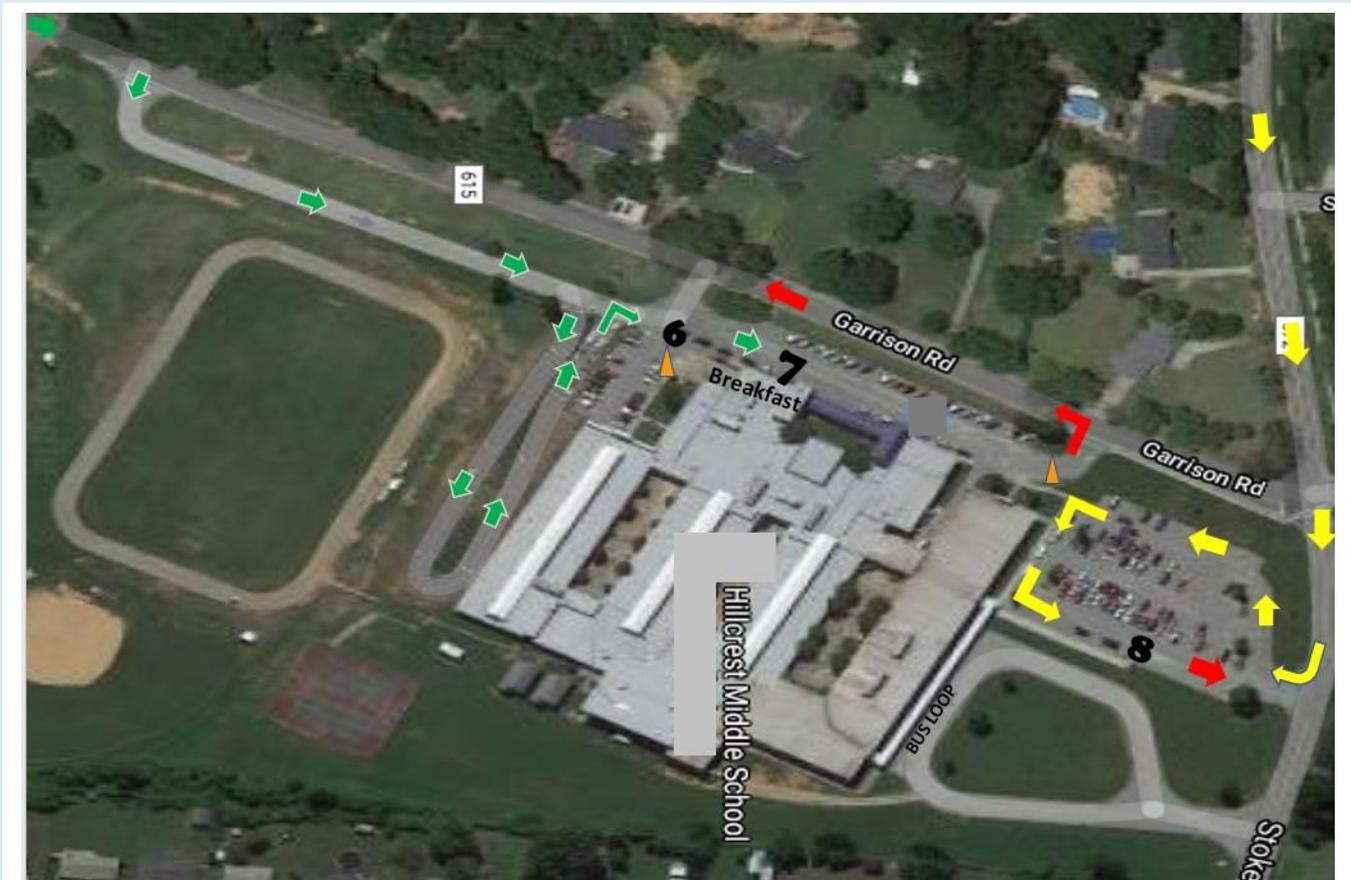
- Teachers will assign students to clean tables and floors for the next lunch shift.
- Adult meals are \$4.10.

Car Rider Procedures

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

Drop-off Locations

1. **6th Grade:** Front of the school on Garrison Road at the sidewalk leading to the 6th 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. **7th 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. **8th 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. **6th Grade:** front of the school. Parents should use the large carline loop off of Garrison Road.
2. **7th Grade:** students in grade 7 will be split by halls
 - Team Leopards (7.2) will be picked up in front of the building on Garrison Road; parents should use the large carline loop.
 - Team Panthers (7.1) and Team Lions (7.3) will be picked up in the parking lot off of Stokes Road.
3. **8th 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



Cell phones or any other electronic devices are not permitted in the cafeteria while eating breakfast from 7:30 am- 8:25 am.

All phones/devices should be turned off and put away in students' book bags between the hours of **8:25 AM and 3:15 PM**. 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:

Offense	Teacher Procedure	Administrator Consequence
1st offense	*Teacher contacts parent	Warning
2 nd offense	Parent Contact, Referral	ASD 1 day
3 rd offense	Parent Contact, Referral	Saturday School 1 day
4 th offense	Parent Contact, Referral	OSS 1 day
5 th Offense	Parent Contact, Referral	OSS 2 Days

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 2023-2024

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 or 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. Students are prohibited from ordering food or any other items to be delivered to the campus, this includes restaurant deliveries as well as outsourced companies such as Door Dash, Grub Hub, Bite Squad, Instacart, etc.

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.

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.

Hall Passes

All students must use the SmartPass system for hall passes.

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.

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 7th 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 7th 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 personnel at the ID Stations.

1st & 2nd= receive temporary ID

3rd- receive temporary ID and make parent contact

4th Violation= lunch detention

5th Violation= after school detention; referral

6th Violation= 2 days after school detention, referral

7th Violation= 1 day of Saturday School, referral

8th violation= 1 day of OSS, referral

Violations are recorded on a quarter basis. Any further offenses require purchasing a new ID each time.

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.

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 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.

Saturday School

Saturday School is replacing In School Suspension (ISS) this school year. Hours are 8:30-11:30am on the assigned Saturday.

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 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

The Wildcat Market is 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:

1st Offense: Warning

2nd Offense: Teacher reminds student of expectation and calls home

3rd Offense: Referral, After-School Detention

4th + 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 and at lunch. All items purchased from the vending machine must be eaten in the cafeteria (breakfast or lunch). Students are not to visit the vending machines between classes or during the school day.

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 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 and glass water bottles are not permitted. *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.