

**STUDENT/PARENT
HANDBOOK
2019-2020**

HILLCREST MIDDLE SCHOOL

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



VISION:

Caring, Committed, Connected!

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.



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. The first bell rings at 8:00AM, home room bell rings at 8:20AM, and tardy/late bell at 8:30AM. 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 dropped off at school before 7:30AM. Students should report to the cafeteria when they arrive after 7:30AM and before 8:00AM. Students will be dismissed from the cafeteria at 8:00AM. 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: 864.355.3100
Burke Royster, Superintendent
David McDonald, Assistant Superintendent
for School Leadership - Middle Schools

Transportation Office: 864.355.5280
Allison Greer, Supervisor

HMS Office: 864.355.6100
Fax: 864.355.6120
Cafeteria: 864.355.6108

Principal William Price

6th grade Administrator	Michi Cortese
7th grade Administrator	Judy Mulkey
8th grade Administrator	Donald Peake
Instructional Coach	Michelle Meloon
6th grade School Counselor	Jane Hunnicutt
7th grade School Counselor	Kaia Sawyer
8th grade School Counselor	Kim Groome
School Counselor	Bessie Skenteris
Guidance Clerk	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	Jessica Porter

Absence Procedure

1. 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.
2. 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.
3. The admission slip must be presented to all teachers. It will be marked according to the reason for the absence.
4. Sixth period teachers will collect this form.
5. 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.
6. 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.
7. **No early dismissals are permitted after 2:45PM.**

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:

1. Attend school each day to receive an education.
2. Be on time for each class.
3. Come to each class with the necessary materials and a positive attitude.
4. Work to the best of your ability.
5. Participate in class discussions and complete in class assignments.
6. Do all homework each day and return it on time.
7. Prepare adequately for test situations (with proper study and rest).
8. Cooperate with the school staff.
9. 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 JCDAG

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 onto 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 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 8:00AM, students who are finished eating will be dismissed by grade level to their home rooms.
- Students who do not want to eat breakfast and arrive after 8AM are to report to their home rooms.

Lunch Procedures

- Students will move to and from the cafeteria as a class under the supervision of a teacher in an orderly fashion. Teachers have assigned tables where students from their class will sit.
- 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.
- Food or drinks cannot be taken out of the cafeteria.
- Teachers will assign students to clean tables and floors for the next lunch shift.
- Lunch prices are \$2.50 for full price student lunch and \$.40 for reduced lunch. All students receive a free breakfast. Adult meals are \$3.80.

Car Rider Procedures

- Parents/Guardians must pull into the car rider line for morning drop-off and afternoon pick-up.
- There are two drop-off and pick-up locations- the front of the school on Garrison Road (6th grade side) and the side of the school on Stokes Road (8th grade side).
 - Sixth graders are picked up at the front of the school.
 - Seventh graders on the 300 hall will be picked up at the front of the school.
 - Seventh graders on the 200 hall will be picked up on the 8th grade side.

- Eighth graders will be picked up on the 8th grade side.
- Students should be picked up in their assigned car line.
- Students cannot cross the car line to the parking lot.
- Parents may not walk their child through the parking lot.
- All students must be dropped off/picked up from the car rider line.
- 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 home room 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 phone free zone 8:00AM-3:15PM

All phones/devices should be turned off and put away in student's locker or book bag between the hours of 8:00AM 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. All devices must be in a locker or book bag. 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.

<u>Offense</u>	<u>Teacher Procedure</u>	<u>Administrator Consequence</u>
1st offense - cell phone/device violation	*Teacher contacts parent *Teacher writes referral	Lunch detention
2 nd offense - cell phone/device violation	*Teacher contacts parent *Teacher writes referral	After school detention
3 rd offense - cell phone/device violation	*Teacher contacts parent *Teacher writes referral	1 day of ISS- in school suspension Admin conference with parent
4 th offense - cell phone/device violation	*Teacher contacts parent *Teacher writes referral	2 days of ISS- 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 2019-2020

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. On non-courtyard days, students will work on NHIs, redo/retest, tutoring opportunities and the like. Students should utilize this time to get caught up on academics.

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.

Dress Code

The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

The following minimum standards apply to Hillcrest Middle School and will be strictly enforced.

- A. Student dress and grooming must be neat and clean.
- B. Shirts/blouses should be worn so that the midriff is not visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
- C. Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, spaghetti strap tops, halter tops, off the shoulder tops, and see-through or mesh garments worn without shirts. Bra straps and bra sides must not be visible.
- D. Pants/shorts must be worn at waist level and undergarments should not be visible. If pants/shorts do not fit properly, a belt must be worn to keep them in place. Excessively baggy pants and clothing are not permitted. Clothing may not drag the floor or may not partially or totally expose underclothing.
- E. No skin showing through pants above the knee.
- F. Skirts and shorts should not be shorter than 3 inches above the knee.
- G. No pajamas or soffe shorts are allowed.
- H. Yoga pants or tightly fitted athletic pants are not allowed.
- I. Leggings are ONLY to be worn under an approved dress code item, such as a dress, top that is no shorter than 3 inches above the knee, or mid-thigh shorts. They are NEVER to be worn as pants.
- J. Appropriate headbands may be worn as a hair accessory. Hair curlers, skullies, hoods, bandanas, kerchiefs or do-rags may not be worn on any part of the student's person.
- K. Hats and sunglasses may not be worn in the building.
- L. Appropriately fitting shoes or sandals must be worn at all times. All shoes must have a hard sole.
- M. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols. Jewelry that could be used as a weapon is not allowed.
- N. Extraneous articles hanging from clothing such as chains are not permitted. Suspenders that are worn, must be worn correctly, not hanging freely.
- O. Hoodie sweatshirts may be worn only with the hoodie in the "down" position.
- P. No blankets or other bed linens are allowed at school.

Administration, at their discretion, may determine appropriate dress code distractions that are not specifically covered in the policies listed above. Appropriate action will be taken.

Early Dismissals

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.

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

NO EARLY DISMISSALS WILL BE PERMITTED AFTER 2:45PM.

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 to be taken 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 use their previously secured password or secure one through the guidance office. This password allows access to the online grade book and other resources.

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.

Interim Reports	Quarter Ends	Report Cards
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.

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 during home room 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, a new one must be purchased.

Violations of ID Policy:

1st Offense: Warning and Temporary ID

2nd Offense: Warning and Temporary ID

3rd Offense: Referral, Lunch Detention and Temporary ID

4th Offense: Referral, After-School Detention and Temporary ID

5th + Offense: Referral, Temporary ID, Administrative discretion for consequence

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.

Insurance

Insurance will be offered to students for school-time protection and for twenty-four hour protection. Receipts for premiums should be kept to show hospitals and physicians.

Insurance for each student becomes effective when the teacher receives the application and premium and issues a receipt. Payment may be made to the school by check or in cash. Checks should be made payable to Hillcrest Middle School. The enrollment period will be specified in the insurance material each student will be given.

The attending doctor or hospital must make claims for insurance. Forms for claims may be obtained from the school office. These forms are to be taken by the parents to the doctor or hospital. The doctor/hospital will attach their bills and submit them directly to the insurance company. The school will not submit the claim.

Policy period is for one year, September to September of the next school year. School-time protection applies only when the student is in school and traveling directly uninterruptedly to and from school. Twenty-four hour protection applies around the clock, through the summer. (At the time of printing, exact cost was not available; coverage cost may differ at time of enrollment.)

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.

Lockers

At the beginning of the school year, each student shall be assigned a locker and a lock with combination. Students will be responsible for the locker assigned to them. Since lockers are school property, the school retains the right to inspect lockers from time to time to prevent abuse. A 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.

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.

Lunch Money

Students who eat lunch at school every day should deposit lunch money on Monday mornings before school. Students may deposit money to their lunch account for days, weeks, or even months ahead of time. Free and reduced applicants will be notified about their procedures. Students paying daily will pay the cashier. Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only, and the balance cannot exceed \$10.00. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school cafeteria manager.

Media Center

The Media Center is open from 7:45AM-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 in their agenda 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 .05 each. Color copies are .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.

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. The first bell will ring at 8:00AM. The second bell will ring at 8:20AM indicating the start of homeroom and the tardy bell at 8:30 AM. Students are expected to be in homeroom when it begins at 8:20 AM.

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 Store

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

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.

Student Speakers at School Sponsored Events

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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

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:

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, 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 only water in a transparent, clear 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.

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.