

# Mauldin Middle School



## STUDENT HANDBOOK 2020-2021

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Principal

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NAME: \_\_\_\_\_

FLEX: \_\_\_\_\_

## A MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Mauldin Middle School! It is an honor and a privilege to serve as your Principal. Our faculty, staff, and administration strive to provide our students with exceptional instructional and extracurricular opportunities. We are committed to helping our students realize their full potential.

I invite you to participate in your child's educational journey. Together we can encourage, support, and strengthen our students to prepare them for a lifetime of success.

Parents and students, please read this student handbook together to be aware of the school policies and procedures. Clearly understanding these expectations is an important step toward your success.

I wish you all a wonderful school year and I look forward to building productive relationships with each of you. Please know that my door is always open if I can be of assistance to you.

Respectfully,

Karen H. Greene  
Principal

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## MAULDIN MIDDLE SCHOOL VISION

*The vision of Mauldin Middle School is to develop 21st Century learners by creating a collaborative learning community. We will ensure lifelong learners who are responsible, productive citizens by encouraging discovery and exploration through personalized learning.*

## ACADEMIC INFORMATION

### Academic Grading Policy

Greenville County uses a 10 point scale which is in compliance with statewide grading requirements.

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

### Attendance

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. A principal has the authority to approve or disapprove all student absences.

The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as, meet course requirements. Accrued student absences may not exceed ten (10) days during the school year, unless validated with a medical note.

**High School Credit** - In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal, this recovery time may be arranged ahead of time with the grade level administrator to be served after school. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course). A student must attend the majority of a class session during the school day to receive credit for that class.

### **Lawful Absences**

- Personal illness of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement. (This includes doctor's appointments.)
- Absences due to illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school. The maximum number of acceptable parent notes is 10.
- Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing and are part of the 10 days.
- Absences for students whose parents/guardians are in the military as long as such absences are reasonable in duration as deemed by the principal and are part of the 10 days.
- Absences for extreme hardships approved by the principal. Such approval should be pre-arranged when possible.

### **Unlawful Absences**

- Absence of a student without knowledge of his/her parent/guardian or absences without an acceptable cause.
- Absence without a signed note from the guardian or health professional within 2 days of the students return to school.

### **Truancy**

- A parent may provide up to 10 parent notes excusing a student illness or immediate family member's illness or death. Subsequent notes must be supported with a medical note or a student is considered truant.
- Truancy also becomes a part of the student's record if they have (3) consecutive unlawful absences or a total of five (5) unlawful absences. Vacations are considered unlawful absences.

### **Perfect Attendance**

The definition of an absence at a Greenville County School is when a student misses 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.

### **Early Dismissals**

Early dismissals should be scheduled between classes in order to avoid excessive disruption of class. The student must bring a note written and signed by the parent or guardian to the main office upon arrival to school. The note must contain the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up the student, telephone

number where the parent can be reached for verification, and signature of the parent. If a note is not provided, parents should be prepared until the next class change or administration is available to go to the classroom to dismiss the student. A student is required to attend three hours (of the school day) in order to be counted present for the entire school day. However, if a period is missed, they are no longer eligible for perfect attendance.

The parent or guardian will be required to come into the office to sign the dismissal sheet. Identification from the person picking up the student will be necessary before the student is permitted to leave school.

***No early dismissals are permitted after 2:45 p.m.***

### **Make-up work**

- Work assigned before the absence or field trip will be due the day the student returns.
- Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
- If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.
- In general, work is made up before or after school in order not to miss more class time. Arrangements may also be made with the teacher to make-up assignments during support times such as tutoring times or Flex time. Arrangements should be made with the teacher to complete this in a timely manner.
- Students must be absent at least three days before a request for make-up work to be picked up may be made. Please make requests to the guidance clerk via phone call at 355-6774. Teachers have the option of emailing work if they so choose. Students are encouraged to check teacher websites for assignments during any absence.

### **Change of Address**

If students move during the school year or during the summer, they should report changes of address and phone numbers to the guidance clerk and to the nurse. Accurate addresses and phone numbers are needed in case of emergencies. The school should have an up-to-date address and phone number for each student's parents at all times.

### **Late Arrival**

Punctuality is a critical work related skill that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process.

School begins at 8:30 for all grades. Students not in Flex at 8:30 are TARDY. If a student arrives after 8:30, he/she must report to the office for an admittance slip. The tardy will be entered into the student's attendance record. Tardiness will be excused for doctor or dentist appointments or for a late bus. Parents are expected to provide a note in the event of a late arrival to school.

Bus riders will receive a "LATE BUS" pass and will have four minutes from the time on the pass to get to their first class.

## Late Work

It is important that all students develop responsibility and work to complete all assignments by the due date. We are aware that certain situations arise that prevent a student from turning in an assignment by the assigned due date. Students are expected to turn in all assignments. In an effort to provide every opportunity for students to succeed at Mauldin Middle School we have created opportunities such as teacher tutoring and Flex Time in our schedule to support student learning. Late work policy is posted on teachers' websites.

## Promotion and Retention

All middle school students must pass all required academic subjects during the regular term or during summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, and social studies.

## Retake Policy

A retake is not a right; it is an opportunity students must earn. A retake is for those who care about their learning and achieving mastery.

\*Students must have all work submitted that relates to the test before they can retake the test. If they want to go back and do the work, they may. Students also have to fill out a Retake Form that they can get from their teacher. This form puts all of the responsibility on the student to earn their retake. They need to set a date with the teacher to retake their assessment, reflect on their preparation for the initial exam, get parent signatures, and actually go through each question they missed and correct them. **(Retakes are for TESTS only)**

- Students MUST have completed any work that relates to the test. If not, they should do so prior to the retake.
- Students MUST fill out and get their Retake Form signed by parents.
- Students only have one week after the initial assessment to fill out their Retake Form, turn in any missing assignments, and schedule a make-up time and date.
- Students only get **one** opportunity to retake something. It is very likely for the student to improve their mastery on the first retake.
- Only the score of the retake will count; NOT an average of the initial assessment. The retake is the new score. A grade should represent the most current understanding.

## Textbooks

Textbooks are available digitally. Issued textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

## Withdrawals

If for some reason a student is unable to continue his/her education at Mauldin Middle School, the student is to notify their appropriate counselor and/or registrar. The student's parent or legal guardian should come to the office to sign the proper withdrawal/transfer paperwork with our registrar.

No student records will be released or forwarded to another school until the proper check-out procedures have been completed. All books, Chromebook with charger, and any outstanding fees must be completed prior to withdrawing.

No student will be allowed to attend Mauldin Middle School without proper notification of transfer.

## **GENERAL INFORMATION**

### **Cafeteria Procedures**

Behavior in the cafeteria should be based on courtesy and cleanliness and should adhere to the following guidelines:

- Students are to purchase and pick up all items in the cafeteria the first time through the line.
- Students are to remain at their assigned tables until the end of the period.
- Food/Drink is to be finished in the cafeteria and disposed of properly.
- Teachers will assign students to clean the table for the next lunch period.

Breakfast is served from 7:30 a.m. – 8:25 a.m. Students planning to eat breakfast should report immediately to the cafeteria on arrival to school. Once student arrives to designated holding areas, student will not be permitted to leave designated holding area.

Each student will have an account with a designated number in the lunchroom. Parents have three options when paying on their student's account. Payments by check, cash, or online are accepted. To pay online, parents may go to the Greenville County Schools web site and click on the "myschoolbucks.com" link to set up an account.

Meals may not be charged. If a student does not have money in their account, they will be given an alternate meal. There will be no provision by the school to provide lunch money. Keeping up with lunch money is the sole responsibility of the student. Students must have their ID badge in order to purchase breakfast and/or lunch.

### **Drink and Food**

Students should refrain from eating or drinking outside of the school cafeteria. Students may carry only water in container with a screw-top cap and/or flip-up spout during the day.

### **Expectations for Students**

Academic instruction is the primary function of Mauldin Middle School. In order for students to live up to their academic potential, all students are expected to:

- Be at school each day.
- Be on time for each class.
- Bring all required materials to class.
- Work to the best of one's ability.
- Participate in class discussions and activities.
- Complete all assignments and turn them in on time.
- Prepare adequately for assessments.

## **Homework**

Homework may be assigned to students as a way to supplement and strengthen the student's regular class work. Homework is a part of a student's grade, and the student is responsible for completing and submitting it.

## **Flex Time**

Flex time is a period of additional instructional time during the school day set aside specifically for teachers to meet students where they are academically and students to receive either assistance in a content area in which they are struggling, enrichment in a content area in which they are excelling, or individualized guidance in completing their assigned academic tasks from teachers.

### **Why do we have flex time at our school?**

- To meet the academic needs of all students and help them reach their full academic potential
- To support and encourage all students in becoming lifelong learners in accordance with the school's mission
- To provide system of intervention, enrichment, and individualized guidance for all students during the school day—not just before or after the school day
- To afford all students educational opportunities to which they may not otherwise have access.

## **School Counselor Services**

School counselors are available at Mauldin Middle School for conferences with students and parents and to provide information and assistance with regard to the school program. Parent conferences with teachers concerning a student's academics can be made through the counselor department or directly with the teacher(s).

## **Extracurricular Activities and Clubs**

Greenville County Schools Code of Conduct applies to all clubs and extracurricular activities. Students who choose to participate must be picked up by the school's designated time; failure to do so may prohibit student's future participation.

## **Field Trips**

Off-campus school-sponsored activities must be substantiated with a written permit (form given to students by the teacher or sponsor) signed by parents. Students are under the district's code of conduct when on school-sponsored trips. Students are responsible for work missed during field trips.

## **Illnesses, Injuries, and Medication**

Students should notify their teachers immediately if they are ill or injured. Students are allowed to visit the health room, after obtaining a health room pass from their teacher. All health related phone calls to parents should be made in the health room. Dismissals due to illness must first be seen in the health room or they will be considered unexcused. If it is necessary for a student to take medication while at school, the **parent** must bring the medication to the health room. All medication must be in the original container, labeled with the student's name and the directions for use.

Medication cannot be sent to school with the student.

## **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television, radio stations, and the school district's website and social media.

## **Lockers**

At the beginning of the school year, each student will be given the option of a locker with a built-in lock. Students will be given the combination and should memorize the combination and refrain from sharing it with other students. Students will be responsible for all articles left in their lockers. Because lockers are school property, the administrators retain the right to inspect lockers from time to time to prevent abuse.

## **Lost And Found**

Any article found on school grounds should be turned in to the office. Students claiming items found may have the items returned by checking with the office and making proper identification. Gym clothes will be turned in to the lost and found in the gym.

All lost and found items will be discarded or given to a charitable organization every 4.5 weeks.

## **Media Center**

The Media Center is open from 8:15 a.m. – 3:45 p.m. daily. All students must have a pass when using the library. Only one name may be included on a pass from a teacher.

Students are to demonstrate appropriate behavior and courtesy when using the library. No student may check out materials and/or books for another student. The books are the responsibility of the student who checked out the book(s).

Books may be checked out for two weeks and may be renewed once. Books in great demand may not be renewed. All fees should be paid promptly. Students may print in the Media Center for a fee.

## **Messages and Deliveries**

Students are expected to make all daily school and after school arrangements, prior to coming to school each day. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages. Students will only be allowed to call home with a pass from a teacher. **Please refrain from texting your child during school hours as this interrupts the education process and puts them in a position to violate school rules.**

Responsibility is a skill that will help students become successful. If a parent needs to drop off belongings for a student, parents may bring it to the front office and place in the cubby. Students will not be called to the office to pick up the belongings. Delivery of outside food, flowers, balloons, etc are not accepted at school. If they are delivered, they will be kept in the office until the end of school and students will be notified that they need to pick up in the office.

## **Report Cards**

Report cards are sent to parents at the end of each nine-week period. Parents are invited to visit

the school or otherwise communicate with the principal, counselors, and teachers for a discussion of any problem having to do with the student's progress.

1<sup>st</sup> Quarter-October 27 2<sup>nd</sup> Quarter- January 21 3<sup>rd</sup> Quarter March 30

### **School Day**

The school day for Mauldin Middle School students is from 8:30 a.m. to 3:15 p.m.

Students who are eating breakfast will report immediately to the cafeteria. Band students who are practicing or storing instruments will report to the cafeteria. Eighth grade students will report to the designated area in the cafeteria. Sixth and seventh grade students will report to designated areas in the gym. Sixth and seventh grade students will report to the gym when they finish breakfast.

Teachers desiring students to report to their classrooms or to the library prior to 8:15 a.m. should give the student(s) a written pass the previous day. Students without written passes will not be allowed to leave the designated area.

### **School Dismissal**

All car riders and walkers must exit the building by 3:25 p.m. unless under the supervision of a teacher. Car riders must be picked up by 4:00. Any students not picked up by 4:00 will be brought into the front office. At that time, whomever is picking up the student must come into the front office to sign their student out.

### **Sports Participation**

Students wishing to participate must have an overall passing average in each of their academic classes and abide by the athletic behavior contract. Each athlete is expected to conduct himself/herself in an honorable way at all times--in school and in the community. Students must also complete the required physical examination/forms to participate. Students who are selected to participate on a school athletic team are required to sign and adhere to the Mauldin Middle School Student Athlete Contract.

### **Technology**

#### **Cell Phones/Personal Electronic Devices**

Cell phones and Personal Electronic Devices (PEDs) are allowed at Mauldin Middle School before dismissal from morning holding and after 3:15 pm. Student cell phone/PED must be turned off during the school day. Turned "on" includes a device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. Students may not record video or take pictures of other students at any time. Earbuds/headphones are not to be visible in the hallways or classrooms during the school day. Personal speakers that play audio aloud are deemed inappropriate materials and will be disciplined as such. Failure to comply with this policy will result in disciplinary action.

#### **Misuse of District Technology Resources**

Students are encouraged to use technology to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may

not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using technology must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook.

### **Social Media**

The use of technology and/or social media on or off school property, which results in a school disturbance, may result in disciplinary action.

### **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.

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>

### **Valuables**

Do not bring money or other valuables that will be out of your sight during the day. Bring only enough money for each day. Any item that is stolen should be reported to your teacher or the office personnel immediately. The school does not assume responsibility for lost or stolen articles.

### **Visitors/Conferences**

Mauldin Middle School has procedures and guidelines in place for various safety-related and crisis situations. Mauldin Middle School practices these procedures throughout the year to better ensure school safety.

- No visiting student(s) will be allowed in classes.
- Any person who wishes to visit the school for any reason must report to the office.
- Parents and all other visitors must report to the main office for a visitor's pass.
- Parents who wish to observe a classroom, must have administrative approval at least 24 hours in advance.

## **BEHAVIORAL EXPECTATIONS**

A great school requires the best efforts and cooperation of all concerned. Each individual will be expected to:

- Show respect to teachers and others in authority.
- Behave in a responsible manner.
- Display good manners with every individual in the school.
- Accomplish the work assigned to the best of his/her ability.
- Show pride in being a student of Mauldin Middle School.
- The restrooms and facilities at Mauldin are for your convenience and use. Abuse of the restrooms and/or facilities will result in disciplinary action.
- Profane, vulgar, or obscene language will not be tolerated. Obscene literature will not be permitted on the school premises.
- Cheating and the copying of work belonging to another student are violations of school rules as well as personal ethics. The lender and borrower will receive disciplinary action.
- Failure to obey disciplinary rules and policies may result in the denial of student participation in school activities.

It is the expectation at Mauldin Middle School that students will behave responsibly and follow the school district discipline code of conduct. Behaviors are divided into levels with appropriate consequences. Level I conduct refers to disorderly conduct. "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". Level II refers to Disruptive Conduct. 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." The code of conduct can be accessed at the following web address:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=gccspolicies>

### **Student Identification Badge Policy**

The purpose of this policy is to ensure safety and security of Mauldin Middle School students who are on campus each day. All students are required to wear an ID badge throughout the school day. One student identification badge and grade level color, breakaway lanyard will be provided to every student. EVERY student must wear the ID badge at all times while on school grounds. ID badge must be worn on the breakaway lanyard hanging around the neck. Lost, stolen, or defaced ID badges must be replaced for \$5.00 at student cost. ID violations will result in disciplinary actions. Students who arrive to school without their ID will be sent to purchase a new one for \$5.00 or to get a temporary ID sticker.

### **Cell phones/Electronic Devices**

During school hours no student may use or have a cell phone or electronic device visible or turned on. "Turned on" includes device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. Per district policy, phone/electronic device violations will be handled according to the discipline guidelines in the discipline matrix for Level 1 Offenses. If a

student refuses to put away their device it will be considered refusal to obey, and they will have chosen the consequences for that behavior (Level II Offense).

### **Dress Code**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one.

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

The administration will make the final judgement on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event 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 refusal to obey in violation of the District’s Behavior Code.

### **Teacher Discipline Plan**

**Teachers will make every effort to handle minor classroom disruptions according to the following plan:**

1st Offense: Warning

2nd Offense: Warning/Parent Contact (after 1<sup>st</sup> quarter, this step is no longer included)

3rd Offense: Lunch Detention + parent/guardian contact

4th Offense: Administrative Detention (7:30 - 8:15 AM) + parent/guardian contact

After a 4th Offense, Discipline Referral

## Level I-Disorderly Conduct

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Abusive language/gestures/written communication between or among students, to include profane language	Consequences range depending on severity (ranging 1 day ISS to 5 days OSS)			
Behavior that interferes with the instructional process in the classroom	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Being in an unauthorized area (parking lots, out of area, etc.)	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Cheating/Plagiarism	1 day ISS	1 day ISS	1 day OSS	1 day OSS
Classroom and/or school tardiness	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Cutting class	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Dishonesty	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Disruptive behavior and/or refusing to work in ISS	1 day OSS	2 days OSS	3 days OSS	5+ days OSS
Walking out of class without permission	1 day ISS	1 day OSS	2 days OSS	3+ days OSS
Leaving campus without signing out properly	1 day OSS	2 days OSS	3 days OSS	5+ days OSS
Refusal to obey related to personal electronic devices	1 day ISS	1 day ISS	1 day ISS	1 day ISS
Refusal to report to lunch detention	1 day ISS	1 day ISS	1 day OSS	2 days OSS
Refusal to attend ISS	1 day OSS	2 days OSS	3 days OSS	5 days OSS
Use of forged notes or excuses	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Other disorderly acts as determined at the school level, which are not inconsistent with Board policy	ISS/OSS			

## Level II-Disruptive Conduct

<b>Violation</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	<b>4<sup>th</sup> Referral</b>
Abusive language/gestures/written communication to or about a staff member, including but not limited to profane language	2-5 days ISS		1-5 days OSS	
Deliberate refusal to obey school policy, personnel, or agent whose responsibilities include supervision of students	1 day ISS	2 days ISS	1 days OSS	2 days OSS
Fighting (defined as any physical contact in an aggressive manner)	3-10 days OSS Possible recommendation for expulsion, alternative school, or referral to law enforcement			
Gambling	1-5 days OSS			
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	3-10 days OSS Possible recommendation for expulsion, alternative school, or referral to law enforcement			
Horseplay (including running, physical contact, and "shanking/pantsing")	1 day ISS - 5 days OSS			
Inciting a fight (including passing notes and verbal or online conversations)	2 days ISS -10 days OSS			
Misuse of district technology resources	1-5 days ISS Technology privileges revoked		1-5 days OSS Technology privileges revoked	
On campus while under suspension (trespass)	1-5 days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion			
Possession or use of unauthorized substances, including tobacco and tobacco products, "look alike" drugs, and drug paraphernalia, including rolling papers, vapes, Juuls, any e-cigarette type paraphernalia	1-5 days OSS			
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	1-5 days ISS		1-5 days OSS	
Stealing	1-5 days OSS			
Threats, harassment, intimidation, or bullying	1-10 days OSS; Possible recommendation for expulsion, alternative school, or referral to law enforcement			
Unlawful assembly, including watching/videoing/encouraging disorderly conduct	1-10 days OSS			
Use or possession of fireworks, smoke bombs, pepper-style sprays and other similar devices or materials	1 day OSS	2 days OSS	3-5 days OSS	
Vandalism (minor), including intentional messes	1 day ISS -10 days OSS; Possible recommendation for expulsion, restitution, and/or referral to law enforcement			
Verbal confrontation	1 day ISS	2 days ISS	1 day OSS	2 days OSS

### Level III-Criminal Conduct

<b>Violation</b>	<b>Consequence</b>
Arson	10 days OSS; Referral to law enforcement, possible recommendation for expulsion
Assault and battery	10 days OSS; Referral to law enforcement, possible recommendation for expulsion
Bomb threat	5-10 days OSS; Recommendation for expulsion and/or referral to law enforcement
Disturbing school	1-10 days OSS; Referral to law enforcement, Possible recommendation for expulsion
Ganging (A "gang" shall consist of two or more persons acting together for 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 in the objective of the gang)	10 days OSS; Referral to law enforcement, possible recommendation for expulsion
Manufacture, use, being under the influence or, or unlawful possession of alcohol or a controlled substance	10 days OSS; Recommendation for expulsion and/or referral to law enforcement
Possession, use, or transfer of "look alike" drugs or weapons	10 days OSS; Referral to law enforcement, possible recommendation for expulsion
Possession, use, or transfer of weapons (defined as a firearm, knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death)	10 days OSS; Recommendation for expulsion and/or referral to law enforcement
Sexual offenses	10 days OSS; Referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 days OSS; Restitution and possible referral to law enforcement
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	1-10 days OSS; Recommendation for expulsion and/or referral to law enforcement

**Greenville County Schools' Code Of Conduct Is Subject To Change Per School Board Policy**

# Consequences for Violations to Chromebook Responsible Use Procedures

Level 1 Offenses	Level II Offenses
<p>Level I offenses are less serious will follow the following discipline procedure.</p> <ol style="list-style-type: none"> <li>1. Verbal Warning</li> <li>2. Parent Contact</li> <li>3. Lunch Detention</li> <li>4. Referral</li> </ol> <p>However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth below.</p>	<p>Level II offenses are more serious and <b>begin with a required conference, restriction of Chromebook use*, AND an ISS placement.</b> However, depending on the seriousness of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth below.</p>
<p><b>Examples of Level I Offenses:</b></p> <ul style="list-style-type: none"> <li>• Sharing passwords</li> <li>• Defacing computers (e.g., stickers, markers, destruction of ID)</li> <li>• Removing District labels or tags</li> <li>• Failure to charge battery OR bring device to class.</li> <li>• Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time</li> <li>• Accessing chat enable platforms, bulletin boards, or blogs without teacher/administration permission</li> <li>• Failure to follow teacher directives</li> <li>• Failure to be polite and courteous digital citizens</li> <li>• Horseplay (running, throwing, mishandling, etc.)</li> <li>• Utilizing technology not required by the teacher.</li> </ul>	<p><b>Examples of Level II Offenses:</b></p> <ul style="list-style-type: none"> <li>• Downloading, posting, or distributing material that: <ul style="list-style-type: none"> <li>○ Is harmful or prejudicial to others (e.g., defamatory or libelous)</li> <li>○ Is pornographic, obscene, or sexually explicit, or profane (e.g. photos and music)</li> <li>○ Is Illegal (e.g., copyrighted materials)</li> <li>○ Refers to weapons, alcohol, drugs, guns or gangs</li> <li>○ Constitutes gambling</li> <li>○ Is restricted</li> </ul> </li> <li>• Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li> <li>• Intentionally destroying hardware or software</li> <li>• Engaging in theft</li> <li>• Engaging in any illegal activity</li> <li>• Harming or destroying another user's data</li> <li>• Creating or sharing a computer virus</li> <li>• Disrupting the network or the educational process</li> </ul>
<p><b>Violations of these policies may result in one of the following but not limited to these disciplinary actions:</b></p>	
<ul style="list-style-type: none"> <li>• Student/Parent Conference or Call (1st)</li> <li>• Lunch Detention</li> <li>• Restitution (money paid in compensation for loss or damage)</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of Chromebook Use* (Day User)</li> <li>• ISS/OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Parent Conference or Call (1st)</li> <li>• Restriction of Chromebook Use* (Day User)</li> <li>• ISS/OSS</li> <li>• Restitution (money paid in compensation)</li> <li>• Removal of unauthorized files and folders</li> <li>• Suspension of the Internet Privileges**</li> <li>• Court Referral/ Criminal Charges</li> <li>• Alternative School Placement</li> <li>• Expulsion</li> </ul>
<p style="text-align: center;"><b>Three Level I offenses may result in Restriction of Chromebook Use</b></p>	
<p>If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.</p>	
<p><b>*Restriction of Chromebook Use:</b> For the period of the restriction, the student is a Day User. The student may only use his/her Chromebook while at school and under teacher supervision. The Chromebook will remain at school.</p>	
<p><b>**Suspension of Internet Privileges:</b> For the period of the suspension, the student's account will be deactivated by the District. The student will not be able to login to any district device or access any accounts using their District credentials.</p>	
<p><b>General Rules:</b> If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a Day User for a length of time to be determined by the administration. (Restriction of Chromebook Use Privileges)</p>	

## **Potential Consequences**

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

**Administrative Detention (AD)** - Assigned by an administrator as a result of a disciplinary referral. If an Administrative Detention is assigned, parents will be notified at least one day in advance. If a student does not serve the assigned Administrative Detention, then an assignment in ISS may follow. Administrative Detention takes place from 7:30-8:15am.

**In-School Suspension (ISS)** - Assigned by an administrator. Student will be given assignments from their classes to complete. Students in ISS are not allowed to talk, sleep, or work on computers. Disruptions in ISS will automatically result in students being sent home as an OSS consequence. Failure to complete work will result in additional days of ISS. ISS does not count against student attendance.

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

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

**Referral to Law Enforcement (RLE)** - In cases of criminal misconduct, Mauldin Middle will notify law enforcement. Law enforcement decisions/consequences are separate from school based consequences and will have no impact on the consequences imposed by the school.

## **Conclusion**

The key to an excellent school experience is determined by the pride we have in our school and the degree to which each of us accepts personal responsibility for the welfare of the school community as a whole. No list of rules and regulations can replace school spirit. The procedures which have been listed are simply reminders about things which a good citizen would probably do on his/her own. It is firmly believed that the great majority of us do what we consider right, without threat of punishment.

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

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports 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 Parent Resource Representative. (See Policy JA for contact information). 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. 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.

### Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct 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.

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.

### Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

# Mauldin Middle School

## Bell Schedule

2020-2021

<b>6<sup>th</sup> Grade</b>
<b>Flex</b> 8:30-9:05
<b>1<sup>st</sup> Period</b> 9:08-10:00
<b>2<sup>nd</sup> Period-Related Arts</b> 10:04-10:53
<b>3<sup>rd</sup> Period Lunch</b> 10:57-11:35
<b>4<sup>th</sup> Period</b> 11:39-12:31
<b>5<sup>th</sup> Period</b> 12:34-1:25
<b>6<sup>th</sup> Period-Related Arts</b> 1:29-2:19
<b>7<sup>th</sup> Period</b> 2:23-3:15

<b>7<sup>th</sup> Grade</b>
<b>Flex</b> 8:30-9:05
<b>1<sup>st</sup> Period</b> 9:08-10:00
<b>2<sup>nd</sup> Period</b> 10:03-10:57
<b>3<sup>rd</sup> Period-Related Arts</b> 11:01-11:51
<b>4<sup>th</sup> Period</b> 11:55-12:45
<b>5<sup>th</sup> Period Lunch</b> 12:49-1:24
<b>6<sup>th</sup> Period</b> 1:28-2:18
<b>7<sup>th</sup> Period-Related Arts</b> 2:23-3:15

<b>8<sup>th</sup> Grade</b>
<b>Flex</b> 8:30-9:05
<b>1<sup>st</sup> Period-Related Arts</b> 9:09-9:59
<b>2<sup>nd</sup> Period</b> 10:04-10:54
<b>3<sup>rd</sup> Period</b> 10:57-11:48
<b>4<sup>th</sup> Period Lunch</b> 11:52-12:27
<b>5<sup>th</sup> Period-Related Arts</b> 12:33-1:23
<b>6<sup>th</sup> Period</b> 1:27-2:18
<b>7<sup>th</sup> Period</b> 2:21-3:15

Related Arts	
Plan	8:30-9:05
1 <sup>st</sup> Period (8 <sup>th</sup> )	9:09-9:59
2 <sup>nd</sup> Period (6 <sup>th</sup> )	10:04-10:53
3 <sup>rd</sup> Period (7 <sup>th</sup> )	11:01-11:51
Plan	11:55-12:30
5 <sup>th</sup> Period (8 <sup>th</sup> )	12:33-1:23
6 <sup>th</sup> Period (6 <sup>th</sup> )	1:29-2:19
7 <sup>th</sup> Period (7 <sup>th</sup> )	2:23-3:15

Flex Period Rotation	
Monday	1 <sup>st</sup> Academic Period
Tuesday	2 <sup>nd</sup> Academic Period
Wednesday	3 <sup>rd</sup> Academic Period
Thursday	4 <sup>th</sup> Academic Period
Friday	Homeroom







