

TANGLEWOOD MIDDLE SCHOOL

STUDENT HANDBOOK

2018 - 2019



"It Takes a Village..."

44 Merriwoods Drive

Greenville, South Carolina 29611

(864) 355-1700

This agenda belongs to:

Name: _____

TANGLEWOOD PROCEDURES/POLICIES

ATTENDANCE

ARRIVAL TIME

The school day is from 8:30 A.M. to 3:15 P.M. Students should **NOT** arrive at school before 7:30 A.M., at which time doors will be unlocked and supervision will be provided. Students are dismissed to class at 8:00A.M and should report directly to their homerooms. Students arriving after 8:30 A.M. are considered tardy.

ARRIVAL PROCEDURES

- Car riders/walkers enter the building through the front doors by the cafeteria.
- Car riders/walkers may eat breakfast in the cafeteria provided they arrive before 8:10AM.
- Bus riders enter through the back doors by the cafeteria if they are eating breakfast. After 8:00AM, bus riders who are not eating should report to their homerooms through the back hall doors.
- All students who arrive prior to 8:00 A.M. report to the cafeteria.
- Students are dismissed to homerooms at 8:00 A.M.

LATE ARRIVAL/TARDINESS TO SCHOOL

All students who arrive in the building at or *after 8:30 A.M. should report immediately to the attendance office with a parent* for a tardy pass. Bus riders will have three minutes to get to their first class, after sufficient time to eat breakfast. Car riders will receive an "excused" or an "unexcused" tardy pass.

*Unexcused tardiness will result in disciplinary actions.

TO CLASS

Students are allowed three minutes for class change. Students are expected to be in class and prepared at all times.

AFTERNOON DISMISSAL

Afternoon dismissals are made via the school PA system after school-wide announcements. **Students will remain in their assigned classrooms until their mode of transportation is announced.**

Car riders and walkers are dismissed first. These students are to exit the building immediately. **Walkers** exit through the doors at the top of the eighth grade hall and walk directly from campus.

Car riders must report to the car line holding area at the front of the building by way of the main front doors.

Bus riders remain in classrooms until their bus is called. They will then exit the building through hall doors to the bus loop.

EARLY DISMISSALS

Early dismissals will occur only at the end of a class. The student who requires an early dismissal must bring a note written and signed by the parent or guardian to the office by 8:20 A.M. The student will be given an early dismissal card.

The parent/guardian note must include the student's name, date, 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.

The parent or guardian is required to come into the office and sign the student out of schools. Anyone signing a student out of school must show identification before the student is permitted to leave.

NO EARLY DISMISSALS AFTER 2:30 PM

DISTRICT ATTENDANCE GUIDELINES

Greenville County Schools 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 attending an activity authorized by the school principal. Teachers will provide consequences for the first 5 tardies. Students with chronic tardiness are referred to administration. Students with excessive absences and/or tardiness are ultimately referred to the school social worker and school district attendance administration.

The school year consists of 180 school days. To receive credit, students must attend at least eighty-five of each ninety-day semester course and at least 170 days of each 180-day year course and meet all minimum requirements for each course. Accrued student absences may not exceed ten days during the school year. Any absence in excess of ten may cause the student to lose credit for the year. Attendance is taken each class period. **Late arrivals and tardiness may cause students to lose credit in missed classes.**

State law requires students to attend school a minimum of 170 days. After receiving 10 unlawful absences all remaining absences must be lawful and will be excused only under the following guidelines:

LAWFUL ABSENCES

- A student has a personal illness that is verified by a **statement from a physician within two days of the student's returning to school.** Absences for CHRONIC or EXTENDED illness will be approved only by a physician's statement. This includes doctors' appointments.
- A student has a serious illness or death of an immediate family member that is verified by a statement from the parent within two days of the student's returning to school.
- A student is absent for religious holidays that are **approved in advance.** Such requests must be made in writing to the principal.
- A student is absent for extreme hardships that are approved by the principal.

UNLAWFUL ABSENCES

Any student's absence which does not meet the conditions for a lawful absence, with or without the knowledge of the parent, shall be counted as unlawful and will not be excused.

MAKE-UP WORK

Students should make up work missed during an excused absence within **five (5) school days.**

It is the student's responsibility to make arrangements to make up work for an absence. Students may make up work for unexcused absence at the discretion of the teacher and the principal. Make-up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

When returning to school after an absence, the student should report to the attendance clerk with a note from a parent or guardian regarding the absence. The attendance clerk will issue an admission slip indicating the absence is excused/ unexcused.

The admission slip is to be signed by all teachers and turned in to the last teacher signing. The student should not return to class without a permission slip.

TRANSFERS OR WITHDRAWALS

If a student moves out of the Tanglewood attendance zone, the student is to notify the appropriate grade-level counselor. The student's parent or legal guardian **MUST** come to the school so that the proper paperwork to withdraw the student can be processed. Records will not be released and forwarded until all money owed is paid and the proper checkout procedure has been completed.

VISITORS ON CAMPUS

No visiting student(s) will be allowed in classes. All who wish to visit the school for any reason must sign in at the office. Parents and all other visitors must report to the main office and get a visitor's pass. **Identification must be provided to the front office by all visitors.**

Non-Students on Grounds

The principal is authorized to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call police authorities and swear out warrants.

ACADEMICS

Academic instruction is the primary purpose of Tanglewood Middle School. For students to live up to their academic potential, all students are expected to do the following:

- Be at school each day
- Be on time for each class
- Bring proper school supplies to each class
- Work to the best of their ability
- Participate in class discussions
- Complete homework daily, and turn in on time
- Prepare adequately for tests.

FINAL EXAMS

End-of-year exams in all subject areas will be given to students. When exams are scheduled, the only excuses for absences that will be accepted are personal illness documented by a doctor's note and/or death in the immediate family. **We will not accept excuses for early vacations.**

PROGRESS REPORTS

Progress reports are sent home in the middle of each report card period for all students.

REPORT CARDS

Report cards are sent to parents at the end of each nine-week period. Students are to carry the report card home in an envelope and return the signed envelope to the homeroom teacher. Parents are invited to visit the school or to communicate with the principal, counselors, and teachers to discuss their student's progress. Please contact your grade level counselor to schedule meetings.

GRADING SYSTEM

To convert numerical grades to letter grades, use the following scale:

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

HOMEWORK

Tanglewood Middle School adheres to the GSC Homework Policy. Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. It is a natural extension of the school day and an important part of a student's educational experience.

There are three generally recognized types of homework: practice, preparation, and extension. Practice homework reinforces newly acquired skills taught in class. Preparation homework helps students prepare for upcoming lessons, activities, or tests. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.

Students are taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.

The recommended amount of homework time designated for ALL content areas is 60 – 120 minutes per day for middle school students. Students should also spend some time each day reading independently. This time is not considered part of homework and should include a variety of types of reading. At least 30 minutes per day should be designated for reading at home.

PROMOTION AND RETENTION

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

TEXTBOOKS

Students will access their textbooks electronically on their Chromebooks at all times possible. If there is an instance where the textbook cannot be accessed electronically, A hard copy textbook will be checked out to the student in the same way that a library book would be checked out.

STUDENT BEHAVIOR AND DISCIPLINE

Greenville County School District discipline policies are outlined in Connected, the Greenville County Schools' parent newsletter, and are posted on the Greenville County Schools' Website: www.greenville.k12.sc.us A condensed version of policy is located later in this document.

Tanglewood CARES

Alternative Discipline System 2018-19

C – Compassionate and Coordinated

A – Approach to

R – Responding to the needs of

E - Every

S – Student

Definitions and Beliefs about the Model:

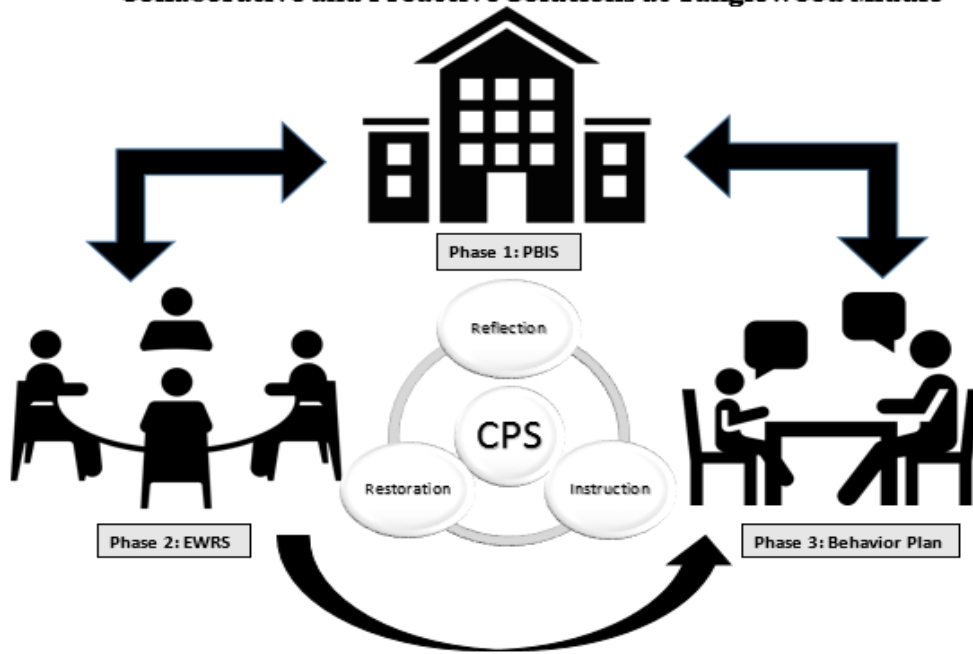
1. A relationship building framework for assigning meaningful discipline to students that is intentional and strategic in teaching and changing behavior.
2. A personalized accountability model focusing on cultivating compassionate relationships and restoring trust and mutual respect through healing practices.
3. An innovative approach to social/emotional needs that is culturally sensitive, individualized, and responsive in nature. The model is consistent and procedural and utilizes restorative, instructional, and reflective interventions.
4. “**O**pen Mindset; “**N**o Assumptions; “**T**each Expectations; “**R**ecognize Cause; “**A**ffirm Strengths; “**C**reate Skills; “**K**now The Child

Goals

- Increase the number of hours students spend in class
- Provide holistic support for students and prevent minor or unthreatening student behavior from resulting in criminal sanctions
- Reduce the reliance on suspensions as a disciplinary practice
- Reduce repeat behaviors
- Find alternative solutions to deter future behaviors

System Structure

Collaborative and Proactive Solutions at Tanglewood Middle



Phase 1: School-wide PBIS (SW-PBIS) first establishes strong prevention through the implementation of organization-wide systems that actively teach and recognize appropriate social skills and behavior, using consistent systems to discourage inappropriate behavior and educate all staff about how to implement and participate in the process. Tier 1 includes the tenants of Capturing Kids Hearts, Mindfulness, and Compassionate Schools.

Phase 2: Approximately 10–15% of students will respond to the targeted group interventions. Phase 2 small group interventions are strategies and procedures put into place to support a group of students who display similar needs or deficits as identified through the data.

Phase 3: Tertiary supports are specialized and intensive for individuals who exhibit very high-risk behaviors. A concrete plan of action for managing a student's behavior.

Tier 1: Schoolwide PBIS (inclusive of CKH, Compassionate Schools, School-wide mindfulness)

Tanglewood PRIDE	<u>P</u> Prepared	<u>R</u> Respect	<u>I</u> Interact Positively	<u>D</u> Dress for Success	<u>E</u> Engaged
	Have materials 	Hands, feet, objects to self 	Considerate of other's feelings and property 	Follow Dress Code Collared Shirts 	Participate and Listen
Hallways Public Areas	 Walk on right 	Low noise level 	Kind to others 	Follow Dress Code Collared Shirts 	Move Purposefully
Events/Field Trips/Performances 	School ID 	Enter and Leave Quietly 	Show professionalism or good sportsmanship 	Follow Dress Code 	Pay Attention

Tier 2: EWRS

- A problem-solving committee of adults that analyze the attendance, behavior, and academic course performance of students to determine the best interventions for students.

Tier 3: Behavior Plan

- Tertiary (tier 3) prevention involves a process of identifying and providing highly individualized supports for youth with high level needs. Tertiary (tier 3) interventions include intensive evidence-based interventions such as function-based behavioral interventions and person-centered plans such as wraparound.
- Behavior Plans are comprised of individualized, assessment-based intervention strategies, including a wide range of options such as: (1) guidance or instruction for the student to use new skills as a replacement for problem behaviors, (2) some rearrangement of the antecedent environment so that problems can be prevented and desirable behaviors can be encouraged, and (3) procedures for monitoring, evaluating, and reassessing of the plan as necessary.

What Happens When a Student is Removed from Class?

- Step 1: Removed by administration or behavior specialist
- Step 2: Student is taken to a CPS specialist or Mindful room to de-escalate
- Step 3: Student engages in a process of reflection, restoration, and instruction
- Step 4: Solution is determined and documented in spreadsheet
- Step 5: Teacher is notified of solution; CPS specialist and administration determines documentation of discipline referral

*Majors are always documented as a disciplinary referral

What is the Sequence of Disciplinary Solutions in the Classroom?

Minors:

1. Warning – Reference the Social Contract
2. 4 Questions – Capturing Kids Hearts
3. In-Class Solution
4. Notification to Student of Parent Call
5. Removal from Class – Student must remain inside the classroom until someone arrives

Middles:

1. 4 Questions – Capturing Kid Hearts
2. In-Class Solution & Parent Call
3. Removal from Class – Student must remain inside the classroom until someone arrives

Majors:

1. Removal from Class – Student must remain inside the classroom until someone arrives

Greenville County Dress Code

DRESS CODE (POLICY JCDAF) 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. The principal may create further guidelines regarding student dress, which are consistent with this policy. Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related --may not be worn or brought to school. Items that violate the dress code policy may be confiscated.

Pants/Shorts/Skirts/Skortts:

- Must be worn at the waistline. No sagging (wearing below the waist) will be allowed. If worn properly, pants, shorts, skirts/skortts should not need to be held in place by the student's hands.

- The length of properly worn shorts, skirts, and skorts must meet the length of the student's ID above the knee.
- Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt or sweater must be long enough to meet the ID length rule stated above.
- No holes above the knees. All holes above the knee must be patched before arriving to school.

Shirts/Blouses/Dresses:

- No tube tops, halter tops, or spaghetti strap tops.
- Tank top straps must meet the "width" of the student's school ID.
- The sides of the tank tops should not droop excessively, exposing too much skin.
- Sheer or see-through shirts are not allowed without an undershirt that meets the student's ID rule.
- Blouses or dresses should not expose the midriff and/or cleavage while standing or seated.
- Dresses must meet the length of the student's ID above the knee.
- Bra straps and bra sides may not be visible. Shoes:
 - Proper shoes must be worn at all times.
 - No bedroom or house shoes allowed.
- No head covering which includes, bandanas, hats, caps, toboggans, earmuffs, headbands hoods on coats, shirts, or sweatshirts, and hair nets may be on or cover the head while in the building or classrooms. (No do rags or hair wraps.)
- Sunglasses covering the eyes may not be worn in the building or classroom.
- Curlers, combs, and picks may not be worn in the hair.
- Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leashes, chains, etc.
- Items that could be used as a weapon may not be worn or brought to school.
- Headphones/earbuds are not allowed at any time while in the building.
- No glass bottles

Miscellaneous:

- Jackets, sweatshirts, sweaters and other layered clothing will be permitted over appropriately worn shirts/blouses meeting the dress code requirement (ID visible).
- Pajamas, bedroom slippers, and similar lounge wear may not be worn.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change, request that the student be placed in ISS until a change of clothing is available or for the remainder of the school day. Students will also be informed not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior and in violation of the District's Behavior Code. Defiance or refusal to change clothing and repeated offenses may result in out of school suspension.

TANGLEWOOD DRESS CODE

Tanglewood students should be dressed for success. The following guidelines have been established and consequences will be assigned for noncompliance. **It is recommended that students wear Polo type shirts or dress shirts with collars and sleeves.**

We also recommend wearing shorts or pants/slacks such as jeans or khakis (blue, black, tan).

- All students must wear **collared shirts with sleeves**. The collared shirt should be the *main shirt*. Dress shirts must be buttoned and not worn as jackets or over shirts.
- Jackets, vests, blazers, hoodies, and sweaters are not considered collared shirts.
- Sheer, mesh, lace, or see-through shirts are not permitted.
- Shoes must be worn at all times. Flip-flops, slides, and bedroom slippers are not acceptable.
- All shorts, skorts, skirts, and dresses should be not shorter than three inches above the knee (length of Student ID). This includes clothes with leggings, jeggings, tights, or like garments underneath.

- No jeggings/leggings are allowed unless they are worn underneath an appropriate outer garment. (No shorter than the length of the Student ID above the knee.)
- Athletic shorts or pants are not permitted. This includes pants/shorts/joggers made out of sweat pant, athletic pant, or pajama pant material.
- Jeans with manufactured holes/threads are not allowed if holes are above the knee. Bare skin and underwear must not be visible.
- Pants with large holes or cut-aways are not permitted regardless of what is underneath.
- Cut-off pants/shorts or biker shorts are not permitted.
- No studded belts, bracelets, or chains.
- No hats, bandanas, or sunglasses.
- Boxer shorts, underwear, cleavage, and midriffs must not be visible. This includes gym shorts under shorts or pants. Tops must meet bottoms.
- Profane or vulgar language will not be displayed. Questionable or offensive designs, weapons, tobacco, drug advertisements, and alcohol are not allowed on clothing.
- Body piercing jewelry is not allowed except for earrings.

NOTE: The administration reserves the right to judge the appropriateness of any apparel worn to school and will make the final decision regarding proper attire.

IDENTIFICATION BADGES

Tanglewood ID Badge Policy

- Students are required to wear ID badges on lanyards around their necks whenever they are on campus, on field trips, or attending school functions.
- ID badges are not to be defaced and nothing should be hung on the lanyard except ID and house key. Picture should be clear and visible at all times.
- ID badges are used to buy a school lunch, check out textbooks and library books, and board buses.
- Students who lose or deface their ID Badges must pay \$5 to replace their badge.
- Noncompliance with the ID badge policy will result in disciplinary action.

BEHAVIORS

Tanglewood Middle School requires the best effort and cooperation of all students. Each student will be expected to do the following:

- Show respect to teachers and others in authority.
- Behave in a responsible manner.
- Display good manners with every individual in the school.
- Complete the work assigned to the best of his/her ability.
- Gum and candy are not allowed during school hours.
- The restrooms are for your use and convenience. Loitering in the restrooms will result in disciplinary action.
- **Profane, vulgar, or obscene language and behavior will not be tolerated.** Obscene literature is not permitted on the school premises.
- Cheating and copying of work belonging to another student are violations of school rules as well as personal ethics. The lender and borrower will receive a zero on work and possible disciplinary action.

HALL PROCEDURES

Students are permitted to be in the halls under the following circumstances:

- Moving to next class (3 minutes)
- With a signed pass from a teacher
- At dismissal time with written permission from the teacher on a regular hall pass.

When you are moving in the halls, please:

- Walk to the right at a steady pace.
- Keep moving without standing to "visit".
- Talk at a reasonable volume.

Loud noises, shouting, pushing, or horseplay causes problems for other students and teachers. Students who exhibit this behavior will be held responsible. Students may use the restroom or water fountain during class change as long as they are not tardy to class.

Cell Phones and Electronic Devices

In accordance with district policy regarding cell phones, Tanglewood Middle School has established the following:

- Students will store their cell phones and other personal electronic devices in their lockers during the school day.
- Devices should remain powered off at all times.
- Students should only be in possession of their phones for instructional use with the permission of their classroom teacher.
 - Failure to follow cell phone policy will result in disciplinary action.
- Any inappropriate use of cell phones, or any other personal electronics device, will result in disciplinary action and other actions as deemed necessary by administration.
- Cell phones maybe used at the end of the day after the announcements as determined by the teacher.
- Students are personally and solely responsible for the care and security of their PED. Neither the district nor the school assume any responsibility for theft, loss, damages, or vandalism to any/all PED's brought onto school property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office at 864.355-4502.

NON-ESSENTIAL ITEMS

The following items are not allowed on the school's campus and will be confiscated.

- Cameras /Hand Held Electronic Games
- Game Cards /Role Playing Cards
- Stuffed Toys
- Balloons/Flowers
- Talk or Voice Activators /Pagers/Laser Pointers
- Mouth Grilles
- Skateboards
- Fidget Spinners

VALUABLES

The school does not assume any responsibility for lost or stolen articles. Bring only enough money for each day.

Students who choose to use their personal electronic devices assume all responsibility for these devices.

STUDENT DETENTION

Students with disciplinary problems may be assigned to after school detention. Parents will always receive at least a day's notice so that transportation home for the student can be provided. Failure to report to assigned detention for a teacher may result in a referral to the office for further disciplinary action.

STUDENT SUSPENSION/EXPULSION

See GCS Behavior Code or visit www.greenville.k12.sc.us

HARASSMENT POLICY

The District is committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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.

Investigations and Consequences

All reports 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 shall be informed of the results of the investigation and shall be advised how to

report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

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

TRANSPORTATION

Students are coded in the Tanglewood PowerSchool Database as to their primary mode of transportation. Students are not allowed to leave campus by other means unless they have prior approval from guardians and administration.

BICYCLES

All bicycles should be parked in the bike rack in the front of the school. Bicycles should be locked with chains and locks. Students will not be permitted to loiter around the bicycles.

BUS RIDERS

Parents may check the status of a late bus at the District's web page. Students who ride the bus in the afternoon are expected to adhere to the following rules:

- Students will remain in their classrooms until their bus is called.
- Running, pushing, and shoving will not be tolerated.
- Bus loading will be orderly and safe.

BUS REGULATIONS

Students must follow the bus rules to assure the safety of everyone.

- Follow directions of the driver.
- Stay in your seat.
- Keep arms, legs, and objects to yourself.
- No cursing, obscene gestures, or loud talking.
- No pushing, shoving, or fighting at any time.
- No eating, drinking, or smoking.

CONSEQUENCES OF NOT FOLLOWING BUS REGULATIONS:

- Warning – parental support requested.
- Suspension from any school bus for a specified number of days.
- Suspension from school bus transportation for the remainder of the school year.

CAR RIDERS

Students who ride in cars in the afternoon are expected to adhere to the following rules:

- Students are to remain in the front of the school until they leave campus.
- ***For your child's safety, parents are asked to pick up students in the carpool line. Students are not allowed to be picked up at the end of the driveway on Old Easley Bridge Road. This is a traffic violation in Greenville County.***
- Parents are to pick up students by 3:45. Supervision is not provided after that time. Chronic failure to pick up students by that time will result in referrals to the proper authorities to resolve the problem.
- Students are to cross traffic patterns only where designated
- Arrangements for transportation are to be made before coming to school.

WALKERS

- Students who walk home from school are to leave the school grounds immediately upon dismissal.

GUIDANCE SERVICES

Guidance counselors are available for conferences with students and parents to provide information and assistance about the school program. Parents may call the guidance office to arrange for teacher conferences.

CHANGE OF ADDRESS

If students move during the summer or during the school year, they should report changes of address and telephone number to the guidance clerk. Accurate addresses and phone numbers are needed in case of emergencies and for daily school operations.

CAFETERIA

Free breakfast is served daily from 7:30 - 8:10 A.M. Car riders will not be allowed to eat after 8:10. Late arriving bus students may eat.

HEALTH ROOM

Students should notify their teachers if they are ill or injured. The teacher will then issue a pass to go to the health room. Students may not go to the health room during class change. Students who abuse health room privileges will not be allowed to go except for emergencies.

A parent must bring **ALL** medication to the health room when it is necessary for a student to take medication while at school. The medication should be labeled with student's name and directions for taking it. All medication must be accompanied by the District form signed by a doctor. Parents must pick up the medications at year-end.

LOCKERS

Students will be assigned a locker and a combination lock. Students are urged to memorize their combination and must only use the locker assigned to them. Students should not tell anyone their combination. Students will be responsible for all articles left in their lockers. Since lockers are school property, the school retains the right to inspect lockers.

LOST AND FOUND

Any article found on the school grounds should be taken to the office. Students may claim lost items by identifying them in the cafeteria. All lost and found items not claimed at the end of each Quarter will be discarded.

MEDIA CENTER

The Media Center is open daily from 8:00 A.M. to 3:45 P.M. for students with passes.

Students are to demonstrate appropriate behavior and courtesy when using the library. Students may not check out materials for another student. Materials are the responsibility of the student who checked them out.

Overdue books and materials must be returned to continue checking out items. Fees for lost or late items must be paid or Report cards will be held until debts are cleared.

Books and materials on reserve or in Reference may be checked out for overnight use only and must be returned by 8:15 A.M. the following day. Students get overdue notices for library materials in Homeroom classes.

SCHOOL TELEPHONES

The telephone in the school office is for school business. Students will not be permitted to use it except in the case of an emergency.

PARENT-TEACHER ASSOCIATION

The TMS Parent-Teacher Association (PTA) is composed of parents and teachers who are actively interested in promoting a better understanding between the home, school, and community. The goals of TMS will be attained with the cooperation of all parents, teachers, and students.

SCHOOL FIELD TRIPS

Students must properly complete and return a permission slip to attend off-campus school-sponsored activities. Students are under the District's code of discipline when on school-sponsored trips. Students are responsible for work missed during field trips.

CONCLUSION

The key to a good school lies in the pride that we have in our school and the degree to which each of us accepts personal responsibility for the welfare of the school as a whole.

No list of rules and regulations can replace school spirit. The procedures that have been outlined are simply reminders about things which a good citizen would probably do. It is firmly believed that the majority of us do what is right without any threat of punishment.

Students are warned of the consequences and the seriousness of behavior that may cause harm to students, the school, faculty, and school morale.

TANGLEWOOD MIDDLE SCHOOL - DATA SECURITY & USE OF TECHNOLOGY

Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

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

A. Legal Requirements

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

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

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

B. Acceptable Use

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

II. Student Acceptable Use

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

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

Filtering and Monitoring Computer Resources

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

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.

2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.

3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

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

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

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

D. Consequences

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

III. GCS Internet Safety and Other Terms of Use

A. General Access

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

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

B. Personal Safety

