

Student Handbook

# Middle School of Pacolet



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Pacolet, South Carolina 29372  
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On the Web: <http://msp.spartanburg3.org/>

Facebook: <https://www.facebook.com/middleschoolofpacolet>

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## PRINCIPAL'S MESSAGE



Welcome to Middle School of Pacolet, home of the Indians. I am excited to serve as principal for a school with a rich tradition of providing a safe environment where students excel academically, athletically and artistically. As principal, I bring experience and a passion for students. I look forward to another exciting year.

This handbook is an invaluable resource. I urge parents and students to read all of the contents carefully concerning school rules, policies, procedures, expectations and the code of conduct and discuss them. A calendar is included which includes important dates regarding grading periods, early dismissal, and holidays. This is available on our website as well. I encourage you to visit our website often for information.

My door is always open for students, parents, staff and community members. I value your input as we prepare our students for the next step in their educational journey.

**Jean B. Brewington, Principal**

## VISION STATEMENT

Our mission, in Spartanburg School District Three,  
is to provide experiences and teach world class skills and values which  
empower all children to achieve their fullest potential.

Every student *Future Ready*.

Prepared for college, career and personal success.

In collaboration with our families and community we value;

Children, first and foremost;

Safety and security;

Uniqueness and diversity;

High expectations;

Learning as a lifelong process;

Equal access to a quality education;

All needs of every child

**ALL IN. Every Child, Every Day, Whatever It Takes!**

## SPARTANBURG SCHOOL DISTRICT THREE BOARD OF TRUSTEES



**Kevin Lee**  
*Board Chair*  
klee@spartanburg3.org



**Chris Jolley**  
*Board Vice Chair*  
cjolley@spartanburg3.org



**Billy Gossett**  
*Secretary*  
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**Jodi Gilmer**  
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**Deon Logan**  
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**Ami Odom**  
aodom@spartanburg3.org

## SPARTANBURG DISTRICT THREE ADMINISTRATIVE STAFF



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Superintendent  
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Windy Hodge  
Coordinator of Accountability  
and Federal Programs  
[whodge@spartanburg3.org](mailto:whodge@spartanburg3.org)



## ADMINISTRATION

**Mrs. Jean Brewington**                      **Principal**  
**Mr. Kevin Coy**                                **Athletic Director**

## FACULTY & STAFF

Office Staff	
Mrs. Star Wofford	Secretary
Ms. Carla Osment	Bookkeeper
Faculty	
Mrs. Julie Morris	Guidance
Ms. Delilah Goode	Career Development Facilitator
Mrs. Patsy Farmer	Literacy Coach
Mrs. Cathy Ward	Math Coach
Mrs. Dana Horne	Teaching and Learning Specialist
Mrs. Jenelle Gilliam	6 <sup>th</sup> Grade ELA, English I
Mrs. Staci Karban	6 <sup>th</sup> Grade Math, Algebra I
Ms. Lynn Pharr	6 <sup>th</sup> Grade Science & Social Studies
Mrs. Holly Jones	6 <sup>th</sup> /7 <sup>th</sup> Grade Social Studies
Mrs. Tracy Taylor	6 <sup>th</sup> /7 <sup>th</sup> Grade Science
Ms. Janice Baker	7 <sup>th</sup> Grade ELA
Mrs. Krystal Hill	7 <sup>th</sup> Grade Math
Mr. Kevin Coy	7 <sup>th</sup> /8 <sup>th</sup> Grade Social Studies
Mrs. Angie Greer	7 <sup>th</sup> /8 <sup>th</sup> Grade Science
Mrs. Rebecca Buchanan	8 <sup>th</sup> Grade ELA
Mr. Will Hickson	8 <sup>th</sup> Grade Math
Ms. Kate Cummings	Special Education
Ms. Nicole Hill	Special Education
Ms. Sarah Keith	Special Education Teacher Assistant
Ms. Yvonne Duncan	PE
Mr. Gene Vanderford	Band/Chorus
Mr. Blake Burress	Keyboarding/Digital Literacy
Mr. Jason Van Arsdall	Art
Ms. Jessica Jones	Enrichment/Publications
Ms. Cathy Torress	Art/Drama
Mr. Chris Wilson	Gateway to Technology
Ms. Destinee Deluna	Spanish
Mrs. Kimberly McCauley	Media Specialist
Support Staff	
Officer Katherine Cochenour	SRO School Resource Officer
Mrs. Meredith Kesler	Nurse
Mrs. Wanda Adamson	ISS
Mr. Josh Burrell	Head Custodian
Mr. Richard Lipscomb	Custodian

## General Information

### STATEMENT OF NON-DISCRIMINATION

Spartanburg School District Three does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Personnel and Pupil Services

3535 Clifton Glendale Road

Glendale, SC 29346

(864)279-6000

[rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)

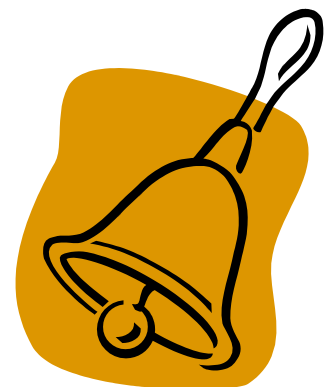
### EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

### BELL SCHEDULE

7:00	Doors Open ( <b>Students must remain in cars until 7:00 AM</b> )
7:40 – 7:50	Homeroom
7:52 – 8:52	First Period
8:54 – 9:54	Second Period
9:56 – 10:56	Third Period
10:58 – 11:58	Fourth Period
12:00 – 1:00	Lunch & Indian Academy
1:02 – 2:02	Fifth Period
2:04 – 3:02	Sixth Period
3:02 – 3:06	Announcements and Dismissal



## EARLY RELEASE DAYS

Spartanburg School District Three Board of Trustees and District Administration value regularly scheduled professional development time and activities for all employees. To honor the value, we have set aside the following four days as early release days for students to provide extended professional development opportunities for our staff.

Wednesday, February 19, 2020

Wednesday, April 15, 2020

On these dates, our elementary schools will dismiss at 11:30 a.m., middle schools at 12:00 p.m., and lunch will be provided. All after-school activities including Boys/Girls Club, Daycares, Extended Day Programs and sports will continue as determined by the sponsors and coaches.

## VISITORS

Parents are always welcome but are encouraged to make an appointment before coming to see teachers, counselor, or the principal. **ALL VISITORS** must report to the office upon arrival at the Middle School of Pacolet and scan in with a valid state issued id or driver's license to enter our school building. After ID scan is completed a pass will be given to visitors for entrance into the building.

## NON-STUDENTS ON SCHOOL GROUNDS

The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call the police and swear out warrants. The authority for such is Section 16, 17-420 of the South Carolina Code of Laws; "Disturbing School-It shall be unlawful; (1) For any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in the state, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon: or (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises except on business without the permission of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine not less than ten dollars nor more than one hundred dollars or be imprisoned in the county jail for not less than ten days nor more than thirty days."





## VOLUNTEERS

Middle School of Pacolet supports and encourages volunteerism in our school. Volunteers work in cooperation with the school to help in meeting the needs of children and the school staff. We encourage volunteerism in our schools for the following reasons:

- As volunteers, parents or other adults in the community provide students with enriched or additional learning experiences through their special skills and interests.
- Volunteers, in many instances, relieve teachers of certain routine duties, freeing them to devote more time to their professional duties.
- Volunteers serve the district's need for community input in planning efforts by serving on committees, councils, and study groups. These efforts also build a support base for the needs of schools in the community.
- Use of volunteers can increase the educational program's flexibility as well as opportunities for personal attention and assistance to individual students.

**Volunteer Coaches:** We value our parent volunteers; however, the administration feels it is not in the best interest of our athletic program to have parents coach their own child.

To help ensure the safety of all children, it is the policy of the district to conduct background checks with the South Carolina Law Enforcement Department (SLED) on all volunteers. If you are interested in volunteering at the Middle School of Pacolet, please contact the main office to receive a volunteer registration form.

## RELEASE OF STUDENT INFORMATION

Spartanburg County School District Three may disclose student directory information from student records as needed. Directory information includes the following: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight/height of athletic team members, dates of attendance, diploma or certificate and awards received, and the most recent previous school attended. Any parent or legal guardian may request that this information not be disclosed by informing the school principal, in writing, within 15 days of this notification.

## PHOTO RELEASE STATEMENT

From time to time our students and staff members may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. Only "directory" type information will be given, such as name, school, grade level, etc. If you have any questions or concerns, please contact the school principal. If you (or your child) do not wish to be identified or photographed, please notify the school in writing.

## CLOSED CAMPUS

We have a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by an authorized mode of transportation.

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you must leave the grounds because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence. Students are not permitted to leave school without written authorization of parents.

Leaving school without permission is not allowed, and any student who does so will be subject to disciplinary action.

## SCHOOL CLOSINGS

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over television and radio stations. You will also receive an alert phone call. Reports in the morning will be between 6:00 a.m. and 9:00 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

## ARRIVAL & DISMISSAL

Students are not permitted in the building prior to **7:00 a.m.** and must be in homeroom by **7:40 a.m.** Students arriving after 7:40 a.m. must report to the office to sign in and will be counted tardy.

**When students are brought to the school, they must remain in their vehicle until 7:00AM.** Once they are dropped off at the main entrance to the building or arrive by bus, they are to report directly to the gym. Students are to remain in the gym until dismissed by administration or a faculty member.

All car riders will be dismissed to the car loading area at the side of the school at 3:06. Students will not be allowed to load cars in the front of the school. Special pick-up, due to extreme circumstances, must be approved by administration prior to dismissal.

Students are not to remain on campus after 3:20 p.m. unless they are part of a supervised group.

## CHANGES IN TRANSPORTATION

A student must have written permission from his/her parent(s) in order to ride home with someone else. The student must also have permission from the parent with whom he/she will go home. Both sets of parents/guardians must submit written permission to the office in each instance their child is to ride home with another student.

## SIGN-IN & SIGN-OUT PROCEDURES

Students who are dismissed during the school day must be signed out by a parent or guardian. ONLY THOSE INDIVIDUALS LISTED ON THE STUDENT'S EMERGENCY INFORMATION SHEET WILL BE PERMITTED TO SIGN A STUDENT OUT. Notify the office in writing if someone other than a guardian will be signing your child out. Early dismissal must be for a valid reason. Arrange sign outs to coincide with class changes to reduce disruptions to instruction. Students and parents are urged to make appointments after school hours. A student is counted absent from classes missed after signing out; work is to be made up in accordance with the make-up policy. If a student enters or returns to school after the beginning of the school day the student must come by the office, sign-in, and receive a pass to enter the building.

## AFTER SCHOOL & EVENING ACTIVITIES

Students remaining for after school or evening activities (clubs, ballgames, dances, etc.) are subject to school discipline and should be picked up no later than fifteen minutes after the event. Please ask your child to give you the exact time that his/her activity will be over. This will enable you to pick up your child at the appropriate time. **Students who misbehave or are picked-up more than fifteen minutes after the scheduled end time of an event may be restricted from attending future school events at the discretion of the principal.**

## TELEPHONE

Only in emergencies will students be permitted to leave the classroom to receive or make telephone calls. All student telephone calls must be logged by the student and approved by office staff. **Students may only make phone calls from the main office before school, at lunch, or after school.** Students should not use cell phones to contact parents without permission.

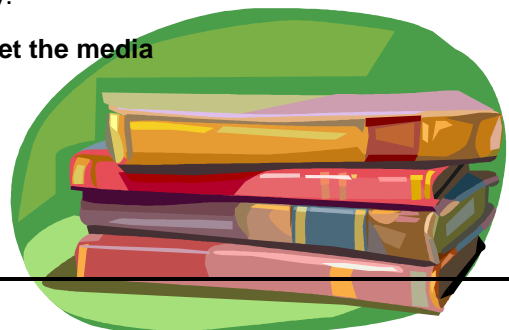
## MEDIA CENTER

The mission of the media center of the Middle School of Pacolet is to assist members of the learning community in becoming effective users of information and technology, as well as to foster a love of reading.

All students have equal and open access to the resources and services of the school library media center. The hours of operation are from 7:40 a.m. to 3:20 p.m. The media center opens at 7:15 on Tuesdays and Thursdays. However, if you need to use the resources before or after these times, the media specialist is happy to work with you to schedule alternate times. Passes are needed for entry into the media center at any time.

The library will be closed for special assemblies during the school day.

**This is your school library media center! Please visit often and let the media specialist know how to improve the library to meet your needs!**



## ATTENDANCE

Spartanburg School District Three will continue to promote regular school attendance. We are required to enforce the South Carolina Compulsory School Attendance Law, which states that every child from ages 5 to 17 must be enrolled and attend school regularly. If your child will be absent or tardy, please call the school before 8 AM. You may also leave a message on our voice mail system at any time of the day or night to let us know why your child will not be in school. In addition, a recent change was made which requires schools to have parent conferences at **five unlawful or three consecutive unlawful absences**. At this time, we are required to develop an attendance Intervention Plan to improve your child's attendance and to classify a student as **"truant"** in their attendance information. If unlawful absences continue, we will make a referral for truancy court intervention. By law, a total of **ten (10) unlawful absences may result in your child repeating a grade**. Office staff will call home to verify a student's absence. You may also choose to call the school to leave a message regarding the reason for your child's absence (voice mail will pick up all messages before or after school hours). All students must bring a doctor's statement and/or a parental note to the teacher, following all absences. A parent or guardian note can excuse **five days when approved by the principal**. **After 5 parent notes, all other excuses must be written by a doctor**. **It is possible that a child may be retained if absent over fifteen (15) total days, whether the absences are excused or not**. In order to help in your planning, the following 2019-20 student holidays are as follows: September 2, November 4, 5, 27, 28, 29, December 23-January 6, 2020, January 20, February 17, March 27, March 30 - April 3 and May 25. **Please note that vacations will not be excused during the school year**. Parents should arrange doctor appointments for times other than during school hours when possible. Every effort should be made to have your child attend the full school day from 7:40 AM until 3:06 PM.

### C.S.C. COMPULSORY ATTENDANCE LAW

1. Section 59-65-10A. Responsibility of parent or guardian.

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member of the South Carolina Independent Schools' Association or some similar organization, or a parochial, denominational, or church related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. A parent or guardian, whose child or ward is not six years of age on or before the first day of September of a particular school year, may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the school district in which the parent resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed, that child or ward may not be required to attend kindergarten. 13

## 2. Section 59-65-20. Penalty for failure to enroll or cause a child to attend school.

Any parent or guardian who neglects to enroll his child or ward refuses to make such a child or ward attend school shall, upon conviction, be fined not more than fifty dollars or imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its direction suspend the sentence of anyone convicted of the provisions of this article.

### TARDIES

- A student is tardy if he/she is not in class when the tardy bell rings.
- Students tardy to school must sign in at the Main Office.
- Tardies are carried out on a 9-week basis.
- Students are considered tardy if they sign in after 7:40.
- Any student more than 5 minutes tardy to class may be handled as cutting class.
- Tardies will reset at the beginning of each nine weeks.

#### Tardies to School

#### Consequences

1-3	Warning with Documentation & Letter to Parent
4-6	Lunch Detention
6+	After School Detention

#### Tardies to Class

#### Consequences

1-3	Teacher notifies Parent
4-6	Lunch Detention
6+	After School Detention

\*Tardies to class will be cumulative.

### EXTRA CURRICULAR PROGRAMS

Middle School of Pacolet offers a variety of clubs, athletic sports, and extra-curricular activities for students to join. Students must be in good academic standing and have parent permission to participate in clubs and athletics. Many extra-curricular activities require transportation after school. For more information, please contact the main office.

### STUDENT IDs

Each student is required to have a MSP ID (SPEAR card). Students are required to wear the ID, on a lanyard around their neck, during the school day. School faculty may ask to see the ID at any time. Faculty may also take the ID for minor discipline infractions as part of the SPEAR card reward program. Students without an ID will serve lunch detention. Students are issued one ID. Replacement IDs may be purchased from the main office for \$5.00.



## SPEAR CARD REWARD PROGRAM

- All students should wear their SPEAR Card every day on a lanyard around their neck.
- Students who do not have their SPEAR card (lost/forgot) have the option to purchase a replacement card from the office for \$5.00. This must be done **before** 7:50 A.M. to avoid serving lunch detention.
- SPEAR Cards can be taken from students for behavioral and non-behavioral infractions.
- Examples – include but are not limited to:

Behavioral Infractions	Non-Behavioral Infractions
<ul style="list-style-type: none"> <li>• Class Disruption</li> <li>• Not following directions</li> <li>• Minor Disrespect</li> <li>• Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>• Students who come to class unprepared may borrow supplies from the teacher in exchange for their SPEAR card. It is the student's responsibility to return borrowed supplies and get his/her card to avoid any consequence for not having a SPEAR card.</li> </ul>

- Students who do not have a SPEAR card (due to discipline) when asked for it will be assigned After-School Detention (ASD).
- Students who misbehave in Lunch Detention will be assigned ASD. Students who misbehave or fail to stay for ASD will be assigned In-School Suspension (ISS). Misbehavior in ISS may result in Out of School Suspension (OSS).
- A Parent Conference *before* Thursday at 3:00 will waive a student's first ASD. However, this does NOT remove the actual infraction or allow the student to participate in the quarterly or yearly reward.

Consequences for Loss of SPEAR Card for Behavioral Infractions	
1-3	Lunch Detention
<b>4</b>	<b>Lunch Detention, Team Meeting with Student, Parent Contact (Call/Letter)</b>
5	Lunch Detention
<b>6</b>	<b>After-School Detention</b>
7	Lunch Detention
<b>8</b>	<b>After-School Detention</b>
9	Lunch Detention
<b>10</b>	<b>In-School Suspension</b>
11	Lunch Detention
<b>12</b>	<b>In-School Suspension</b>
13	Lunch Detention
<b>14</b>	<b>Out of School Suspension</b>

- Students with no assigned ASD, ISS, OSS, or excessive bus suspensions will be rewarded at the end of each nine-week period. Students' SPEAR Card records will start over at the beginning of each nine weeks.

## GRADING POLICY

Adding Section 59-5-68 so as to establish a procedure whereby the State Board of Education shall adopt and the school districts shall use a uniform grading system amended the Code of Laws of South Carolina, 1976.

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

**Honor Roll** – This is determined by the student having grades of “80” or higher for all numerically graded subjects, and by not having any “unsatisfactory” in other classes.

**Principal’s Honor Roll** – This is determined by the student having grades of “90” or higher for all numerically graded subjects, and by not having any “unsatisfactory” in other classes.

**Parent Teacher Conferences** are held at the end of the first and third quarters. Additional conferences may be requested by the parent or teacher. If you would like to schedule a conference, contact the main office or your student’s teacher.

## RE-DO ASSIGNMENTS

Faculty and staff are committed to the belief that completion of assigned work is paramount to student success. The following procedures have been established to assist students in completing assignments of the highest quality:

- A student may have one re-do of a major assessment **per nine weeks** which will earn a maximum of 75% credit

## INTERIM REPORTS & REPORT CARDS

Interim reports are sent to parents of all students at the mid-point of each quarter. Interim reports are to be signed by the parent and returned to the teacher within three school days. The grades a student receives during any given nine weeks reporting period are listed on a computer printout sheet. Each student will receive a copy of his or her grades. If at any time there is a question concerning the interpretation of the report card, both students and parents are encouraged to talk to the teachers. Students who owe money will be identified and report cards may be held until the money is paid.

## HOMEWORK POLICY

Homework is assigned to practice skills learned in class. It should be completed and turned in according to teachers’ instructions.

## INDIAN ACADEMY/MAKE-UP WORK

Students who are absent for any reason, will be required to make up work missed in all classes. It is the responsibility of the student to contact teachers about make-up work on the first day he/she returns to class. Any student with missing work, will be assigned to **Missing Club** during Indian Academy. Make-up work must be completed to the satisfaction of the teacher. Students that do not complete missing work within two weeks after it is assigned will receive a zero for the assignment. All work must be completed prior to the end of the nine weeks, unless prior permission is granted by administration.

Students that request extra help or have an average of 69 or below will be required to attend weekly **tutoring** by their content teacher. Once their average is above 70, they may discontinue tutoring. Missed quizzes can be taken during tutoring time.

Students will not be allowed to participate in Activities/Club during Indian Academy if they are assigned missing club, tutoring or lunch detention.

## ACADEMIC ASSISTANCE, PROMOTION & RETENTION POLICY

By law, any student needing academic assistance must be provided a plan during the fall of the school year. Extra help will be provided which may include after school, during Indian Academy, or other necessary steps to provide the student services.

The administration and faculty of Spartanburg School District Three shall provide instruction to allow each student to progress through school according to his/her needs and abilities. Students will generally be promoted from one grade to another at the end of the school year. Certain students, however, will be retained should they not meet standards described in the promotion policy. Whenever a decision has to be made to retain a student, it will be made for each student on an individual basis by the teacher(s) of the student and the principal of the school, with parental communication and input.

Decisions regarding promotion/retention of students in grades six through eight will be based on the following criteria (see Spartanburg County School District Three Board Policy Manual-IKE)

- Students **must** pass English language arts and math to be promoted.
- Students who fail three or fewer core subjects in grades six or seven, or two or fewer core subjects in grade eight, may successfully complete summer school to be considered for promotion.
- Students who fail four core subjects (English language arts, math, science and social studies) in grades six or seven, or three core subjects in grade eight, will be retained and not allowed to attend summer school for the purpose of promotion.

## **SPECIAL EDUCATION INITIAL EVALUATION PROCEDURES (August 2012)**

Initial child find referrals come from the following sources:

- Preschool child find screenings (referred by parent/guardian, physician, day care, etc.)
- Parents of students in private schools, home schools
- Student assistance teams in elementary schools
- Grade level teams in middle schools and high school

The district has a checklist of tasks and dates received for recording receipt of referrals, due process, evaluations, meetings, etc. This checklist is maintained in the student folder and dates are keyed into appropriate sections of Excent (Enrich) software. Referrals are reviewed by teams- SEARCH team, school assistance teams, grade level teams. Teams are represented by a variety of staff positions – such as regular education, special education, administration, other. Parents typically are invited to be on the school assistance team. If not on the team, parents are contacted in writing when the referral is completed. The team documents their participation on the referral, and documents data that determines the proposed evaluation is sufficiently comprehensive to identify all of the child's special education and related services.

Upon receipt of an initial child find referral the following occurs

District Office Special Services Staff reviews the Referral for Special Services Evaluation.

- Vision, hearing, and speech/language screening data is typically included in the Referral for Special Services Evaluation. If it is not included, District Office Special Services Staff follows up to gather this data.
- Parent is provided the Parent Notice of Referral for Evaluation.

School psychologist seeks permission to evaluate by sending the following to the student's parent/guardian:

- Parent Handbook to Special Services – Procedural Safeguards Notice
- Letter of Permission to Evaluate
- Evaluation Procedures - Tests to be Administered
- Permission to Evaluate (The district records in the student file and in Excent software the date a district staff member received the signed permission for evaluation. If a staff member does not give a date received, then the date the parent signed consent for evaluation (date written by parent signature) is used.
- Consent for Treatment, Release of Information, and for Medicaid Reimbursement
- Social, Health, and Developmental History

- If these documents are not received within a reasonable time frame, District Office Special Services Staff follows up with the parent/guardian by phone call. □ Upon receipt of parental consent for evaluation the school psychologist, and additional relevant staff if needed, conducts a comprehensive psycho-educational evaluation. The district follows South Carolina Standards for Evaluation and Eligibility Determination (SEED). The school psychologist completes a district checklist showing that all components of the evaluation are completed according to eligibility requirements. Final determination of disabilities is the responsibility of the multi-disciplinary review team.

After evaluations are completed within 60 days of the parent permission for evaluation, the district convenes a multi-disciplinary team meeting to determine special service eligibility. The parent/guardian is provided with a minimum of two varied forms of notification for this meeting.

During the multi-disciplinary team meeting the following occurs:

- Team reviews the comprehensive evaluation data
- Team determines eligibility for special services
- Team discusses service options for the student
- Team discusses drafted Individualized Education Program (IEP) if available.

If the student is determined eligibility and a drafted IEP is not available at the time of the eligibility meeting, a separate placement meeting is scheduled within 15 days to review a draft of the IEP.

The parent/guardian receives a copy of the Record of Committee Minutes-Prior Written Notice and all other written documentation which includes, Parent Handbook to Special Services – Procedural Safeguards Notice, Psycho-educational Evaluation Report, Parental Consent for Placement, IEP, and if applicable, LD Written Report, COSF, Speech/Language Evaluation Report, Occupational Therapy Evaluation Report, Physical Therapy Evaluation Report, etc.

## **GUIDANCE**

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs. The counselor is also available to discuss any home, school, or social concerns.

## **SCHEDULE CHANGES**

The master schedule is based upon the registration of the students and the requirements of the State Department of Education. Individual student scheduling is done by administration. Any schedule change requests must be submitted in writing to guidance and approved by administration.



## TRANSFERS & WITHDRAWALS

In order to transfer or withdraw from school officially, parents or guardians must report to the guidance office to complete the necessary withdrawal forms. All debts, fees, fines, books, etc., must be paid or turned in and lockers emptied before transcripts and other records will be released.

## SCHOOL PROPERTY

Students are responsible for the care of all books, equipment, and furniture used by them. Students are financially responsible for damages to any school-owned property whether due to accident, carelessness or willful vandalism.

Unclaimed items are kept in the lost and found for a period of time before they are donated to a local charity.

## PERSONAL PROPERTY

Students are held responsible for the safeguarding of their personal property. Students are cautioned not to bring large amounts of money to school; if they wear sunglasses, jewelry, or watches, students should keep track of them at all times. Students, not the school, are responsible for their personal property. No personal property is to be sold, bought, or traded at school. If personal property is damaged or stolen, the school will impose disciplinary sanctions as stated in the discipline code. Restitution is between families.

## EMERGENCY DRILL INSTRUCTIONS

Emergency drills are held regularly and may occur at any time of day. When the alarm is sounded, students are to form a line quickly and go single file to the designated area. Each room will have an evacuation plan posted. Students are requested to move quickly, without running or pushing. Emergency drills are a serious matter, and the student should conduct himself so as to make them effective. Upon completion of the drill, verbal notice will be given by the administration to return to the building. A STUDENT WHO SETS OFF A FALSE FIRE ALARM IS SUBJECT TO SUSPENSION AND/OR EXPULSION AND WILL BE REPORTED TO THE POLICE.



## HEALTH SERVICES

The health and safety of the students who attend school in Spartanburg County School District Three is of primary importance to our administrators, faculty and Board of Trustees.

**HEALTH SCREENINGS** Each year, the school nurse or other qualified health care professionals performs vision, hearing, and dental screenings for District 3 students. If further evaluation is needed, you will be notified.

**IMMUNIZATIONS** An up-to-date immunization certificate from a doctor or from the Health Department is required of all South Carolina public school students. A parent friendly chart is available for your reference on your school web site or in the health room.

**HEALTH ROOM** The health room is staffed with a nurse who sees sick and injured students during the school day. If the student is ill, or if his/her fever registers 100 degrees or more, the nurse or other health room personnel will notify a parent or guardian by telephone to pick up the student. Because of such situations, your emergency and contact information must be kept current. Please update your telephone numbers and emergency contacts as needed.

**CHRONIC HEALTH CONDITIONS** We ask that you please schedule an appointment to meet with the school nurse at your child's school if your child has a chronic or potentially life threatening health condition—for example asthma, severe allergies to insect stings, diabetes or seizure activity that requires specific treatment or immediate availability of medications.

**HIPAA** The Health Insurance Portability and Accountability Act requires certain offices or persons within School District Three to maintain privacy of protected health information and to provide individuals with notice of the district's legal duties and privacy practices with respect to such information. The district will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.

**MEDICATION** As a demonstration of our commitment, the Board of Trustees has approved a policy for administering student medications at school. It is our expectation that this policy will enable our staff to provide the safest and best possible health services for our students. As in the past, we need your full support and cooperation. Under our policy, student prescription medication will be given, or topical prescription medication will be applied during school hours—when prescribed by a licensed physician to be administered four times a day or at a specific time during the school day. The *Permission for School Administration of Prescription Medication* form is available in the school health room. This form must be completed and signed by the prescribing physician and returned to the school nurse by the parent or legal guardian. In special medical circumstances, certain over-the-counter medications may be arranged to be given during school hours on a short term basis and must be furnished by the

parent in new and unopened package. The *Permission for School Administration of Non Prescription Medication* form is available in the school health room. This form must be completed and returned to the school nurse by the parent or legal guardian.

**Students may not bring medications to school. All medications must be brought to the school nurse by the parent or guardian.**

Students who are ill may obtain a pass from their teacher to go to the health room. No student may use the health room without a health room pass. The health room is for those with emergency illnesses. If the student is too sick to stay at school, THE OFFICE STAFF OR SCHOOL NURSE, NOT THE STUDENT, is to make the telephone call to the student's parent.

**Please call your school nurse if you have any questions.**

## **INSURANCE**

Accident insurance is available to all students. The cost is nominal for the regular coverage, which protects the student while at school and en route to and from school. Year-round 24-hour coverage is available at a nominal cost. The school does not guarantee that the policy will cover every circumstance, or assume any responsibility for insurance. All athletes will be provided secondary coverage by the school district. The parents' policy will be the primary coverage. Following an accident, the sooner a claim is filed with the company, the better the chances for prompt payment by the insurance company. All claims will be the parent's responsibility. The school will not handle claims.

## **TOBACCO POLICY**

Spartanburg School District Three does not permit the use of any tobacco products in any of its indoor facilities, nor on any other part of school campuses or district property including, but not limited to, schools, district offices, stadiums, gymnasiums, etc. The restriction applies to employees and non-employees.

## **NEWSLETTERS**

School newsletters are sent home each month. Parents can receive an electronic copy via email or a hard copy via their student. If you wish to receive an electronic copy please provide the school with a current email address.

## **ACCIDENTS**

ACCIDENTS, WHICH OCCUR AT SCHOOL, ARE TO BE REPORTED TO THE OFFICE AS SOON AS POSSIBLE. Any injury for which an insurance claim is to be filed should be reported before going to the doctor for treatment (if feasible) and after returning from the doctor.

If the accident occurs during a class, report it to your classroom teacher; if it occurs at any other time, report it to the office or to the teacher on duty.

## LOCKERS

Each student is issued a locker when entering school if requested. Each student should memorize the lock combination. Students should make certain that lockers remain locked when not in use. Locker combinations should not be set to open automatically. Students are not to share lockers or give their combinations to other students. All lockers are school property and may be searched when there is any suspicion that the locker might contain drugs, alcoholic beverages, weapons, or other items that might be considered dangerous to students or to school property. Lockers will be inspected periodically. Students are not to write on or place stickers on or in their lockers. Students will be charged for damages to lockers.

## TEXTBOOKS

Each student is responsible for all textbooks issued to him/her until he/she returns them to the proper school authority. Damage or loss of textbooks must be paid for by the student to whom the book was issued. **STUDENTS ARE NOT TO WRITE IN THE TEXTBOOKS.** It is expected that each student will have his/her own textbook(s) with him/her during class. Failure to do so can result in disciplinary action.

## COLLECTION OF MONEY

1. All fees must be paid by the date set for the activity.
2. Refunds of money will not be made unless extenuating circumstances exist as determined by the principal.
3. Field trip monies that need to be refunded will be sent to parents **AFTER** the field trip is completed. Refundable amounts may vary based upon non-refundable deposits related to the trip.
4. All checks should be made payable to Middle School of Pacolet. Write MSP student's name on memo line.

## FUNDRAISING

All fund-raising projects must be approved by the principal. Tickets, candy, gum, or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations. Fund-raising items can only be sold before school, during lunch, and after school. They are not to be sold during class and class change.

## OFF-LIMITS AREAS

1. The parking areas around the building are off limits during the school day.
2. The outside areas behind the science lab, band room, chorus room, and main office, are off-limits.
3. The athletic field is off-limits to students except when accompanied by a member of the faculty.
4. Other areas may be designated as "off-limits."

**Students are not to be in these areas unless under the direct supervision of a faculty member**

## FOOD SERVICE

- All snacks or treats must be commercially prepared and packaged with ingredients listed.
- Parents should notify the teacher several days before treats are sent to schools for parties and celebrations so that we can ensure that alternative treats are available for students who may have food allergies.
- If providing class snacks for non-birthday purposes, class snacks should be healthy. (see below examples)\*
- In classrooms where a student has a food allergy, there will be additional safety precautions to follow and additional class snack recommendations given.
- Parents should ensure that all food allergies are listed (and kept up to date) on their child's school medical information form.
- Parents may consider a non-food treat such as pencils, erasers, rulers, etc.
- Food products may be used in the classroom as part of the instructional curriculum. Parents will be notified the Friday before food is to be used in the classroom the following week.
- **\*Healthy Snack Ideas:** fruit, yogurt, celery, carrots and light ranch dressing, 100% fruit juices, air-popped commercially packaged popcorn, baked chips, pretzels, fruit roll-ups, flavored applesauce, rice cakes, dry cereal, graham crackers, gold fish, cereal bars, animal crackers, baked Chips Ahoy, baked OREO, Teddy Grahams, and commercially prepared Rice Krispy treats.

## BREAKFAST – LUNCH

The school participates in the government free lunch and breakfast program. Free or reduced price meals are provided for eligible students. Applications for this program are provided to every student at the opening of school or at the time of registration, or any time during school year. The school cafeteria is maintained as a vital part of the school's program. To encourage proper nutrition, well-balanced breakfasts and lunches are offered at reasonable prices.

## CAFETERIA EXPECTATIONS

1. Students should move through the lunch line in a quiet and courteous manner.
2. After obtaining their food, students should move to a seat as quickly as possible.
3. Once a student has been seated, he/she should not move to another seat without gaining permission from the teacher on duty.
4. After eating, students should leave their seats promptly so that others might be seated.
5. Students should deposit all litter in wastebaskets and leave the table and floor around your place in a clean condition for others.
6. **Students are not allowed to take any food or drinks out of the cafeteria.**



## PERSONAL ELECTRONIC DEVICES

Personal electronic devices on district and school property may not interfere with the learning, safety, and well-being of students and staff.

A personal electronic device is any device that emits any audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smart phones, ear phones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, I-Pods, I-Pads, tablets, computers, radios, pagers, any devices that allow the possessor to access the Internet, or any similar device or any accessories to such device such as ear plugs.

Students may possess or use personal electronic devices on school property or at a school-sponsored event only as follows:

- The parent/guardian and student have signed and submitted a Personal Electronic Device Acceptance of Responsibility, Appropriate Use, and Permission Form.
- Students should silent or turn off their personal electronic devices at school prior to homeroom. Students may not use personal electronic devices on school buses at any time. However, these devices may be used after the school day ends.
- The devices will remain silent during instructional time. However, teachers and school administrators, at their discretion, may allow students to use personal electronic devices for instructional and educational purposes, provided such use is in accordance with the district's technology use policies. These devices shall remain silent and not be used in testing areas. Students with documented disabilities or exceptional needs who require the use of personal electronic devices during the school day must coordinate their use in advance with their teachers and school administrators.
- These devices may not be used to cause any disruption in the educational process or for unethical or illegal purpose. Prohibited use includes, but is not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking and/or distributing unauthorized photographs or recordings of other people. **Any student who takes or distributes pictures or recordings of individuals without their permission, risks invasion of privacy and harassment lawsuits in civil courts.** The student may also face criminal prosecution. These devices may not be used to reproduce copyrighted material, which can lead to penalties under copyright laws.
- These devices shall never be on, used, or visible in any area where students or staff have an expectation of privacy, including, but not limited to, health rooms, restrooms, locker rooms, dressing rooms, school offices, or in any other areas of any school where use is not expressly authorized.
- These devices shall not be used to access, view, download, upload, share, transmit, or receive any obscene, threatening, harassing, or other inappropriate material via the Internet, electronic mail, text, or instant messages, or other forms of electronic communication. Students are prohibited from using these devices for any activity prohibited by the district's code of conduct, to circumvent district network security and internet

blocks or filters, to access or view internet sites that are otherwise blocked from student access at school, or for any unauthorized access to, or inappropriate use of, the district's computer network. The district will monitor student access to the district network and any online activities conducted on its property.

- Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard or troubleshoot any student personal electronic devices. Neither the district, nor its trustees, administrators nor employees shall be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student personal electronic device brought onto district or school property.

Drivers of moving vehicles may not use cell phones. This is a safety violation and students will face disciplinary action for talking on cell phones while driving on campus. Refer to the discipline code below for consequences for routine cell phone use during school.

Students who violate this policy will be subject to disciplinary actions as defined by the student code of conduct (policy JICDA, Level II-Disruptive Conduct) for the first violation. Students are expected to keep phones turned off/silent and put away unless approved by instructor. If the student is caught on the phone during unauthorized times or if the phone rings, a student will be warned to put it away or turn it off. If the student refuses or if this continues to occur, the student will be receive a discipline referral of Level II Disruptive Conduct – Refusal to Obey. Students may have their phone on until they go to homeroom, during lunch and as soon as school is dismissed.

**Note: Illegal, unethical use of a personal electronic device as defined above will result in forfeiture of the device, multiday suspension, alternative school placement, expulsion and/or prosecution.**



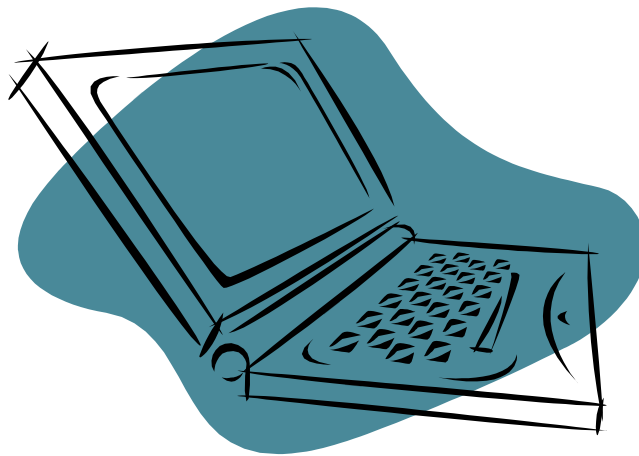
## INTERNET

Spartanburg School District Three and Middle School of Pacolet's Internet Acceptable Use Policy can be found in the Personal Mobile Computing Devices Handbook.

## OFF CAMPUS INTERNET USE

Students and parents/legal guardians should understand that the district may take disciplinary action against a student for off-campus conduct involving inappropriate use of the Internet or Web-based resources, other interactive or digital technologies such as cell phone text and/or picture messaging **if that conduct results in a disruption of the school environment**. State law permits a school or district to take disciplinary action where a student engages in inappropriate off-campus conduct such as posting online comments that harass or threaten other students or staff members or that have a negative impact on the school environment. Such conduct is not limited to textual comments and may include, but not be limited to, the inappropriate use of photos, pictures, images, audio or video that harass or threaten others or create a negative impact on the school environment. Such conduct may be initiated and/or created off campus with equipment not owned by the school or district, but if its content is harassing or threatening to any student or staff member, the student may be disciplined for the disruption of the school setting. Any communication of this form which prevents a safe and positive educational environment may also be considered cyber bullying.

**Cyber-bullying** is the use of any electronic communication device to convey a message in any form that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion.



## DRESS CODE

Middle School of Pacolet students should take pride in their image. Students are required to dress in a manner not to disrupt instruction or the educational process. *Clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.*

- Clothing and/or hair should not be so extreme/inappropriate as to disrupt the educational process.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Attire cannot reference or depict alcoholic beverage or illegal drugs or paraphernalia.
- Sleeveless attire cannot reveal undergarments.
- All shirts must cover the width of the shoulder.
- Tops that are so tight or so low-cut to cause unfavorable comment are not to be worn at school. Cleavage should not be visible at any time. No skin should be showing between a student's shirt and his/her pants, skirt, or shorts. This includes while sitting, standing, or walking. Shirts should not expose a student's back.
- Tank tops, halter-tops, strapless shirts, and shirts with spaghetti straps will not be allowed.
- No transparent or mesh clothing can be worn without an appropriate shirt underneath.
- Shirts must cover pants even when seated.
- Heels that are in excess over 2 inches will not be allowed.
- No headwear will be allowed in the building. This includes: Hats, Bandanas, Do-Rags, Hair Picks, Hoods, and Large Headphones. The first offense will result in the item being confiscated and returned at the end of the day. In addition to the item being confiscated, disciplinary action will also be taken at the second offense (Refusal to Obey).
- Pants worn below the waist or any other comparable disruptive trend will not be tolerated. **(NO SAGGING PANTS!)**
- Dresses, skirts and shorts must be at mid-thigh **when seated**.
- Holes in pants above the mid-thigh will not be permitted, even with leggings, jeggings, or shorts underneath.
- Clothing must cover all underwear. (Shorts worn under clothing will be counted as underwear.)
- When wearing form-fitting attire such as leggings, jeggings, and athletic yoga style pants, they must be accompanied with a shirt that extends below their hips.
- Clothing and accessories should be free of chains, spikes, fish hooks, hat pins, or other sharp objects that could cause injury.
- State Health Regulations require that shoes and shirts must be worn at all times in a public building.

**The administration retains the prerogative of interpretation of the dress code.** In general, students should wear clothing that does not draw attention to them and detract from the learning environment. The administration reserves the right to require a student to change clothes if what he/she is wearing is deemed inappropriate. All dress code referrals will be handled by the administration.

**Violation of the Dress code will result in the following:**

- Students will be required to call parents for appropriate clothes, change into appropriate attire offered by the school, or the student will be sent to ISS.
- Repeated violations of this dress code will be treated as Disruptive Behavior Level II: Refusal to Obey. Absence from class will be an unexcused absence.

## **HARASSMENT & BULLYING POLICY**

Harassment and bullying are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that harassment or bullying of any kind is prohibited. Any student who thinks he/she has been harassed, intimidated or bullied should contact a teacher, counselor, or administrator immediately.

Spartanburg School District Three has been very proactive in addressing bullying. Our district has joined hundreds of districts throughout the world in adopting a leading research-based program to prevent bullying. Called the ***Olweus Bullying Prevention Program***, it has proven it can reduce bullying and make schools safer, happier places for students to learn.

**The Olweus Bullying Prevention Program defines bullying as:**

*“Repeatedly and purposefully saying or doing hurtful things to another person who has a difficult time defending himself/herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group or sending inappropriate messages on a cell phone or over the internet.”*

This program clearly defines bullying behaviors, levels (degrees), and the consequences which will be imposed. Initial bullying intervention is handled by a teacher or counselor. When bullying behaviors persist, or a serious incident occurs, the school administration will assign disciplinary consequences on the scale shown below. NOTE: The school administration has the discretion of assigning more severe discipline if warranted by the misbehavior.

**1<sup>st</sup> Offense**

\*2-5 Day Suspension  
\*Required Parent Conference

**2<sup>nd</sup> Offense**

\*10 Day Suspension  
\*School Hearing  
\* Probationary Status  
\* Required Counseling

**3<sup>rd</sup> Offense**

\* Mandatory District Hearing  
\*SRO Intervention  
\*Alternative School or Expulsion



## **SOUTH CAROLINA CODE OF LAWS FOR DISCIPLINE**

### **Responsibilities**

Principals are authorized and charged by the Board and the Superintendent, and teachers are authorized and charged by their principals to maintain and preserve order and discipline in their schools so that students may achieve their maximum educational development.

The parents of the students attending Middle School of Pacolet are urged to read this code carefully and to discuss its contents with their children. An atmosphere conducive to learning can only be maintained through constant cooperation between the school personnel and parents. The administration will continue to study the problem of discipline in the school and amend and /or supplement this code when necessary. South Carolina Code of Laws and regulations of the Board of Trustees of Spartanburg County School District Three require that a copy of the following sections of the legal code be distributed to each secondary school student at the beginning of the school year.

### **Section I. Legal Authority for Discipline In South Carolina**

- A. Section 21-120 of the South Carolina Code of Laws outlines the general powers and duties of school trustees shall also “(3) Promulgate rules and regulations. Promulgate rules prescribing scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district, and the necessity of proper conduct on the part of all pupils and the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted notwithstanding that such rules may result in the ineligibility of pupils who fail to observe the required standards, and require the suspension or permanent dismissal of such pupils.”
- B. Page 57 of 1969 Cumulative Supplement Section 21-120 of the South Carolina Code of Laws states: “Authority to discipline students – school superintendents have authority to make rules and regulations concerning discipline in their schools, which authority is derived through delegation of power vested in the board of trustees...”
- C. Section 59-24-60  
In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

### **Section II. Student Interrogations and Searches**

Students do not lose their constitutional rights upon entering school premises. Under the 4th Amendment of the U.S. Constitution students are protected from unreasonable searches. However, under S.C. House Bill 3442, and School District Three Board Policy JCAB, students and their belongings are subject to reasonable searches and

seizures. Furthermore, any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. House Bill 3442 also allows principals or their designees to search both the person and the property of school visitors. It is the policy of the district that only the principal, assistant principal, or their designee may conduct such searches within the legal parameters outlined above unless exigent circumstances exist which require immediate action to be taken for reasons of safety. This policy also allows for searches of school property loaned to a student and/or personal property brought on the school campus by the student.

### **Section III. Standards of Pupil Conduct**

- A. The philosophy of the public schools presupposes that most disciplinary problems will be handled between teacher, child, and parent in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. Nevertheless, there are problems, which, because they affect the learning opportunity of other children, necessitate rapid deterrent action.
- B. The following regulations concerning standards of conduct and behavior will apply to all students.
  - 1. Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interests of the school. Conduct of the student in any manner, which materially disrupts class work or involves substantial disorder or invasion of the rights of others, is a basis for suspension or expulsion of students.
  - 2. When the conduct of a student requires such action for the general welfare of the school system, the principal or other person in charge of the school may make immediate suspension, without notice. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.



## STUDENT BEHAVIOR & DISCIPLINE CODE

It is the objective of the Middle School of Pacolet faculty and administration to recognize and protect the individual rights of all students and to afford all students with an equal educational opportunity.

With the above objective in mind, it is the obligation of each teacher and administrator to prohibit and deter any student conduct that threatens the continuing educational process of any Middle School of Pacolet student.

### Basic Rights

- Each student has the **right to learn**.
- Each teacher has the **right to teach**.
- Each student, teacher, and parent has the **right and responsibility to support each other and to expect a positive learning environment**.

### Expectations

1. Students will be courteous and demonstrate respect for others and their property.
2. Students will use safe and appropriate conduct at all times.
3. Students will not interrupt learning and teaching.
4. Students will not bully others.

The following conduct violations and consequences should become familiar to all students and parents. This listing gives the penalties for first, second, and third office referrals. The student may have been involved with minor infractions prior to being sent to the office. Appeals for suspensions and expulsions should be referred to administration. Expulsion appeals will be heard by the District Hearing Officer. Any offense that requires a consequence of in-school suspension (ISS) or greater will be administered by school administration. Offenses that require lunch detention will be administered by teachers to be served during lunch. Offenses that require after school detention will be supervised by a staff member.

### Corporal Punishment

Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at Middle School of Pacolet that corporal punishment is not an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal, or principal.

## PYRAMID OF DISCIPLINE

### First Tier: Individual Teacher

- Classroom Rules
- Classroom consequences (determined by teacher and/or class)

### Second Tier: Teaching Team

- Behavior Conferences – (Students and/or parents may be included in these meetings.)

### Third Tier: Administrative Team

- Office referrals
- Acts of serious disorderly conduct may be referred.
- All Level II and Level III offenses will be referred to administration for consequences.

Behavior	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
The following violations are cumulative.			
Horse-playing	1-ISS Counseling	3-ISS	1-OSS
Disruption (in or out of class)			
Cutting/late to Class			
Disrespect to faculty/staff			
Distribution or sale of materials unauthorized by school administration			
Lying or providing false information to faculty, staff, or administration			
Leaving class without permission			
Not staying for detention			
Use of profanity, vulgarity or abusive language in any manner between or among students			
Bodily Contact	1-ISS	2-ISS	1-S
Cheating (alternate assignment given each time)	zero given & counseling	zero given, counseling & 1-ASD	zero given, counseling & 1- ISS
Dress Code Violation	Discretion	1-ISS	2-ISS
Not reporting directly to authorized destination	1-ASD	2-ASD	1-ISS
Forgery	1-ASD	2-ASD	1-ISS
Theft of property value less than \$50	1-ISS, restitution	3-S, restitution	5-S, restitution
Violation of Internet Acceptable Use Policy	Discretion		
Defacing school property	Restitution, Cleaning, & Discretion of Administration		
Five unlawful absences—Level one truant, which requires a parent conference to meet with school officials and develop a written plan of action for prevention of future occurrences. Excessive Tardies or sign-outs could result in the necessity of an intervention plan and/or referral to the Spartanburg Truancy Court.			

## LEVEL II – DISRUPTIVE BEHAVIOR

Behavior	1st Offense	2nd Offense	3rd Offense
Refusal to Obey	1-ISS	2-ISS	3S
Gambling	PC	2-ISS	3S
Blackmail	2-ISS	3S	5S
Threatening, harassing, or intimidating a student (verbally, physically, written or via electronic device)	PC, 2-5S	PC, 10S	PC, W/RAS
Provoking and/or instigating a fight or physical abuse between students	3S	5S	10S
Fighting or physically abusing a student	3S	5S	10S
Smoking, vaping, use of smokeless tobacco, or possession of tobacco products, vape, juul, e-cigarettes, lighters, matches, or paraphernalia	2-OSS with recommendation/ law enforcement	3--OSS with recommendation/ law enforcement	5-OSS with recommendation/ law enforcement and referral to treatment center and hearing with Pupil Services.
Possession of fireworks, smoke bombs, stink bombs, or any device that would interfere with instruction, school operation, or destroy school property.	2S and recommendation to law enforcement	5S and recommendation to law enforcement	10S, and recommendation to law enforcement
Possession or distribution of obscene materials	2-ISS	3S	5S, W/RAS
Possession of ammunition	3S	5S	10S
Leaving school grounds without permission	2-ISS	3S	5S
Trespassing by suspended students	Discretion of administration per Board Policy		
Theft of property of a value greater than \$50.00	3S, & restitution	5S, & restitution,	10S, W/RAS
Use of profanity, obscene language or gesture to faculty/staff	5S	10S	10S, W/RAS
Possession, distribution, and/or consumption of over-the-counter drugs.	3S	5S	10S
Use of cellular phones, cameras, or electronic devices to record photos and/or videos.	Discretion, which may include forfeiture, suspension, and/or expulsion.		

## LEVEL III-A – CRIMINAL BEHAVIOR

Behavior	1st Offense	2nd Offense
A student or a group of students involved in student disorder, which includes seizure of a building or grounds or attempted control of such or any type of disorder which attempts to disrupt the activities of the school by sit-ins, walkouts, boycotts of class, etc.	10S	10S, W/RE
Indecent exposure	10S	10S, W/RE
Possession of weapons, such as a knife, blackjack, chain, etc. on school property	10S	10S, W/RE
Setting off fire alarms falsely; false 911 calls	10S	10S, W/RE
Use of fireworks, smoke bombs, or stink bombs	10S	10S, W/RE
<b>*The administration reserves the right to pursue student placement at the Spartanburg County Alternative School for the first violation of a level 3A offense.</b>		

### LEVEL III-B – CRIMINAL BEHAVIOR

Behavior	1 <sup>st</sup> Offense
Arson	10S, W/RE
Bomb threats	10S, W/RE
Physically abusing or threatening a faculty/staff member	10S, W/RE
Possessing firearms on school property; using or threatening to use by showing any instrument considered a weapon such as a knife, blackjack, chain, club, etc.	10S, W/RE
Possession or consumption of illegal drugs or alcoholic beverages	10S, W/RE
Sale or possession with intent to distribute illegal drugs or alcoholic beverages (counterfeit)	10S, W/RE
Sex offenses	10S, W/RE
Unauthorized entrance in school building	10S, W/RE
Willful destruction of a staff member's property or school property	10S, W/RE
Commission of any crime, gross immorality, gross misbehavior, or persistent disobedience	10S, W/RE

**NOTE: Nothing herein shall be construed to limit the authority of the administration to either increase or decrease consequences of misbehavior, regardless of a student's discipline record, when in the judgment of the administration such disciplinary action is made necessary by the circumstances.**

#### SYMBOL KEY

S	Out-of-School Suspension	ISS	In-School Suspension
D	Detention	W/RAS	with Recommendation for Alternative School
PC	Parent Conference	W/RE	with Recommendation for Expulsion

#### Lunch Detention Rules

1. Lunch detention will be held during Indian Academy.
2. If a student has been assigned lunch detention and is absent on that day, he/she is to report to lunch detention on the following school day.
3. Students who misbehave or does not report to lunch detention are subject to further disciplinary action.

#### In-School Suspension Rules

1. Students may not talk, sleep, eat, chew gum, or leave their seats without permission.
2. Students must complete all assignments before the end of assigned time in ISS. If not, additional time in ISS will be added.
3. Students must be working on assigned work unless they are in conference with in-school suspension coordinator or guidance counselor.
4. Students will be allowed to go to the restroom at least three times a day; once in the morning once at lunch, and once in the afternoon.
5. Students must bring pencil, paper, and textbooks to in-school suspension. NO EXCEPTIONS.

6. Students must obey any directions given by the ISS coordinator. Failure or refusal to do so may result in further disciplinary action.
7. Students will eat as a group after all other students have finished lunch.
8. If students are suspended out of school, due to behavior in ISS, upon reentering they will complete their in-school suspension.

In addition to the rules listed, all other rules pertaining to student conduct found in the student's handbook will be enforced while in in-school suspension.

**THERE ARE SOME BREACHES OF DISCIPLINE, WHICH ARE OF SUCH A NATURE THAT SUSPENSION, AND/OR EXPULSION IS WARRANTED. IN SUCH INSTANCES PARENTS ARE NOTIFIED BY LETTER AND ARE ASKED TO COME IN FOR A CONFERENCE BEFORE THE SUSPENDED STUDENT RETURNS TO CLASSES.**

STUDENTS WHO HAVE BEEN SUSPENDED OR EXPELLED ARE NOT TO BE ON THE SCHOOL GROUNDS FOR ANY SCHOOL ACTIVITIES WHETHER DURING THE SCHOOL DAY OR DURING AFTER-SCHOOL HOURS. **THIS INCLUDES ANY SPARTANBURG SCHOOL DISTRICT THREE CAMPUS, SPONSORED EVENT, OR FUNCTION.**

### **METAL DETECTORS**

When the administration has reasonable suspicion to believe that weapons are in the possession of students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use mobile metal detectors in accordance with procedures developed by the administration and approved by the board. The district's intention for this policy is to enhance security by preventing students from bringing weapons or other dangerous objects into the schools. Any student who violates the provision of the student behavior code which provides that a student may not possess, use or transfer dangerous weapons, will be disciplined in accordance with district policy.

### **BUS TRANSPORTATION & DISCIPLINE CODE**

We must exercise every precaution for a safe transportation system. The driver is to assume the responsibility for proper conduct on the bus. Students who ride buses are expected to obey the instructions of the driver. Students must ride the same bus daily. Those who ride buses to school will be expected to return home by the same bus unless permission is granted from the office for some other means. Students are not allowed to ride any bus other than what they have been assigned.

Each rider must respect the rights of others. The bus driver is in complete control. Students must be obedient. Misconduct will be handled as outlined in the bus conduct code. When it reaches a point that the conduct of an individual is such as to jeopardize the safety of others, he may be asked to provide his own transportation. Those



who ride buses to school will be expected to return home by the same bus unless permission is granted from the office for some other means. Students are not allowed to ride any bus other than what they have been assigned.

### **SCHOOL BUS STOP RESPONSIBILITY NOTICE**

State law provides that the parents/guardians of a child being transported on a school bus are responsible for the child's safety and conduct:

- (1) Prior to arrival of the bus at the child's designated stop for pick up and transport to school, and
- (2) After the school bus drops off the child and departs the stop when transporting children from school.

### **CONDUCT WHILE WAITING FOR BUS**

Students are to follow the school discipline code while waiting for or going to their bus. Students waiting for their bus are not to leave the sidewalk until the teacher on duty gives them permission. Running between buses is not allowed. Until dismissed, bus riders will remain seated in the gym.

### **LEVEL I – DISORDERLY CONDUCT**

Disorderly conduct is defined as those activities, which tend to impede the safe and orderly operation of a school owned vehicle. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following.

LEVEL I VIOLATION	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Disorderly conduct	Warning, PC	1 day bus suspension, PC	3 days bus suspension, PC	5 days bus suspension, PC
Encouraging others to misbehave				
Littering on the bus				
Misconduct at bus stop (depends on severity)				
Eating or drinking on the bus				
Pushing, tripping, horseplay				
Getting on or off the bus at an unauthorized stop without permission				
Continually making loud noises, yelling				
Standing or sitting improperly while the bus is moving				
Violating any safety procedure				
Riding the wrong bus without permission from administration				

## LEVEL II – DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others on a school owned vehicle.

Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following

LEVEL II VIOLATION	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Misconduct at bus stop	3 days bus suspension, PC	5 days bus suspension, PC	Recommended expulsion from bus for the remainder of the school year.  *Hearing will be held with the District Hearing Officer.
Possessing and/or using any tobacco product			
Throwing objects out of the bus			
Refusing to sit in assigned seat			
Using profanity, abusive language or obscene gestures			
Disobeying the bus driver			
Using rude, discourteous behavior directed toward the driver			
Defacing property			
Harassing, threatening, intimidating, or physically abusing another student			
Placing hands, arms, heads, objects out of bus windows and/or doors			

## LEVEL III – CRIMINAL CONDUCT

Criminal conduct is defined as those activities, which result in violence to oneself, another person, or property, or which pose a direct and serious threat to the safety of oneself or others on a school owned vehicle. These activities usually required administrative actions, which result in immediate removal of a student from school, the intervention of law enforcement authorities, and/or action by the board of trustees.

LEVEL III VIOLATION	1 <sup>st</sup> offense
Pushing or tripping that leads to injury	Recommended expulsion from bus for the remainder of the school year.
Fighting on the bus	
Possessing, using, or distributing explosives/fireworks on the bus	
Possession of weapons	*Hearing will be held with a District Hearing Officer.
Vandalism	
Criminal behavior	



## MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

**Spartanburg School District Three will/has develop[ed] and adopt[ed]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Spartanburg School District Three** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Spartanburg School District Three** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in

the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Spartanburg School District Three** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

*No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service*

## **RIGHTS OF HOMELESS STUDENTS**

The federal McKinney-Vento Act protects the rights of children and youths in homeless situations to attend and succeed in school, including preschool. The McKinney-Vento Act applies to all children who do not have a fixed, regular, and adequate residence, including those who are staying with friends or relatives because they have lost their housing; are awaiting foster care placement; or are living in emergency or transitional shelters, motels and domestic violence shelters, campgrounds, cars or public places.

For more information, contact district office social worker at 279-6000.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

For additional information, you may contact:

Assistant Superintendent of Personnel and Pupil Services

3535 Clifton Glendale Road

Glendale, SC 29346

(864)279-6000

[rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)

## **ASBESTOS NOTIFICATION**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our district contracted the services of AAA Environmental Services to inspect our schools for the presence of asbestos. We have received a Management Plan from this firm that documents the findings of their inspection and complies with all of the criterion required by both the State of South Carolina and the Environmental Protection Agency. This plan is available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives as required by the AHERA Rule in our administrative offices located at 3535 Clifton Glendale Road.

If a copy of this report is desired, it will be provided for the reasonable cost of \$.10 per page. Any questions concerning the Management Plan should be addressed to the Director of Facilities and Grounds, located at the administrative offices, who will be serving as our LEA Designee. You will be notified of any further asbestos related developments as the need arises.









