

**COWPENS MIDDLE**



**SCHOOL**



**RED RAIDERS**



**Student Handbook**

**2011-2012**





**Cowpens Middle School**  
**Red Raiders**  
*Crafting Minds for Success*

**COWPENS MIDDLE SCHOOL**  
**150 FOSTER STREET**  
**COWPENS, SOUTH CAROLINA 29330**  
**PHONE (864) 279-6400**  
**FAX (864) 279-6410**  
**GUIDANCE FAX (864) 279-6455**  
<http://cms.spartanburg3.org/>

Principal	Mrs. Cynthia James
Assistant Principal	Mr. Matthew Davis
School Counselor	Mrs. Shannon Fischer
Career Development Facilitator	Mr. Daniel O'Brien
Secretary	Mrs. Kathy Quinn
Bookkeeper	Mrs. Laura Love
Guidance Secretary	Mrs. Debbie Horne
Media Specialist	Ms. Stephanie Hatchell

Mascot      Red Raider  
School Colors      Red and White

**COWPENS ALMA MATER**

In the heart of dear old Cowpens,  
Where the roads wind west;  
Proudly stands our alma mater,  
High above the rest.

*Refrain*

May this ever be our watch ward,  
Conquer and prevail!  
Hail to thee our alma mater,  
Cowpens Middle, Hail!

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## CLASS SCHEDULE

### 6th Grade

**HR: 7:45-7:50**

**1<sup>st</sup>: 7:51-8:51**

**2<sup>nd</sup>: 8:54-9:54**

**3<sup>rd</sup>: 9: 57:10:57**

**4<sup>th</sup>/Lunch: 11:00-11:30**

**4<sup>th</sup>/RRR: 11:32-12:00**

**5<sup>th</sup>: 12:01-1:01**

**6<sup>th</sup>: 1:04-2:04**

**7<sup>th</sup>: 2:07-3:07**

### 7th Grade

**HR: 7:45-7:50**

**1<sup>st</sup>: 7:51-8:51**

**2<sup>nd</sup>: 8:54-9:54**

**3<sup>rd</sup>: 9: 57:10:57**

**4<sup>th</sup>: 11:00-12:00**

**5<sup>th</sup>/Lunch: 12:01-12:31**

**5<sup>th</sup>/RRR: 12:33-1:01**

**6<sup>th</sup>: 1:04-2:04**

**7<sup>th</sup>: 2:07-3:07**

### 8th Grade

**HR: 7:45-7:50**

**1<sup>st</sup>: 7:51-8:51**

**2<sup>nd</sup>: 8:54-9:54**

**3<sup>rd</sup>: 9: 57:10:57**

**4<sup>th</sup>: 11:00-12:00**

**5<sup>th</sup>/RRR: 12:01-12:31**

**5<sup>th</sup>/Lunch: 12:33-1:01**

**6<sup>th</sup>: 1:04-2:04**

**7<sup>th</sup>: 2:07-3:07**

\*RRR=Red Raider Reading

A silent sustained reading time

HR=Homeroom

**SPARTANBURG SCHOOL DISTRICT THREE**

**"NO CHILD LEFT BEHIND"**

**PARENT NOTIFICATION**

In January 2002, our president, George W. Bush, signed the "No Child Left Behind" Act into law. The law is designed to ensure that all children have an opportunity to obtain a quality education.

As a parent of a student at Cowpens Middle School, you have the right to know the professional qualifications of the teachers and instructional assistants who instruct your child.

Professional qualifications include:

- Licensing criteria for the grade level/subject areas in which instruction is provided
- The baccalaureate degree major
- Graduate certification or degree held and the field of discipline of the certification
- The qualifications of teacher assistants, if the child is provided instructional services by them

A parent who wishes to inquire about the qualifications of his/her child's teacher or instructional assistant should make a written request to the school principal. In the request, the parent may only inquire about any qualifications listed above.

**Statement of Equal Opportunity**

Spartanburg School District Three does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing employment or educational opportunities and benefits in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title D) of the Americans With Disabilities Act of 1990, and all other applicable civil rights laws. Any person having inquiries or complaints concerning Spartanburg County School District Threes compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact Personnel & Pupil Services at 3535 Clifton Glendale Rd., Glendale, SC 29346, 864-279-6000 (T), 864-279-6010 (F).

## **LETTER FROM THE PRINCIPAL**

Dear Students/Parents:

We would like to welcome you to Cowpens Middle School. Many of you are coming to CMS for the first time. Some of you are returning to a school environment with which you are familiar. It is our goal to keep you informed as much as possible of the many events, opportunities, and regulations, taking place at CMS during the 2011-2012 school year. This handbook was designed for that purpose. It is also designed so that you and your student will be aware of the academic and behavioral expectations at CMS. Please note particularly our discipline code.

Please read this handbook carefully. It is prepared to help you and answer questions that you may have during the school year. You can also help us by noting that should you have a change of address or phone number throughout the year, please notify us in writing so that we can make that change in the computer at school. We want to be able to effectively communicate with you throughout the entire school year.

In the event your questions are not answered in this handbook, please do not hesitate to ask your teacher, principal, or counselor. We are here for you.

We look forward to working with you to ensure another outstanding school year.

Sincerely,  
*Cynthia D. James*  
Principal

### **Mission Statement**

**C**owpens Middle School's mission is to provide  
**O**pportunities for growth and learning for the  
**W**hole child in a welcoming environment,  
**P**romote parents and the community as indispensable partners,  
**E**ncourage the pursuit of excellence, and meet the  
**N**eeds of individuals to ensure  
**S**uccess.

### **Vision Statement**

Cowpens Middle School will present educational programs to assist each student to achieve academically, socially, emotionally, and physically according to his/her ability, thereby enabling the student to attain a positive self-image, realize the benefits of higher learning, and recognize education as a lifetime goal.

### **Beliefs**

1. We believe a middle school is a transitional learning community.
2. We believe each student is unique with special characteristics and capabilities.
3. We believe it is our responsibility to provide a curriculum delivered by qualified teachers in order to meet the intellectual, emotional, and social needs of our students to enable them to become contributing citizens.
4. We believe a diverse extracurricular activity program yields not only improved motivation and success in the vocational, recreational, and social arenas, but also in the students' approach to academic responsibility and accountability.
5. We believe our goal is to provide a safe, disciplined, educational environment that encourages families, industry, and community leaders to work cooperatively with the school to present opportunities for success for our children.



**SPARTANBURG SCHOOL DISTRICT THREE**  
**2011-2016 Strategic Plan**

**MISSION STATEMENT:** (our purpose and what we want to do)

The mission of Spartanburg School District Three...steeped in history, focused on the future...is to equip our students to thrive economically as productive citizens by ensuring challenging and relevant learning experiences in a healthy, safe, nurturing environment.

**BELIEFS:** (convictions)

We believe that...

- All people have an inherent potential to learn.
- All people have worth.
- All people are unique, and diversity strengthens the group.
- The family is the foundation of society.
- Equal educational opportunity is critical to our society.
- People are our greatest resource.
- Learning is a lifelong process.
- Supportive community involvement is essential for effective education.
- Public education is the foundation of a democratic society.
- The needs of children come first.
- Education empowers the individual.

**PARAMETERS:** (fundamental rules)

- We will always make decisions in the best interest of students.
- We will never sacrifice the safety and security of students and staff.
- We will always give priority to the pre-K-12 instructional program.
- We will always deal honestly and fairly with people and issues.
- We will never tolerate harassment or discrimination in any form.
- We will never give up on a child.

**PERFORMANCE OBJECTIVES:** (desired, measurable and end results)

- ⇒ One hundred percent of our students will master or exceed essential grade-level achievement standards.
- ⇒ One hundred percent of our students will successfully complete their individual achievement goals.
- ⇒ One hundred percent of our students will complete their Individual Graduation Plan and be equipped to enter post-secondary education or their career choice after graduation.
- ⇒ One hundred percent of our students will develop positive character traits and civic virtue through school programs and service to our community.

**STRATEGIES:** (how the district will meet its objectives)

- ◆ We will develop a comprehensive, dynamic program to address social, educational and economic issues impacting the school.
- ◆ We will effectively use financial and human resources to implement an appropriate learning program that includes academic, career, social and cultural competencies.
- ◆ We will actively pursue additional funding resources to support and improve the education process.
- ◆ We will share our district's unique story by marketing our successes to encourage economic development, new housing and pride in the district.
- ◆ We will implement a process to guide students and parents to achieve high educational aspirations.

## THE INTERNET

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value. To all extents possible, student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.



## OFF-Campus Internet Conduct

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.

## SPARTANBURG SCHOOL DISTRICT THREE

### Parent Permission and Student Assurances in the Conduct of Independent Student Research on the Internet

There are many on-going educational projects on the internet that are appropriate for K-12 students. Many encourage subject area studies or support "virtual field trips" to museums or other locations around the world. Much of the information can be immediately printed from the computer screen for inclusion in student or faculty research projects assigned in class.

Our faculty members will supervise individuals and classes of students who are accessing the internet to ensure that appropriate content is seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines, and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard teacher's instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the internet as a research tool within clearly understood guidelines. These conditions are:

1. Parents are advised of the rules and acknowledge the policy of SSD3.
2. The student gives written assurances regarding appropriate behaviors while operating the internet; and,
3. The student and parents understand that violations of these assurances will result in disciplinary action, and possible loss of internet privileges for flagrant abuse, i.e., searching for and/or downloading inappropriate material.

#### **STUDENT ASSURANCES**

*When conducting independent research on the internet, I will:*

- Use the internet for legitimate educational purpose.
- Send e-mail only at the direction of my teacher or media specialist.
- Not register the name, home address, or telephone number of myself or anyone else in any location on the internet.
- Not attempt to download or save files to the computer hard drive or to a disk without teacher permission.
- Not search for, download, or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive, or vulgar material, or assist any other student in such activities.
- Not use or attempt to use Telnet, Internet Relay Chats or other interactive exchanges without teacher permission.
- Not damage or alter computer, computer systems, or computer networks.
- Not violate copyright laws.
- Not trespass in another's folders, work or files.

I understand that my participation in any violation of the internet student assurances will result in disciplinary action and possible loss of access privileges to the internet, depending on the nature of the offense.

## **STUDENT INFORMATION**

### **GUIDANCE**

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

### **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**

Once a student comes on the school grounds for the day, he/she is not to leave before regular dismissal times without reporting by the office and being granted permission by the office to sign out. Leaving school without permission is a serious matter and any student who does so will be subject to disciplinary action.

### **SUPERVISION OF STUDENTS**

Students are not to be in any area unless under the direct supervision of a faculty member.

### **STUDENT ARRIVAL AND DISMISSAL**

Parents please do not drop off or pick up students at the front of the building between 7:00-7:45 a.m. and 3:00 –3:30 p.m. due to bus loading & unloading. Students are not permitted in the building prior to 7:00 AM. When students are brought to the school, they are to be delivered to the car loading area. Students are to report directly to the assigned area for their appropriate grade level. Students are to remain in their assigned area until dismissed. Students are not to remain on campus after dismissal unless they are part of a supervised group.

### **STUDENT PICKUP FROM AFTER SCHOOL ACTIVITIES**

Students remaining for after school activities (clubs, ballgames, dances, etc.) should be picked up no later than fifteen minutes after the event. Supervision will be available for the first 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 are picked up more than fifteen minutes after the scheduled end of an event may be restricted from attending future school events at the discretion of the principal.**

Home Football games are over at 6:00 pm.

Home Basketball games are over at 7:00 pm.

### **STUDENT SIGN-IN AND SIGN-OUT PROCEDURES**

Students who are dismissed during the school day must be signed out by a parent or guardian. Sign-out sheets are to be found in the office. Early dismissal must be for a valid reason. To avoid interruptions to instruction, students will not be called during class time. Students and parents are urged to make appointments after school hours. A student is counted absent from classes missed after sign-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 and sign-in and receive a pass to enter the building. Students will only be allowed to leave with **THOSE INDIVIDUALS LISTED ON THE STUDENT'S EMERGENCY INFORMATION SHEET.**

### **CHANGE IN TRANSPORTATION**

A student must have written permission from his/her parent/legal guardian 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, before 8:00 on the day of the change in transportations, in each instance their child is to ride home with another student.

### **VISITORS**

Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment before coming to see teachers, counselors, or the principal.

**ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL. VISITORS MUST PRESENT A VALID STATE ISSUED ID OR DRIVERS LICENSE FOR BACKGROUND SCANNING. AFTER ID SCAN IS COMPLETED, AND ACCESS GRANTED, A PASS MAY BE GIVEN FOR ENTRANCE INTO THE BUILDING.**

### **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 you have an accident at school please remember: 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.

### **STUDENT 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.**

### **ILLNESS AT SCHOOL**

Students who are ill must obtain a pass from their class teacher to go to the health room located in the guidance office. The nurse will make arrangements for the student to go home or to the health room. No student may use the health room without permission from his/her teacher. The health room is for those with emergency illnesses. If the student is too sick to stay at school, THE NURSE, NOT THE STUDENT, is to make the telephone call to the student's parent. If a parent or a contact person cannot be reached, the student should return to their designated class.

### **SAFEGUARDING MONEY AND OTHER VALUABLES**

Do not bring more money than you need for the day, and leave other valuables at home unless they are needed at school. Safeguarding personal valuables is the responsibility of the individual.

### **EMERGENCY DRILL INSTRUCTIONS**

Emergency drills are held regularly. The drill is announced by means of an automatic alarm. In the event of power failure a hand operated siren will be used. Drills may occur at any time of day, during class period. When the alarm is sounded, students are to form a line quickly and go single file to the exit designated by the principal. Each room will have an evacuation plan posted. Students are requested to move quickly, without running and/or pushing. Emergency drills are a serious matter, and the student should conduct himself so as to make the drill effective. Upon completion of the drill, verbal notice will be given by the administration to return to the building. **A STUDENT WHO TURNS ON A FALSE FIRE ALARM IS SUBJECT TO SUSPENSION AND/OR EXPULSION. PERSONS WILL ALSO BE REPORTED TO THE POLICE.**

### **MEDICATION**

The Board of Trustees has approved the policy for student medications at school. It is our expectation that this policy will be easier for families to follow and will enable our staff to provide the safest and best possible health services. Oral or topical medication will be administered at school when prescribed by a licensed physician. The medicine must be prescribed to be given at least four times a day or at a specific time of day in order to be given at school. Medication prescribed three times a day or less needs to be given at home before and after school hours. A parent or guardian must complete a written permission form for the medicine to be given at school. These forms are available in the school office. Medicine must be brought to the school office in the original container. If you anticipate that your child will need to take medicine at school, you may ask the pharmacist for two prescription bottles, one for home and one for school. Over the counter medications will not be given at school unless prescribed by a physician to be given four times a day, or at a specific time of day. Our students' health is important to us. Through a cooperative effort, we can ensure better health, improved attendance and a higher level of academic achievement.

## Spartanburg County School District Three

Post Office Box 267, Glendale, South Carolina 28346

*Focused On The Future*

2011-2012 School Year

Dear Parents/Guardians:

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. 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, prescription medication will be given, or topical prescription medication will be applied during school hours—when prescribed by a licensed physician. Forms must be completed and signed by both the prescribing physician and parent/guardian before medication may be brought to the school health room. These forms are available in the school health room. Under special circumstances, over-the-counter medications may be arranged to be given during school hours. All medications must be brought to the school nurse by a parent or guardian.

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 health condition—for example asthma, severe allergies to insect stings, diabetes or seizure activity that requires specific treatment or immediate availability of medications.

Through a cooperative effort, we can ensure better health, improved attendance, and a higher level of academic achievement for all District Three students.

Sincerely

Peggy Shull, RN, BSN  
Nurse Coordinator - Health Services

### ATTENDANCE

Regular attendance is essential to success in school. Students are urged to be present in school every day if at all possible. State Board of Education policy requires that students attend *each* class a minimum of one hundred seventy class periods or the equivalent in order to receive credit for the course for the year. Eighty-five class periods or the equivalent are required for credit for a semester course.

A student may make passing grades for a course and yet receive no credit for it if he has not attended the class the required number of times. Exception is made only if each absence has been due to illness which is certified by a doctor and all work missed because of the absence has been made up to the satisfaction of the teacher.

For specific information on make-up work, please see page 15. **Students who have excessive numbers of absences may not be allowed to participate in extracurricular activities such as dances, field trips, etc.**

### LAWFUL ABSENCE

1. Students who are ill and whose attendance in school would endanger the health of others may be temporarily excused from attendance.
2. Students in whose immediate family there is a serious illness or death.
3. Students may be excused from attendance in school in accordance with local board policies.

### UNLAWFUL ABSENCE

Unlawful absence is defined to mean a student's willing absence from school without the knowledge of the parent, or a student's absence from school without cause with the knowledge of the parent.

**Whenever possible, absence from school should be pre-arranged through the principal of the school.** After five unexcused absences, a parent will be requested to come in for a conference.

#### **Examples of unexcused absences are:**

1. Truancy
2. Suspension when a student is given alternative
3. Shopping
4. Birthday
5. Missing school bus
6. Hunting, fishing, etc.
7. Trips not approved in advance
8. Gainful employment

### TARDINESS TO SCHOOL

**Students who arrive later than 7:50 will need to have a parent sign them in at the main office. The first two tardies will be excused. The 3rd tardy and any there-after will result in the student having lunch detention, after school detention, or ISS to be served on the same day they are tardy, or other consequences deemed appropriate by the administration.**

### **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. Teachers update the website regularly, so check the school website for any missed assignments.

### **ANNOUNCED TESTS**

1. Announced tests may be made up if a statement from a doctor is brought to the teacher immediately upon return to school. The principal must approve the doctor's statement before being presented to teachers.
2. If a test is missed for any other valid reason, permission must be obtained from the principal before the test can be taken.
3. Arrangements for make-up test work must be made within one day after returning to school.

### **REGULAR CLASSROOM WORK**

1. Related make up work will be given for all classes missed.
2. Make-up work must be completed to the satisfaction of the teacher three days after the work is assigned unless the teacher grants an extension.

### **OBTAINING CLASS ASSIGNMENTS**

In cases where students will be absent for TWO DAYS OR MORE, the student or parent may obtain assignments by contacting the guidance department A DAY'S NOTICE WILL BE NECESSARY IN ORDER TO OBTAIN ASSIGNMENTS. Teachers update the website regularly, so check the school website for any missed assignments.

### **HOMEWORK POLICY**

- 1. Homework helps students learn better and faster.** By asking to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students more new material.
- 2. Homework helps families become involved with education.** Homework is one-way parents can make a meaningful contribution to helping their sons and daughters achieve. WHEN STUDENTS SEE THAT THEIR PARENTS THINK EDUCATION IS IMPORTANT, THEIR PERFORMANCE IMPROVES.
- 3. Homework communicates the high expectations that schools hold for their students.** Assigning meaningful homework is one way of letting students develop confidence in their own abilities.
- 4. Homework helps students develop self-discipline and organizational skills.** Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

### **GRADING SYSTEM**

Reports on the quality of work in all classes are issued to students four times per school year. The grading scale is as follows:

A - 93-100; B - 85-92; C - 77-84; D - 70-76;  
F - 69 and below

Incomplete Grade - an incomplete will be given for work missed due to excused absences. Work must be made up within ten days of the students return to school. A 60 may be given for work not made up.

**Honor Roll** - This is determined by the student having grades of "85" or higher for all numerically graded subjects.

**Principal's Honor Roll** - This is determined by the student having grades of "93" or higher for all numerically graded subjects.

### **INTERIM REPORTS/REPORT CARDS**

Interim reports are sent to parents at the midpoint of each quarter. INTERIM REPORTS ARE TO BE SIGNED BY THE PARENT AND RETURNED TO THE TEACHER WITHIN THREE SCHOOL DAYS. If your child's progress is non-acceptable please contact your child's teacher immediately to schedule a conference.

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.

### **ACADEMIC ASSISTANCE/PROMOTION AND 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 (extended school), during school (Compass Odyssey), an enrichment class, or other necessary steps to provide the student services. The parent will be notified about the Academic Plan and the required parent conference.

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 an integral part of the process.

In order to be promoted, the student must pass language arts and mathematics, plus either social studies or science.

### **SCHEDULE CHANGES**

The master schedule is based upon the registration of the students, the requirements of the State Department Education and the Southern Association. Once made, it is difficult to make changes in this schedule without upsetting the balance between the restrictions and requirements imposed upon the master schedule. Schedule changes will be limited to only those approved by the principal. Individual student scheduling is done by computer. When students have been scheduled and class sizes have been balanced as much as possible, "convenience" changes in the schedule should not be requested.

### **TRANSFERS/WITHDRAWALS**

In order to transfer or withdraw from school officially, parents/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 reports will be released.

### **DRESS CODE**

Cowpens Middle School students should take pride in their image. Their dress should reflect this pride while at school or school functions. Students will dress appropriately, inconspicuously and not in clothing too extreme. See-through, net, muscle, short-midriff or tank shirts and/or blouses will not be allowed. No sleeveless tops, pajamas, or bedroom slippers are to be worn. Clothing with obscene language, suggestive pictures and/or advertising drugs, violence or alcohol may not be worn. All clothes should be properly buttoned and pants must be worn at the waist. Sagging pants are not allowed. All skirts, dresses and shorts should come within two inches of the knee, preferably to the knee or longer, regardless of tights or leggings underneath. Jeans may not have holes above the knee. Hats and/or sunglasses may not be worn in the building.

The administration must retain the prerogative of interpretation of the dress code. Student's whose inappropriate dress is considered to be a disruption of the educational process, may not be allowed to remain at school.

### **CELL PHONES, RADIOS, C.D. PLAYERS, ELECTRONIC GAMES, ETC**

Students should not use these devices at school. Any electronic device being used on campus will result in confiscation. 1st offense: confiscation until end of the day and parent conference, 2nd: 5 school day confiscation and parent conference, 3rd: 10 school day confiscation and parent conference, 4th: remainder of school year and parent conference. In order to receive the electronic device a parent must pick up after school (3:30) at the end of the confiscation period, which is determined by the number of offenses.

### COLLECTION OF MONEY

1. All checks should be made payable to Cowpens Middle School.
2. All fees must be paid by the date set for the activity.
3. Refunds of money will not be made unless extenuating circumstances exist as determined by the principal.
4. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.
5. **A \$30.00 service charge will be charged on all returned checks by F.A.R.S.(Federal Automated Recovery Systems).** By writing a check you authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

### LOCKERS

\*\*\*\*\*Students are not permitted to share lockers\*\*\*\*\*

- Students may only go to their lockers at times determined by their teachers.
- Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her LOCKER IS KEPT LOCKED AND IN ORDER AT ALL TIMES. School combination locks are to be used.
- Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students should not leave personal items or food items in lockers.
- No one should leave classes to go to their locker.
- The administration reserves the right to open and search any locker when it is deemed in the best interest of the safety and welfare of all the students. Therefore, only school owned combination locks may be used on the lockers. Students are not to use other students' lockers or permit other students to use their lockers.

### TEXTBOOKS

Students are expected to take care of the textbooks in their possession. Each student is responsible for all textbooks issued to him/her until such time as he/she returns them to the proper school authority. Any 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 TEXT BOOKS.**

It is expected that each student will have his/her own textbooks with him/her whenever he/she meets his/her classes. Failure to do so can result in disciplinary action. A student is not to use another student's textbook without the owner's permission. Any student found with another student's textbook in his/her possession without the owner's permission will be subject to appropriate disciplinary action.

Lost or misplaced textbooks will not be replaced until payment for the lost or misplaced books has been made in the office. When textbooks are issued, student names are to be neatly handwritten inside the front cover. The written name is the primary means in which students identify their textbooks; however, the administration uses barcodes that are attached to the back of the text. Do not remove this barcode. If a student removes the barcode he/she is responsible for replacing the book, since the administration does not have a way to correctly identify the book.

### **BREAKFAST-LUNCH**

Breakfast and lunch are served at school daily. 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. The school cafeteria is maintained as a vital part of the school's program. To encourage proper nutrition, well-balanced breakfast and lunches are offered at reasonable prices.

The cafeteria management and fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all plates and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.

### **LUNCH LINE**

#### **A. Lunch Room Behavior**

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 a teacher.
4. After eating, students should leave their seats promptly so that others might be seated. When students reach the disposal area, they are to place silverware in the water tray, place paper in the garbage cans, place food remains in the disposal, and stack their trays neatly.

#### **B. Extra Milk:**

1. A student may purchase an extra carton of milk in addition to his/her lunch cost.

#### **TOBACCO FREE POLICY**

Cowpens Middle School is a tobacco-free campus. School District Three does not permit smoking or any other tobacco use on school property, indoors or outdoors. Smoking/tobacco use is prohibited anywhere on campus, including sidewalks, parking lots, stadiums, bleachers, restrooms, etc. Your cooperation is appreciated.

#### **USE OF METAL DETECTORS**

When the administration has reasonable cause 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 express 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.

#### **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.

#### **SCHOOL RELATED ACTIVITIES**

All dates for use of the school building by clubs and various school organizations, or any event sponsored by school personnel, must be scheduled on the school calendar in the office of the principal.

#### **CARE OF 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.

#### **HALL PASSES**

Students are not permitted in the halls during classes without a hall pass from an authorized staff member. This pass must include: date, time, student's name, and destination. These passes are subject to inspection at any time. Hall passes are to be given to the teacher when the student reaches his/her final destination. Students are to carry passes so that the passes are conspicuous. Do not carry passes in pockets, billfolds, books, etc.

## ASSEMBLIES

Throughout the year, there will be many assemblies for various types of programs. Students are expected to be at their best behavior. Below are guidelines for conduct in assembly.

### **Conduct in Assembly**

1. Movement into and out of the gymnasium should be in an orderly fashion with no running, pushing, or crowding.
2. Each student should go directly and quickly to the area assigned to his class and sit down.
3. At no time should there be any type of applause other than clapping of hands. Stamping the feet and whistling serve to detract from the program, waste time and upset people in the program.
4. Students are not to talk, read, study, or pass notes while attending an assembly program.
5. Programs in our gymnasium are for education and entertainment and should be received as such. When saluting the Flag or singing the National Anthem, students are to face the Flag and stand at attention.

## SCHOOL CLOSING

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 via radio stations, television and/or our automated messaging system. Reports in the morning will be between 6:00 am and 9:00 am. 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. Please make sure the school office has a current phone number to insure you receive these important calls.**

## SCHOOL/OFFICE PHONE

**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.**

### **STUDENT BEHAVIOR CODE**

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

Any student who is harassed in any manner should report this to the principal or another school official. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of the following.

· Harming a student physically or emotionally or damaging a student's property or placing a student in a reasonable fear of personal harm or property damage

· Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidently. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

Despite our best efforts to teach all students these qualities, some still engage in hurtful teasing and name calling. We have, therefore, toughened our disciplinary penalties for harassing behavior as follows:

**REVISED BEHAVIOR CODE** – Threatening, harassing, bullying or intimidating a student (verbally, physically, written or via electronic device).

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

\*2-5 Day Suspension

\*Parent Conference Required

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

\*10 Day Suspension

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

\*Alternative (Principal

Discretion)School Placement

### **RESPONSIBILITIES**

Principals are authorized and charged by the Board and Superintendent, and teachers are charged by the principal 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 school at Cowpens Middle School 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 school personnel and the parents.

### **CODE OF CONDUCT**

The following "Code of Conduct" will allow an environment that is conducive for learning: **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 expect a positive learning environment**.

### **BASIC RULES**

1. Everyone will be courteous and demonstrate respect for others.
2. Learning and teaching will not be interrupted by anyone.
3. Everyone will respect the personal property of others and school property.
4. Everyone must be on time, ready to work, and stay on task
5. Everyone must use safe and appropriate conduct at all times.
6. No one may possess or use illegal or unauthorized items.
7. Everyone must remain in an authorized place on campus.

### **CMS POSITIVE BEHAVIOR INCENTIVE PROGRAM**

In an effort to provide a nurturing, positive, but firm learning environment for students we have a block system to support our discipline code. A block may be taken for each minor infraction, such as class disruptions, failure to follow directions, off task, and minor disrespect. Block sheets are sent home routinely for parent signature. Each time a block is taken the teacher will indicate the infraction, the date, and record his/her initials. There are rewards as well as punishments associated with the plan. Students who do not receive blocks in a specified time frame benefit from their good behavior. Some of the possible rewards are wampum, free snow cones, free popcorn, extra recess time, positive notes sent home, and many others.

### **Character Program (Wampum)**

At CMS, we have instituted a program to promote good character. This program uses wampum, a term used for money by Native Americans, to recognize positive character traits. Historically, these wampum were highly praised by Native Americans and were considered sacred and consisted of a string of white beads. As a result, having a mascot of a Red Raider, Cowpens Middle School chose wampum as part of our reward program. During the year, students will be recognized for demonstrating character traits such as: respect, responsibility, compassion, pride, caring, diligence, honesty, cooperation, preparedness, and loyalty. Wampum will be given out in increments of 1's or 5's. Students will be able to exchange these for incentives throughout the year. Students are not allowed to share wampum for incentives. Students who share (both giver and taker) could no longer be eligible to participate in any wampum event for the remainder of the year.

### **Pyramid of Discipline**

#### **First Tier: Individual Teacher**

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

#### **Second Tier: Teaching Team**

- Meetings as necessary, to handle specific situations and/or individual students (Students and/or parents may be included in these meetings).
- Consequences decided by the teaching team. The teaching team will have the authority to recommend lunch detentions, after school detentions, or other appropriate consequences.

#### **Third Tier: Administrative Team**

- Office referrals to administrative team.
    - Acts of disorderly conduct may be referred when serious, or when outside of house management.
    - All Level II and Level III offenses will be referred to administration.
- Consequences will be decided by the administrative team.

#### **The following is an explanation of the three levels of the Code of Conduct**

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 will have been involved with minor infractions prior to being sent to the office. Appeals for suspensions and expulsions should be referred to the principal. All appeals will be heard by a District Hearing Officer.

### **LEVEL 1-DISORDERLY CONDUCT**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly operation of the school, or the frequency or seriousness of which disturb the operation of the school. Acts of disorderly conduct may include, but are not limited to items listed under this level. The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to the following:

\* Verbal Reprimand \* Withdrawal of Privileges \* Detention \* In-School Suspension

### **LEVEL 2-DISRUPTIVE CONDUCT**

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others on the school bus. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II). Acts of disruptive conduct may include, but are not limited to items listed under this level. The administration may apply sanctions in cases of disruptive conduct that may include, but are not limited to, the following.

\* Temporary removal from the school \* Alternative Education Program  
\* In-School Suspension \* Out-of-School Suspension \* Transfer  
\* Referral to Outside Agency \* Expulsion \* Restitution of Property and Damages  
\* Other Sanctions as approved by the Administration

### **LEVEL 3A-CRIMINAL CONDUCT**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following.

\* 10 Days Out-of-School Suspension \* Assignment to Alternative Schools  
\* Expulsion \* Restitution of Property and Damages \* Other Sanctions as approved by the Board

### **LEVEL 3B-CRIMINAL CONDUCT**

The commission of any of the following acts of criminal conduct will usually be grounds on first offense for immediate 10-day suspension with automatic recommendation for expulsion. Written notice of time, place, date of parent/guardian conference scheduled within three days of the event must be given.

**SPARTANBURG SCHOOL DISTRICT III CODE OF CONDUCT**

CODES

S - Suspension

D - Detention Hall

W/RE - With Recommendation for Expulsion

ISS - In-School Suspension

PC - Parent Conference

OS - Overnight Suspension (student sent home with parent w/request for parent conference the next morning)

LEVEL I - DISORDERLY CONDUCT

	PENALTY		
	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
	<b>(Office Referral)</b>		
1. Bodily contact	Discretion/PC	1-ISS	2-S
2. Horse-playing	1-ISS	2-ISS	1-S
3. Cheating (1 <sup>st</sup> offense - Parents notified, zero given ) (2 <sup>nd</sup> offense – Parents notified, zero given and counseling) (3 <sup>rd</sup> offense – Parents notified, zero given and 1-ISS)			
4. Disruption (in or out of class)	1-ISS	2-ISS	3-ISS
5. Cutting Class	1-ISS	2-ISS	1-S
6. Disrespect toward a teacher	1-ISS	3-ISS	3-S
7. Distribution or sale of materials unauthorized by school administration	Discretion		
8. Dress Code Violation	Discretion	1-ISS	2-ISS
9. Lying or providing false information to faculty, staff, or administration	1-ISS	3-ISS	1-S
10. Leaving class without permission	1-ISS	3-ISS	3-S
11. Not reporting directly to authorized destination	2D	1-ISS	3-S
12. Not staying for detention	1-ISS	2-ISS	2-S
13. Forgery	PC/2-ISS	1-S	2-S
14. Tardiness to class (beginning with 3rd tardy)	1D	1-ISS	2-ISS
15. Theft of property of a value less than \$50 (restitution & counseling)	1-ISS	3-S	5-S
16. Use of profanity, vulgarity or abusive language in any manner between or among students	1-ISS	2-ISS	3-S
17. Violation of Internet Acceptable Use Policy	(Principal’s Discretion and possible loss of privileges)		
18. Defacing school property	1-D	2-D	3-S
			(+cleaning & restitution)
19. 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 sign-outs could result in the necessity of an intervention plan and/or referral			

**LEVEL II – DISRUPTIVE BEHAVIOR PENALTY**

	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
	(Office Referral)		
1. Refusal to Obey Teacher	1-ISS	2-ISS	3-S
2. Gambling	Parent Notification	2-ISS	3-S
3. Blackmail	2-ISS	3-S	5-S
4. Threatening, harassing, or intimidating a student (verbally, physically, written or via electronic device)	2-S	3-S	5-S
5. Bullying of any kind	2-S	3-S	5-S
6. Provoking and/or instigating a fight or physical abuse between students	3-S	5-S	10-S
7. Fighting or physically abusing a student	3-S	5-S	10-S
8. Smoking or use of smokeless tobacco or possession of tobacco products, lighter, matches, or paraphernalia	2-ISS	2-S	3-S
9. Possession or distribution of obscene materials	2-ISS	3-S	5-S w/RALT
10. Possession or fireworks, smoke bombs, stink bombs, or any device that would interfere with the operation, instruction, or destroy school property.	1-S	3-S	5-S w/RALT
11. Possession of ammunition	3-S	5-S	10-S
12. Leaving school grounds without permission.	2-ISS	3-S	5-S
13. Trespassing by suspended students	(Discretion of Principal/Per Board Policy)		
14. Theft of property of a value greater than \$50	3-S	5-S	10-Sw/RALT (+restitution & counseling)
15. Use of profanity, obscene language or gesture to a staff member	5-S	10-S	10-Sw/RALT
16. Possession and/or use of cellular phones, electronic devices	SEE PAGE 17		
17. Possession, distribution, or consumption of over-the-counter drugs	3-S	5-S	10-S

### **LEVEL III-A CRIMINAL BEHAVIOR PENALTY**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly operation of the school , or the frequency or seriousness of which disturb the operation of the school.. The Administration may pursue placement of student at Spartanburg County Alternative School.

	1 <sup>st</sup>	2 <sup>nd</sup>
	(Office Referral)	
1. 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)
2. Indecent exposure	10S	(10S W/RE)
3. Possession of weapons, such as knife, blackjack, chain, etc. on school property.	10S	(10S W/RE)
4. Setting off fire alarms falsely; false 911 calls	10S	(10S W/RE)
5. Use of fireworks, smoke bombs or stink bombs	10S	(10S W/RE)

\*The administration reserves the right to pursue student placement at the Spartanburg County Alternative School for the first violation of a level 3A offense.

### **LEVEL 111-B – CRIMINAL BEHAVIOR PENALTY**

	1 <sup>st</sup>
	(Office Referral)
1. Arson	(10S W/RE)
2. Bomb threats	(10S W/RE)
3. Physically abusing or threatening a member of school staff	(10S W/RE)
4. 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)
5. Possession or consumption of illegal drugs, controlled substances or alcoholic beverages	(10S W/RE)
6. Sale or possession with intent to distribute illegal drugs or alcoholic beverages (counterfeit)	(10S W/RE)
7. Sex offenses	(10S W/RE)
8. Unauthorized entrance in school building	(10S W/RE)
9. Willful destruction of a staff member’s property or school property	(10S W/RE)
10. Commission of any crime, gross immorality, gross misbehavior, or persistent disobedience	(10S W/RE)

\*The period of expulsion will be no less than one calendar year for possession of firearms. \*

### **DETENTION HALL/IN-SCHOOL SUSPENSION**

There are some breaches of discipline, which require more than a conference, but they are not serious enough to warrant suspension. Detention hall/In-School Suspension is for handling such discipline problems.

1. Detention hall will be assigned by a teacher or administrator.
2. Detention hall is held from 3:10 P.M. until 3:50 P.M. on a designated day in the Media center. **STUDENTS MUST BE IN THEIR SEATS BY 3:10 P.M.**
3. There is to be no talking upon entering the room and they are to take the seat assigned to them and remain there until dismissed. The roll will be checked.
4. Students reporting to detention hall are to have study and/or work materials. They are not permitted to leave their seats to obtain materials.
5. If a student has been assigned detention hall and is absent from school, he/she is to report to detention hall on the following scheduled detention hall day.
6. Students who misbehave during detention hall are subject to suspension and must complete the detention upon returning to school.

**STUDENTS ARE NOT TO GO TO LOCKERS OR ANY OTHER AREAS OF THE BUILDING AFTER THEY ARE DISMISSED FROM DETENTION HALL. THEY ARE TO LEAVE THE BUILDING BY WAY OF THE FRONT DOOR NEXT TO THE OFFICE. THEY ARE TO LEAVE THE CAMPUS WITHIN 5 MINUTES AFTER DISMISSAL UNLESS THEY HAVE PERMISSION FROM THE ADMINISTRATION TO REMAIN ON CAMPUS.**

### **IN-SCHOOL SUSPENSION RULES**

1. You absolutely may not talk or sleep.
2. You may not leave your seat without permission.
3. You must complete all assignments before the end of your assigned time in ISS. If not, one day of ISS will be added.
4. You must be working on assigned work unless you are in conference with in - school suspension coordinator or guidance counselor.
5. You must bring pencil, paper, and textbooks to in - school suspension. **NO EXCEPTIONS.**
6. All chairs must remain in their assigned spaces, and no one is to lean back in his/her chair.
7. No chewing of gum or eating of candy or food.
8. You may not talk while walking to and from the lunchroom nor while eating lunch.
9. You must obey any directions given to you by the ISS coordinator. Failure or refusal to do so will result in an out-of-school suspension. You will complete the remainder of your ISS time upon returning to school.
10. If you are disruptive in any way, you will be sent to the principal's or assistant principal's office and be subject to suspension.
11. If you are suspended out of school, you will be required to have a parent conference with the principal or assistant principal before re-entering school.

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

### **SUSPENSION OR EXPULSION**

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. Holidays and school cancellations are not counted as suspension days.

STUDENTS WHO HAVE BEEN SUSPENDED OR EXPELLED ARE NOT TO BE ON ANY SPARTANBURG SCHOOL DISTRICT 3 GROUNDS FOR ANY SCHOOL ACTIVITIES WHETHER DURING THE SCHOOL DAY OR DURING AFTER SCHOOL HOURS.

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 judgment of the administration such disciplinary action is made necessary by the circumstances.

### **DISTRICT 3 TRANSPORTATION POLICIES THAT PARENTS & STUDENTS NEED TO KNOW**

*\*For the safety of all children in Spartanburg School District 3:*

- A student must have permission to ride to and from school on the bus. They must have either a form on file with the transportation office OR have written permission from their principal AND the Director of Transportation BEFORE loading a bus. In the event of a last minute emergency, call 279-6742 between 6AM – 6PM.
- A student must have permission from the transportation office to change their assigned bus and/or assigned bus stop location.
- Any student not showing up for their morning bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the stop.
- Anything a student carries onto a bus must be able to be held in their lap.

## **BUS TRANSPORTATION**

We must exercise every precaution for a safe transportation bus system. The driver is to assume the responsibility for proper conduct on the bus.

Students who ride buses are expected to obey the instruction of the driver. Students must ride the same bus and the same load daily. No smoking is permitted. No profanity or talk unbecoming a good citizen will be tolerated. Loud and boisterous talk is unnecessary. Each rider must respect the rights of others.

When it reaches a point that the conduct of an individual is such as to jeopardize the safety of others, he will 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. The bus driver is in complete control. Students must be obedient.

**Bus riders should not be on front or back campus prior to the buses' arrival. They should report directly to the bus waiting area after being dismissed.**

## **SCHOOL BUS DISCIPLINE**

### **Level 1 - Disorderly Conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly operation of the school bus, or the frequency or seriousness disturb the operation of the school bus. Acts of disorderly conduct may include, but are not limited to, the infractions listed below.

- Tardiness to the bus stop
- Lying
- Acting in a manner so as to interfere with the safe operation of the bus
- Abusive language between or among students
- Failure to carry out directions
- Use of forged notes or excuses
- Petty theft
- Other disorderly acts as determined by the administration
- The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following.
  - verbal reprimand
  - withdrawal of privileges
  - detention
  - in-school suspension

### **Level 2 - Disruptive Conduct**

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others on the school bus. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II). Acts of disruptive conduct may include, but are not limited to the following:

- use of an intoxicant
- fighting or physically abusing a student, including threatening, intimidating or harassing a student
- vandalism (minor)
- extortion (as defined by law)
- theft, possession or sale of stolen property of a value greater than \$50 (plus restitution)
- threats against others
- blackmail
- trespassing
- abusive, profane or indecent gestures/language to staff or students
- refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking the school bus in any way as to deprive others of its use
- harassing a staff member
- possession or distribution of obscene literature, pictures or devices
- possession of fireworks, smoke bombs, etc.
- any other disruptive acts as determined by the administration

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

- temporary removal from the bus
- alternative education program
- in-school suspension
- out-of-school suspension
- referral to outside agency
- restitution of property and damages
- other sanctions as approved by the administration
- transfer
- expulsion

### **Level 3 A - Criminal Conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others on the school bus. These activities usually require administrative actions which result in the immediate removal of the student from the school bus, the intervention of law enforcement authorities, and/or action by the board.

Level 3 A offenses which usually lead to a 10-day suspension and/or possible recommendation for expulsion on second or repeated offenses except in extenuating circumstances as approved by the superintendent may include, but are not limited to, the following:

- possession of **any weapon**
- repeated fighting or fighting that results in serious injury to another student
- assault and battery
- use of fireworks, smoke bombs, etc. that creates a serious disruption, property damage or injury
- involvement in any type of disorder which attempts to disrupt the operation of the school bus
- indecent exposure
- other criminal acts as determined by the board
- The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:
  - 10 days out-of-school suspension
  - assignment to alternative school
  - expulsion
  - restitution of property and damages
  - other sanctions as approved by the board

### **Level 3 B - Criminal Conduct**

The commission of any of the following acts of criminal conduct will usually be grounds on first offense for immediate 10-day suspension with automatic recommendation for expulsion. Written notice of time, place, date of parent/guardian conference scheduled within three days of the event must be given.

- possession, use or otherwise handling any kind of firearm at school
- unlawful possession, use or distribution of any illegal or controlled substance.
- major vandalism (plus restitution)
- bomb threat
- sexual offenses (as defined by law)

### **Level 3 B - Criminal Conduct (cont'd)**

- physically abusing or threatening faculty or staff members
- arson
- inciting riot or any disorder which seriously interrupts the operation of the school bus.
- commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the district board, county board or the state board of education or when the presence of the pupil is detrimental to the best interest of the school

For purposes of this policy, "at school" will include, but is not limited to, areas in a vehicle on school property or a vehicle in the immediate vicinity of the school premises or school buses. The expulsion referred to herein may be permanent and is not meant to otherwise interfere with the student's right of due process. If the student is allowed to return to school in a subsequent school term, a hearing with the parent/guardian of the student will be held to determine the conditions under which the student will be allowed to return to school.

### **UNIFORM CONDUCT ON SCHOOL BUSES**

Discipline records of violations are cumulative. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for the remainder of the school year.

### **LEVEL 1- 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 1 Violation**

- Disorderly conduct on bus
- Misconduct at bus stop
- Getting on or off bus at an unauthorized stop without permission
- Eating or drinking on the bus
- Littering on the bus
- Standing or sitting improperly while the bus is moving
- Violating any safety procedure
- Riding the wrong bus without permission from the principal
- Continually making loud noises, yelling, etc.
- Pushing, tripping, general horseplay
- Encouraging others to misbehave

#### **Consequences**

1st Referral - Warning & Parent Conference

2nd Referral - Suspension for 1 day & PC

3rd Referral - Suspension from bus for 3 days (depending on severity)

4th Referral - Suspension from bus for 5days & PC

### **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**

- Misconduct at a bus stop
- Possessing and/or using any tobacco product on the bus.
- Throwing objects out of the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language, or obscene gestures
- Having hands, arms, heads, etc. out of bus windows and/or doors.
- Using rude, discourteous behavior directed toward the driver.
- Defacing property (writing, marking on the bus)
- Disobeying the bus driver
- Harassing, threatening, intimidating, or physically abusing another student.

#### **Level II Consequences**

**1st Referral:** Suspension from bus for 3 days & PC (parent conference)

**2nd Referral:** Suspension from bus for 5 days & PC

**3rd Referral:** Recommended expulsion for the remainder of the school year. Hearing will be held with a District Hearing Officer.

### **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 require 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**

- Fighting on the bus
- Possessing, using or distributing explosives/fireworks on the bus
- Carrying Weapons
- Carrying any object that might be used as a weapon on the bus
- Pushing or tripping that leads to injury.
- Vandalism (destruction of seats or interior and/or exterior part of the bus)
- Criminal behavior directed at passengers and/or driver (Ex: extortion, assaults, sexual offenses, etc.)

#### **Level III Consequences**

**1st Referral:** Recommended expulsion from bus for the remainder of the school year. Hearing will be held with a District Hearing Officer.

**South Carolina Code of Laws and Regulations of the Board of Trustees Spartanburg County School District Three requires 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 21-230 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 greater 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 suspensions or permanent dismissal of such pupils."

B. Page 57 of 1969 Cumulative Supplement Section 21-230 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. In addition to other provisions required by law or by regulations 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 of 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. Students 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.

\*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 that 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.

### **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 –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 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 County School District Three has developed and adopted 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 County 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. The district 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. The district 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





























