

Williston-Elko Middle School



Student Handbook

2017-2018

**Gregory W. Sweet, Principal
12333 Main Street
Williston, South Carolina 29853**

**Main Office: 803-266-3430
Fax: 803-266-7623**

Message from The Principal

On behalf of everyone at WEMS, I want to welcome you to the 2017-2018 school year. This year our focus word will be “Vigilant.” WEMS will be vigilant toward student success. Everyone will be watchful of all challenges that may occur and work collaboratively to overcome those obstacles. I encourage everyone to be vigilant with us and work as a team to reach our potential both academically and personally. Students, you are encouraged to set personal goals that will help you grow and mature. You should work with your teachers to set academic goals that will allow you to be successful. Your goals should challenge all of us at WEMS to work hard at helping you to achieve those goals. Parents, you are encouraged to get involved with WEMS. You can mentor a student, join our SIC, or volunteer to help. This is going to be an exciting school year! Thank you for your continued support! WEMS is a place *Where Excellence Means Success!*

Sincerely,
Gregory W. Sweet, Principal

Introduction

The policies and procedures contained in your handbook have been prepared to help you adjust to Williston-Elko Middle School. The ultimate purpose of education is to help each student develop and accept the responsibilities and obligations of good citizenship. Your success is our reward. Please feel free to call on this staff and the administration to help you reach your goals and dreams.

Administration

Principal:	Greg W. Sweet	266-3430
Athletic Director:	Derek Youngblood	266-3947
Admin. Assistant/Bookkeeper:	Mandy Cook	266-3430
Attendance Clerk:	Talina Jones	266-3430
Guidance Counselor:	Samantha Wright	266-3430
SRO:	Deputy Andrew Fedrick	266-3110

PROMOTION/RETENTION POLICY

The district affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

When the retention of a student is necessary, the decision will be made on the bases of achievement, minimal competency, student’s aptitude, attendance records and the judgment of both educators and parents towards promotion and retention.

This policy will be applicable to all students who are in the regular school program. Students functioning in the special education programs will be governed by their Individual Educational Plans (IEP). This policy will be administered fairly, equitably and consistently in the schools.

Action Plan- Participants in the conference at the beginning of the school year will develop an academic plan outlining district, school, parent and student responsibilities to include the following:

- assistance/intervention services the district and the school will provide
- actions the parents and student will take to ensure success

Parents will sign off on the action plan.

GRADING SCALE

Description of Performance	Letter Grade	Numerical Value
Excellent	A	90-100
Above Average	B	80-89
Average	C	70-79
Below Average	D	60-69
Failing	F	59-below
Incomplete	I	

Guidance

The purpose of the guidance program at Williston-Elko Middle School is to help any student in need of academic, social and emotional assistance. The guidance program also ensures that students are familiar with the Profile of a South Carolina Graduate. In preparation of producing graduates, that have world class knowledge, world class skills, and life and career characteristics. The overall guidance program is developed to provide activities and services that will enhance the quality of our students' school experience. We achieve these program goals by implementing the following strategies:

1. Helping the new student feel at home in our school with new teachers and students in a different setting.
2. Having individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Providing a testing program designed to help the student learn as much as possible about his capabilities.
4. Providing a counselor who welcomes the opportunity to talk things over with any student, parent, or teacher.
5. Scheduling classroom guidance once a week with each grade level. Topics covered are character education, bullying, conflict resolution, self-esteem, time management, friendship, responsibility, and study habits.
6. Conducting Individual Graduation Planning meetings with 8th grade students and parents to discuss academics, test data, college readiness, career goals, and to assist with aligning high school coursework to students' career goals.
7. Enrollment and withdrawal of student information. Sending and receiving record request to ensure permanent records are accurate.
8. Scheduling students without discriminating on the basis of sex, race, or national origin.
9. Providing a counselor who will meet with at-risk students on a periodic basic (At risk students are students experiencing academic, disciplinary or attendance problems).
10. Providing Career Counseling to all students.

Equal Educational Opportunity

The Board believes that the District must provide public education in an atmosphere where differences are understood and appreciated. The District will treat all students fairly, with respect, and without discrimination.

Every student of this district shall be offered equal educational opportunities regardless of race, color, creed, sex, disability, national origin, economic or social background, immigrant status or English-speaking status.

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Director of Special Services.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact our Director of Special Services to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Director of Special Services.

Title IX

(Educational Opportunities and Course Offerings)

Williston School District (Barnwell County 29) does not discriminate on the basis of sex in the educational programs or activities, which it operates, and it is required by Title IX of the Educational Amendment of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access of students to educational programs, course offerings and student activities.

Assessments

Measures of Academic Progress (MAP)

MAP assessments are computer adaptive achievement tests in Mathematics and Reading. The computer adjusts the difficulty of the questions so that each student takes a unique test. The difficulty of each question is based on how well the student has answered previous questions. The students will take the first MAP assessment at the beginning of the school year. A second MAP assessment will be scheduled after the winter holidays.

Benchmarks

Benchmark assessments are short tests administered throughout the school year that give teachers immediate feedback on how students are meeting academic standards. The student results are used to adjust the curriculum as needed.

End of the Course Assessment (EOC)

EOC is an assessment to measure student achievement in English Language Art 1 and Algebra 1(Honors). This assessment is only administered to eighth grade students who have qualified for these courses.

South Carolina Palmetto Assessment of State Standards (SCPASS)

The South Carolina Palmetto Assessment of State Standards (SCPASS) is a statewide assessment administered to students in grades four through eight. All students in these grade levels are required to take the SCPASS except those who qualify for the South Carolina Alternative Assessment (SC-ALT). SCPASS includes tests in two subjects: science and social studies. (ed.sc.gov)

South Carolina College-and Career- Ready Assessment (SC READY)

The South Carolina College- and Career- Ready Assessments (SC READY) are statewide assessments in English language arts (ELA) and mathematics that will meet all of the requirements of Acts 155 and 200, the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Improvement Act (IDEA), and the Assessment Peer Review guidance. (ed.sc.gov)

Family Rights and Privacy Act

The Family Rights and Privacy Act is a law that intends to protect the accuracy and privacy of student educational records. In that regard, please note the following:

1. The definition of educational records includes all records, files, documents, and other materials containing information directly related to your child.
2. Without your prior consent, only you and authorized individuals will have access to your child's educational records. However, unless you make a request in writing, to the contrary, we may release without consent directory information contained in your child's education records; name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous educational agency or institution attended. The school should receive your written request within ten days of your child's enrollment in school.
3. You may make an appointment with the school to inspect and review your child's educational records.
4. You may receive a copy of the Williston School District (Barnwell County 29) policy on: *Student Records* from the school office or the District Office at 12255 Main Street, Williston, SC 29853.
5. You may obtain copies of educational records at a cost of \$5.00 per transcript, other than the first copy of a transcript to another educational institution, which will be sent without charge.
6. You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
7. Challenges may be addressed to the Superintendent, 12255 Main Street, Williston, SC 29853.
8. The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.

The rights described herein are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Report Cards/Interim Reports

Each student will receive a report card after each grading period of school. The report card should be given to your parents or guardian for examination. Report cards may not be issued if all fees and fines have not been paid. Each student will receive an interim report midway through each nine-week period. Parents should contact teachers if their child is experiencing academic difficulties at interim report time. Parents may be asked to come to the school to pick up interim reports or report cards in order to conference with teachers. This will be a scheduled time.

Health Services

Williston School District 29 employs a registered nurse that is available to all schools and that maintains a healthy school environment by responding to emergency illnesses and injuries and by promoting preventive health care and early intervention strategies. The nurse also conducts health screenings such as vision, hearing, dental, scoliosis, and blood pressure checks. Students in need of the nurse's services should contact the main office.

Comprehensive Health Education Act

Comprehensive health is part of the graduation requirement in South Carolina in order to receive a state high school diploma. All students are required to participate in a health curriculum to include community health, consumer health, personal health, prevention and control of diseases and disorders, safety and accident prevention, substance abuse, reproductive health, and pregnancy prevention. Units are included in physical education to meet this requirement. If you have any questions regarding this curriculum, please contact the district nurse at 266-7878.

The Comprehensive Health Education Act requires that 750 minutes of the health curriculum be devoted to reproductive health, family life, and pregnancy prevention. If you do not want your child participating in this course, you must write a letter stating your wishes and submit it to the school principal no later than September.

Head Lice

If from an examination, it is believed that a student is infested with head lice, the principal, nurse, or trained staff member will provide for the removal of the student from the classroom and insure that the parent(s)/guardian(s) is notified of the same and requested to remove the child from the school. The parent will also be given information on the prescribed/recommended treatment and requirements for re-admission. Siblings of students believed to be infested who attend school in the district will also be examined.

Any student so removed will be excluded from re-entry until such time as he/she is determined to be totally free of lice and nits by a district nurse or trained staff member.

Student Council

Your student council provides for the student activities. It serves as training experience for both leaders and followers. It promotes the common good and gives students a share in the management of the school. It also develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the School Improvement Council and the school administration.

Extra-curricular Activities

Students are encouraged to participate in extracurricular activities (clubs, band, athletics, prom, etc). In order to participate in any activities, a student must attend school at least 1/2 day on the day of the activity. If a student is absent for more than 1/2 day, he/she may NOT participate. Check with the principal if you have any questions. Students may also be denied participation in extracurricular activities due to inappropriate behavior.

Clubs and Organizations

Blue Fire Drumline	Mark Romano
Marching Band	Mark Romano
8 th Grade Prom	8 th Grade/Study Council
Junior BETA Club	Betsy Portune
Yearbook	TBD
Student Council	Samantha Wright
Athletics	Derek Youngblood
ProTeam	Betsy Portune
Cheerleading	Derek Youngblood
College/Careers	Susie Runnels
After School Art Program	Tiffany Zieman

Student Medications at School

Students who must be administered medicines during school hours should bring their medicine in their original bottles with the dosage instructions to Mrs. Jones in the main office upon their arrival at school. They may pick their medications back up from Mrs. Jones at the end of the school day. Any medicines taken at home or at school should be reported to the District Nurses, Ms. Linda Starnes, RN, and Tina Craig, RN, on the student health update form issued at the beginning of each school year.

Health Services

Williston School District 29 employs a registered nurse that is available to all schools and that maintains a healthy school environment by responding to emergency illnesses and injuries and by promoting preventive health care and early intervention strategies. The nurse also conducts health screenings such as vision, hearing, dental, scoliosis, and blood pressure checks. Students in need of the nurse's services should contact the main office.

WILLISTON-ELKO SCHOOL DISTRICT #29 ILLNESS PROTOCOL

To prevent the spread of disease and contagious conditions in the school, Williston District #29 School Nurses have established the following "Illness Protocol"; as recommended by South Carolina Department of Health & Environmental Control.

- **FEVER:** Students and faculty with a temperature of 100.0 F or higher are required to stay home from school. Students and faculty/staff may not return to school until the fever has been gone for 24 hours without the use of fever-reducing medications.
- **STOMACH VIRUS:** Students and faculty/staff may not participate in school or school activities if they are experiencing vomiting and/or diarrhea. (Unless the condition is related to Irritable Bowel Syndrome, Crohn's Disease, etc **OR** a medical evaluation indicates that inclusion is acceptable).
- **CONJUNCTIVITIS (Pink Eye):** Students and faculty/staff with pinkeye will be excluded from school if they also have fever, severe eye pain, copious drainage, or are too sick to participate. Otherwise, the American Academy of Pediatrics states "*It is helpful to think of Pinkeye like the common cold. We do not exclude for the common cold. Pinkeye generally results in less symptoms of illness than the common cold. The best method for preventing spread is good hand hygiene.*"
- **INFLUENZA LIKE ILLNESS:** Students and faculty/staff with Influenza/Influenza-like illness or ILI will be excluded until at least 24 hours after they are fever free without

the use of fever-reducing medications. ILI is defined as an oral temperature of 100 degrees Fahrenheit or more with a cough/and or sore throat for which there is no known cause besides the flu or an influenza like illness.

- **MONONUCLEOSIS:** Students must be excluded from school until cleared for re-admission by a health care professional.
- **SKIN LESIONS & INFECTIONS:** Students will be excluded if skin lesions are draining and cannot be covered, or if the covering cannot be maintained because drainage comes through the covering to contaminate other surfaces.
 - **Impetigo:** Students will be excluded from school until 24 hours after antibiotic treatment has been initiated. Lesions on exposed skin should be covered with a watertight dressing.
 - **Sports:** Children with lesions on uncovered skin, or with lesions that are covered but draining or oozing, may not participate in close contact sports or other athletic activities. The sanctioning athletic body may impose additional restrictions for physical education and sports activities for students with skin lesions.
- **STREPTOCOCCAL PHARYNGITIS (Strep Throat):** Students and faculty/staff will not be allowed to return to school until fever-free and at least 24 hours after treatment has been initiated.

Remind your child to wash his/her hands after toileting and before eating. Encourage him/her to cough and sneeze into a tissue. The best way to prevent the spread of disease and illness is thorough hand-washing. Use a hand sanitizing product if soap and water are not available. For a complete listing of conditions that are listed on the SC DHEC “School Exclusion List” visit http://www.scdhec.gov/Health/docs/School_Exclusion_List.pdf or contact your School Nurse.

Attendance

The subject area teacher will honor parents’ notes for the expressed purpose of allowing students to make up missed work. It is the responsibility of the student to arrange his/her make-up work. This should be done within **3** days of the missed period. However, parents’ notes cannot be accepted if the student is in violation of state attendance laws. SOUTH CAROLINA ATTENDANCE LAWS specify that no student can miss more than 3 days in a semester course or 6 days in a yearly course and receive credit for that course on an alternating day, A/B, schedule. On the semester block schedule, no student can miss more than 6 days in a credit course or 3 days in a half credit course. Absences beyond these limits must be excused with either medical excuses or have the principal’s approval. Written excuses must be submitted to the office within **3** days of the student returning to school. If a student finds himself in violation of the attendance laws, he may still receive credit if he can prove extenuating circumstances (illness, death in the family, etc.) beyond his control. Students must be in attendance at least two periods of the day in order to participate in any extracurricular activity or attend any school-sponsored event such as the prom. Some of these requirements may only apply to high school students. If you have any questions, please contact the school.

Notification of Excessive Absences

On the 3rd, 5th, 8th, and 10th absences, parents will be notified by a letter. Students who are in violation of STATE ATTENDANCE LAWS will be referred to the district attendance supervisor.

Sign In, Sign Out

If for any reason you must leave school during the day, you must be signed out from the office by your parent/guardian or an adult your parent/guardian listed as an emergency contact on the school form. The individual checking a student out of the school must be 21 years of age or older and come in the office and sign the form provided. **If you arrive late, a parent/guardian (21 years of age or older) must sign**

you in at the attendance office. You are counted present the days of any school-sponsored activities such as field trips, ISS, etc....

Visitors

We welcome visitors, but safety is first. All visitors should report to the main office to sign in and receive a visitor identification badge. The badge will be worn around your neck while you are visiting. After you have completed your visit, return to the main office to sign out and return your badge. **If you would like to visit a classroom during instruction, we ask that you make prior arrangements with the teacher.**

Parent Responsibility

Although a discipline code is established by the local Board of Trustees, the school system is not responsible for teaching discipline standards to students.

It is the responsibility of parents/guardians to ensure that their children exhibit acceptable behavior.

Dress Code

The Board of Trustees has set the following dress code:

- Neatness and cleanliness are expected of all students at all times
- Clothing items must fit properly. Excessively tight or loose fitting clothing items are not permitted. No sagging pants (All pants must be worn at waist level.)
- No oversize shirts or pants
- No midriff tops, tank tops or shirts that excessively reveal parts of the body
- No head covers. No caps or hats will be worn in the building
- All clothing (shorts, skirts, etc.) must be worn at least three inches from the knee (measured from mid-knee while standing) even with the wearing of leggings
- No unfastened clothes or belts
- No clothing or jewelry displaying profane language or pictures or promoting the use of guns, violence, sex drugs, alcohol, or tobacco product
- Both pants legs will be worn down and unrolled at all times
- Other items that may be considered inappropriate for school will be determined by the administration. For example, clothing items that may be viewed as offensive or derogatory will not be allowed to be worn at school.
- No pajamas or bedroom slippers

**** The principal will handle consequences for Dress Code violators.**

Tardy Sweep

The tardy sweep program works fairly simple. When it is time to begin class, the teachers close their door and begin teaching. Any students that are in the hallways are tardy, and they are “swept” to the main office to log their tardy. The tardy is logged in the system, and they are given a pass to class. The entire process takes 1-2 minutes. An administrator or designee will view the tardies in the system and deliver a consequence if needed. This process keeps the teacher focused on teaching, and not late students.

<u>Tardy Offense #</u>	<u>Consequence</u>
1-4	Warning
5-8	Lunch Detention
9-11	1 hr. After-school detention
12-15	1 Day ISS
16-19	2 Days ISS
20-24	1 Day OSS/ Principal Discretion
25-Up	2 Days OSS/Principal Discretion

*All tardies are reset each semester

Cell Phones Policy

Williston-Elko High School and Williston-Elko Middle School recognize the importance of electronic communication between students and parents/legal guardians. Further, both schools recognize that instructional time is precious and must be protected from unnecessary disruption. The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies of electronic devices in which students may possess. Students who possess and/or use such devices at school or school sponsored events will demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, the WEHS and WEMS electronic communication devices will allow students to use their phones before the school day begins and after the school day ends.

Students and parents/legal guardians should understand that possession of these devices could pose a risk of loss or theft. The district encourages students to properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices. In addition, the district will not be responsible for the condition of any confiscated devices upon its return to the owner.

Students may utilize these devices under the following circumstances:

Before and after school – (usage of a cell phone on a bus will be regulated by the bus driver)

Students may not utilize these devices during testing (SCPASS, HSAP, EOC, ACT, SAT - any state or federal test). These devices include but are not limited to cell phones, media players, tablets, electronic readers, headphones, stop watches, electronic translators, hand-held devices, or any electronic imaging device or photographic devices.

Respect for privacy rights and illegal and unethical uses of camera or recording devices

News reports have shown that cellular phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs of other people. When someone takes pictures of others without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual also may face criminal prosecution. These devices can also be used to reproduce copyrighted material, so their misuse can lead to penalties under federal copyright laws. To address these concerns, in addition to our existing guidelines on the use of electronic devices on school grounds and at school-sponsored activities, the following guidelines apply to possession and use of camera devices.

General principles

Camera/recording devices may not be used in any unethical or illegal manner.

Camera/recording devices may not be used to photograph another person who has a reasonable expectation of privacy without the person's knowledge and consent.

Camera/recording devices may not be used in a way that would violate another person's copyright.

Camera/recording devices may not be used to harass, intimidate or bully another person or to invade another person's privacy.

An image taken using a camera/recording device may not be published, broadcasted or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright to the material appearing in that image.

Camera/recording devices may not be used in any classroom without a teacher or principal's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera device may be used.

Camera/recording devices may not be used in any locker room, restroom or any other place where other people have a reasonable expectation of privacy.

To ensure compliance with other district and school policies, use of cellular phones or other personal electronic devices must not violate any other district and/or school policies (such as participation in athletics), including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use or harassment. If a violation occurs involving

more than one district and/or school policy, consequences for each policy will apply. Family members needing to contact students during class time should contact the office, which in turn will make appropriate arrangements with the student.

Consequences

1st offense – Teacher (or staff member) will create an incident report in incident management and the cell phone or device will be confiscated and taken to the office for the rest of the day. Parents will be notified of the incident and students will be given a verbal warning.

2nd offense - \$5.00 fine, confiscate the device, parent contact and return phone to student at the end of the day.

3rd offense - \$15.00 fine, confiscate device, 1 day of ISS, and parent must come pick up the device and sign a memorandum acknowledging that the 4th offense will resort in confiscation until the end of the school year and loss of privilege to bring an electronic device to school.

4th offense - \$25.00 fine, confiscate device for remainder of year, loss of privilege to bring an electronic device for remainder of the year, up to 3 days ISS.

Students are expected to cooperate in releasing cell phones and other electronic devices when requested by school personnel. Students will not be allowed to remove SIM cards or batteries. Refusal to turn the device over to an administrator at any point will result in 2 days out of school suspension.

Important Terms

Expulsion is the loss of privilege to attend classes or other school functions for the remainder of the school year. Every student has the right to petition the Superintendent of schools for re-admission for the following school year, unless permanently expelled by the Board of Trustees.

Out of School Suspension (OSS) is suspension from school for up to 10 days. The student may not attend classes or other school functions, ride the school bus, or enter school grounds without permission from a school/district administrator. When a student is suspended from school, the administrator shall notify the parent/guardian of the suspension, and set a time and place when the administrator shall be available for a re-instatement conference with the parent and student before the student returns to school.

Alternative to OSS: A parent may opt to shadow their child for one day in lieu of any 1 or 2 days OSS. A parent is not to be an active participant in the class but an observer only.

In-School Suspension (ISS) is offered as an alternative to OSS. A school administrator will assign students to ISS according to the Discipline Code. The students may not attend regular classes, but will instead be assigned to the ISS room to complete their regular classroom assignments and work assigned by the ISS proctor. Those refusing to report to ISS and those misbehaving in ISS will be assigned OSS. No student will be assigned ISS for more than 10 days during the year. **Students in ISS are prohibited from participating in any extracurricular event that occurs on the day they are assigned to ISS.**

School Cafeteria

Free School Meals:

Williston School District 29 School Board of Trustees approved participation in the Community Eligibility Provision Program for the 2017-2018 school year.

All students enrolled in the Williston School District 29 schools may participate in the breakfast and lunch program at no cost to them. Families will NOT have to fill out meal applications.

Breakfast and lunch meals follow the United States Department of Agriculture (USDA) guidelines for healthy school meals. Williston School District 29 encourages all students to participate in the school meal program.

Parents or guardians that have any questions pertaining to this matter should contact the Coordinator of Food Services, on an informal basis at 803-266-7878 or by writing to the coordinator at Williston School District 29, 12255 Main Street, Williston, SC 29853.

Media Center Services

The media center will be opened at 7:30 a.m. and remain open until 3:30 p.m. You are encouraged to use the media center as much as possible. From time to time, it may be required for a student to visit the media center to work on research assignments. In such a case, the student must first get a written pass from the teacher and then, upon entering the library, inform the librarian about the particular need.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students' names, teacher's name and period taught are written on the inside cover of each book. This procedure aids in locating your text if it is misplaced. Students are required to pay for lost or damaged books.

Lockers

The school will furnish locks. Students are directed to refrain from storing anything of value (such as cash, expensive clothing, jewelry, etc.) in the lockers or other storage spaces. Lockers may be inspected at any time by the principal. If a lock has been lost, \$5.00 will be charged to replace it. Any student owing for a lock from previous year, will not be issued a locker until the \$5.00 has been paid. **Lockers may be used after the first bell on the way to first period class, after the 3:00 p.m. dismissal bell, or under the supervision of a teacher. The sixth (6th) grade will not utilize lockers.**

Hallway Travel

Students will be allowed in the building at 7:30 a.m. Students will be allowed in the hallways at the close of school, while moving from one class to another, or when they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are not allowed in the hallways during lunch. Running or shouting in the halls is not permitted at any time.

Lost and Found

Any object lost or found on school grounds or in school buildings is to be brought to the main office. If you have lost an item, check in the office to see if it has been returned.

Assemblies

The conduct of the student body at an assembly is indicative of the school as a whole. Unacceptable conduct will not be tolerated and is defined as any activity that is disruptive or may cause harm to the student or others. Students will attend assemblies with their homeroom classes and will leave all textbooks and backpacks in their homeroom classrooms. Wallets and purses are to be carried with the student.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses and/or damages. If something is damaged by accident, you should report it to a teacher or the office immediately. See the Student Discipline Code. The school will not be responsible for personal items that are either lost or damaged.

Weapons, Drug and Alcohol Abuse, Baton Searches

Any student who is in possession of a weapon or intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property (including buses) will be immediately suspended. In addition, they may be (1) expelled from school and (2) reported to the appropriate law enforcement agencies for legal action: see the Student Discipline Code. Baton metal detectors will be used on a periodic basis to provide a safer school environment.

Student Drop-Off

All students are to be dropped off/picked up on Warren Street. Students may be dropped off beginning at 7:15 a.m. A student is tardy after 7:45 a.m. **Warren Street will become one way at 2:30 p.m. to allow for dismissal.** All traffic should enter from West Street and exit onto Main Street. **No students should be dropped off at the back of the school.** This area is for buses only.

Dances

School dances are for W-E students only. No outside guests are allowed except for the 8th Grade Prom. Requests for exceptions should be addressed to the principal. This is an extra-curricular activity in which the same rules apply.

School Insurance

School insurance is available to all students. A packet will be available for each student on the first day of school. Purchase of this program is optional but recommended.

Athletics

Since it is a privilege to represent a school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but will be required of them while at school and at other times. All athletes participating in the athletic program should be prepared to follow all rules and regulations determined by the athletic staff, administrators, and School Board. Those not willing to comply with rules and regulations will not be permitted to participate.

Athletic Parameters

Excellent physical and mental preparations are essential for a successful athletic program. This is done by practice sessions planned by each coach and by the observance of certain training rules and regulations. A student physical form, parent permission, and proof of medical insurance are required of every athlete wishing to participate in ANY athletic activity.

Furthermore, every student athlete is expected to:

1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat as well as victory.
3. Display respect for authority.
4. Display a spirit of cooperation.
5. Display a high standard of social behavior.

Student Athletic Responsibilities and Rights

Students participating in the athletic program will be governed by the rights, protection, and responsibilities prescribed by Williston School District 29 and the South Carolina High School League. Students who participate in the athletic program are required to meet the eligibility requirements and

follow the rules of the SCHSL, Williston-Elko High School, and are expected to conduct themselves in a safe and sporting manner toward all persons.

Athletic Attendance

Students must be in class for a minimum of two class periods to be eligible to participate that day. Exceptions to this policy may include pre-arranged absences authorized by the principal and athletic director.

Team Selection (Cuts)

When making cuts, coaches consider the following criteria:

1. Lack of physical strength, coordination and/or size, which in the opinion of the coach, endangers safety and/or health of the athlete or other participants.
2. Lack of athletic skill.
3. Available facilities, coaches, and the nature of the competition that may require a limited number of positions on a team.
4. Poor attitude, conduct, or citizenship.

Travel Regulations

1. Team members must use the mode of transportation provided by the schools.
2. An athlete who travels to an away game with a school team must return with his/her team. The only exception to this rule would be a request made in writing to the coach by either the parent or guardian of the athlete before leaving for the event.

Discipline Categories and Consequences

Category I: Minor Offenses

Category I Offenses are those actions that interfere with the normal operation of the school day for both the students and school personnel. A student violating an offense more than the listed number of times will be assigned 1-day Out of School Suspension (OSS). Category I Offenses will begin anew at the beginning of second semester.

- Offense 1:** Tardiness
- Offense 2:** General classroom misconduct
- Offense 3:** Continually unprepared for class
- Offense 4:** Eating/drinking in class (gum included)
- Offense 5:** Failure to follow instructions
- Offense 6:** Loitering in an unauthorized area; No hall pass
- Offense 7:** Displaying gang signs, drawings, or other gang related materials
- Offense 8:** Running, playing or horse playing (hall or grounds) that may endanger self or others
- Offense 9:** Improper show of affection (no physical contact)
- Offense 10:** Unauthorized sale of items (candy, etc.)
- Offense 11:** Other minor offenses (to include dress code)

Category I Offenses require the following actions:

- Referral 1:** Warning and/or parent/guardian contact

Referral 2: 1 day In-School Suspension

Referral 3: 2 days In-School Suspension

Referral 4: 3 days In-School Suspension

Referral 5 and each additional referral, **students will be assigned 1-day OSS. Alternative to OSS:** A parent may opt to shadow their child for one day in lieu of any 1 or 2 day OSS. A parent is not to be an active participant in the class and is to be an observer only.

NOTE: All teachers are expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator. The consequences listed below come into effect once the student has been referred to an administrator.

Category II: Intermediate Offenses

Category II Offenses are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of themselves or others.

Offense 12: Minor vandalism/graffiti (\$25 or less)-Restitution required

Offense 13: Minor theft (\$25 or less)-Restitution required

Offense 14: Trespassing by a student from an in-district campus

Offense 15: Cheating (giving or accepting assistance)-Zero to be given on assignment

Offense 16: Abusive, profane, or obscene language, gestures, or materials (student to student)

Offense 17: Forging or falsifying information (written or verbal)

Offense 18: Failure to report to an assigned area (cutting classes, etc.)

Offense 19: Possession of tobacco products or paraphernalia (cigarettes, lighters, chewing tobacco, etc.)

Offense 20: Unlawful assembly

Offense 21: Disrupting a lawful assembly

Offense 22: Any activity that endangers self or others while at school

Offense 23: Minor Disrespect

Offense 24: Gambling

Offense 25 Inappropriate use of music devices, playing cards, dice, or video games in use during school hours

Offense 26 Other Intermediate Offenses

Category II Offenses require the following actions:

Referral 1: 2 days In-School Suspension

Referral 2: 3 days In-School Suspension

Referral 3: 2 days Out-of-School Suspension

Referral 4: 3 days Out-of-School Suspension

Referral 5 and each additional referral, students will be assigned 3 days OSS.

Category III: Serious Offenses

Category III Offenses are those actions that display lack of regard for school or district policies as well as the rights of other students and school personnel. A student violating a Category III Offense more than that listed number of times may be recommended for expulsion.

- Offense 27:** Smoking or use of tobacco products while at school or at school sanctioned events
- Offense 28:** Deliberate disobedience/refusal to obey school personnel
- Offense 29:** Trespassing by a suspended student
- Offense 30:** Major disrespect to school personnel
- Offense 31:** Threatening, intimidating, taunting, or harassing another student (verbally, physically, or written)
- Offense 32:** Fighting at school or at any school sanctioned event
- Offense 33:** Leaving school grounds without administrative permission (also includes failure to sign out) *-will result in driving privileges being revoked*
- Offense 34:** Inappropriate use of any personal electronic communication devices or technology
- Offense 35:** Theft (\$25 to \$99)-Restitution required
- Offense 36:** Vandalism (\$25 to \$99)-Restitution required
- Offense 37:** Other Serious Offenses

Category III Offenses require the following actions

Referral 1: 3 days Out-of-School Suspension

Referral 2: 4 days Out-of-School Suspension

Referral 3: 5 days Out-of-School Suspension and conference with the Superintendent of schools. (Possible recommendation for expulsion.) Law enforcement may be notified by either school officials or parents, if deemed necessary.

***Any misconduct that happens away from school grounds or school activities that may have a direct or detrimental effect on, or seriously threaten, the discipline, educational environment, safety, or general welfare of students, faculty, staff, and/or students, then board policy JICDA-R will be examined and implemented.**

Category IV: Severe Offenses

Category IV Offenses are those actions that violate State or Local laws.

- Offense 38:** Use, transfer, or possession of dangerous weapons or other items able to cause bodily harm
- Offense 39:** Threatening, intimidating, or act of physical or verbal abuse to school personnel
- Offense 40:** Setting off false fire alarm
- Offense 41:** Use, possession, distribution, or sale of drugs, alcohol, non-alcoholic beer, or other controlled substances
- Offense 42:** Use of obscene or profane language, gang signs/symbols, gestures, or material to school personnel

- Offense 43:** Invasion of privacy (Includes molestation, areas off limits to that sex/gender, and any applicable violations)
- Offense 44:** Major vandalism (\$100 or more)-Restitution required
- Offense 45:** Major theft (\$100 or more)-Restitution required
- Offense 46:** Unprovoked physical abuse-Student(s) attacking another student without provocation
- Offense 47:** Gang attack-Two or more students attack, threaten, or intimidate another student
- Offense 48:** Any unauthorized invasion of school computer system
- Offense 49:** Other Severe Offenses

Category IV Offenses will automatically result in a minimum of 5 days OSS and a maximum of 10 days OSS, referral to the Superintendent of schools with a recommendation for expulsion, and if necessary, notification of law enforcement.

Category V: Bus Offenses

Riding a school bus is a privilege, not a right. Appropriate behavior is expected on the bus at all times. The following policy will be in effect for all students who ride school buses.

- Offense 50:** Fighting while on the bus
- Referral 1:** 2 days OSS and 5 days off the bus
- Referral 2:** 3 days OSS and 10 days off the bus
- Referral 3:** 5 days OSS and permanent removal off the bus. Conference with Superintendent of schools is required for reinstatement. (Possible recommendation for expulsion.)
- Offense 51:** Safety offenses and refusal to listen to the driver
- Referral 1:** Warning or detention
- Referral 2:** 2 days off the bus
- Referral 3:** 3 days off the bus
- Referral 4:** 5 days off the bus
- Referral 5:** Loss of bus privileges for the remainder of the year

Students involved in damage or destruction of property will share equally in the cost of repairs or replacement of that property. Additionally, refer to the appropriate offenses that address vandalism (Offenses 12, 36, and 44). There will be no smoking or use of tobacco products on the buses. Open food or drinks are not allowed on the buses. Profanity and other inappropriate language will be treated as a safety violation. Additionally, refer to Offense 16. In accordance with state law, the bus driver is in charge and his/her word is final. Misconduct or prejudicial treatment of students by the driver should be reported to the Barnwell School District 29 Bus Supervisor in writing (and signed) as soon as the incident occurs. Offenses 1-51 of the Student Discipline Code will be in effect while students ride the bus.



Signature Page Student Handbook

By signing this agreement, I acknowledge that I have received, read, and understand all of the information contained in the *Williston-Elko Middle School Student Handbook*. I sign this acknowledgment voluntarily and realize that these are the policies of the school.

Student's Name

Grade Level

(Parent Signature)

(Date)

*** please return this page signed and dated to your child's teacher. ***

