



# STUDENT HANDBOOK

## **Nondiscrimination Policy Statement**

Horry County Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX to Paul Hickman, Principal Specialist IV – Special Projects; for Section 504 or the Americans with Disabilities Act to Mollie Laut, Director of Special Education; and for all others contact Bill Latham, Chief Officer for Policy and Procedural Issues. You may call 843-488-6700 or contact Horry County Schools at 1605 Horry Street, Conway, SC 29527.

## **Nondiscrimination Policy Statement**

Las escuelas del condado Horry no discriminan por razones de raza, religión, color, nacionalidad, sexo, discapacidad, edad, estado migratorio, dominio del idioma inglés o ninguna otra característica protegida por la ley federal o la ley de Carolina del Sur aplicable en sus programas o actividades. Las siguientes personas han sido designadas para manejar las preguntas relacionadas con las políticas de no discriminación:

En relación con el Título IX diríjase a Paul Hickman, Director Especialista IV, Proyectos Especiales; para la Sección 504 o Ley de Americanos con Discapacidades contacte a Mollie Laut, Directora de Educación Especial y para cualquier otro asunto comuníquese con Bill Latham, Funcionario Principal de Asuntos de Políticas y Procedimientos. Puede llamar al 843-488-6700 o comunicarse con las Escuelas del Condado de Horry en 1605 Horry Street, Conway, SC 29527.



**WELCOME**

**to**

**Black Water Middle School**

**SCHOOL COLORS**

***RED & SILVER & BLACK***

**SCHOOL MASCOT**

***BEAR***

**PLEDGE OF SUCCESS**

**Today is a new day; a new beginning.**

**It has been given to me as a new gift.**

**I can either use it or throw it away.**

**What I do today will affect me tomorrow.**

**I cannot blame anyone but myself if I do not  
succeed.**

**I promise to use this day to the fullest by  
giving my best,**

**realizing it can never come back again.**

**This is my life and I choose to make it a  
SUCCESS!**

## **MISSION**

*The mission of Black Water Middle School, a diverse student-centered learning community, is to guarantee that all students are fully prepared, successful contributors in a rapidly changing global society through relevant, rigorous, standards-driven personalized learning provided in a safe, nurturing environment.*

## **FROM THE PRINCIPAL...**

Students and Parents:

It is with pleasure that we welcome you to Black Water Middle School for the 2009-2010 school year. We are privileged to have the opportunity to provide for the educational needs of the students we serve and view this opportunity as a task that is also shared with students and parents.

Our teaching and support staff is dedicated to providing the best possible learning environment for our students during these crucial years, and, through the cooperative efforts of both home and school, students of our middle school can receive the optimum in educational services.

Students who are successful in school attend regularly, are prepared and ready to learn in the classroom, and do their homework. Students should use this handbook to make the most of the opportunities that come their way this year.

We, at the middle school, are committed to excellence, and we welcome you as a member of the team.

Sincerely,

*Dr. Cindy Thibodeau*

Principal

## **School Hours**

**8:00 - Homeroom**

**8:15 - Warning Bell**

**8:17 - First Block Begins**

**3:30 - End of school day**

## **OPENING CEREMONIES**

Each school day begins with Opening Ceremonies which include the Pledge to the Flag, a “moment of silence”, morning announcements, and the Pledge of Success.

## PBIS SCHOOL

Black Water Middle is a school which promotes positive behavior through our Positive Behavior Intervention and Support process (PBIS). This process teaches students clear and consistent school-wide expectations and recognizes those students who follow procedures and exhibit positive behaviors. We follow the HIGH FIVE:

Be Your Best  
Employ Honesty  
Act Responsibly  
Respect Others  
Safety First

Students and teachers are regularly rewarded with Bear Bucks which can be redeemed for prizes and privileges.

## TWO STUDENT HANDBOOKS

In addition to the middle school student handbook, each student receives a copy of The Horry County School's *Parent/Student Handbook (PSH)*. References are made to it throughout this handbook.

## MEDIA INFORMATION CENTER

The Media Information Center (MIC) houses thousands of books and many periodicals for student use. Computers are available through which students access vast resources of information including local public libraries and the Internet. Computers may also be used for word processing.

Copies may be made for 10 cents each (black ink).

The MIC is open 30 minutes before school each morning and remains open throughout the day and for 30 minutes after school closes. **A pass from the student's teacher is required in the morning before school begins in order to go to the MIC.**

Students may use the library after the school day ends without a pass.

Limits are placed on the length of time materials may be checked out, and fines will be charged for overdue materials.

## ACADEMIC INFORMATION

The school day operates on a multi-block schedule. Math, Language Arts, Science, and Social Studies classes meet each day all year. We also have a MIRP (Monitored Independent Reading Program) block where students are to engage in self-selected texts. Teachers hold conferences with the students to ensure reading comprehension. The remaining minutes are for two discovery classes per semester. This system allows for mastery of the basic curriculum and opportunities for enrichment and remediation.

### *Classes for High School Credit*

- **Algebra I & Geometry:** Seventh and eighth grade students recommended for placement in Algebra I may receive high school credit if they successfully complete Algebra I; eighth grade students may receive credit for successfully completing Geometry.
- **English I:** Eighth grade students recommended for placement in English I may receive high school credit if they successfully complete the course.
- **Computer Keyboarding (grades 7 and 8) and Business Computer Applications (grade 8):** Students successfully completing these courses may earn one-half unit of required high school credit for each course.

### *Discovery Classes*

Students in middle school are given opportunities to explore many areas of interest through Discovery Classes. *Students in grade six* may sign-up for Band or Orchestra. Other Discovery Classes are assigned and include Visual Arts, Computer Arts, World Music, Physical Education/Health, General Music, Chorus, Read 180, and Spanish (2<sup>nd</sup> Semester).

Students in grade Seven may elect to take Band, or Orchestra. Other Discovery Classes are assigned to students and may include Chorus, Visual Arts, Physical Education/Health, Computer Keyboarding, Drama, Read 180, World Music, Entrepreneurship, and Spanish (2<sup>nd</sup> Semester).

Discovery Classes available for eighth grade students include Visual Arts, Computer Keyboarding, Computer Applications, Physical Education/Health, Read 180, Drama, Chorus, World Music, Band, Orchestra, Entrepreneurship, and Spanish (2<sup>nd</sup> Semester).

- **Physical Education and Health** are required for all students.

## SCHEDULING OF CLASSES

Class schedules are completed during the summer and are considered final on the first day of classes. No class changes will be allowed unless: 1) student does not meet the requirements for a course, 2) a student completes a course during summer school. *Course changes are not allowed to select specific teachers. Any course changes must have the approval of the principal.*

## ACADEMIC REQUIREMENTS

### Promotion Requirements/Grading Scale

See your **PSH** for information on requirements that must be met in order to be promoted to the next grade.

The grading scale is as follows:

**A=93-100**  
**B=85-92**  
**C=77-84**  
**D=70-76**

### Homework

Teachers use the following guidelines in providing homework. Parents will be informed of other guidelines by individual teachers.

- Homework should always reinforce skills already covered during classroom instruction.
- Homework cannot count more than 20 percent of a student's grade for the quarter.
- Maximum time for homework should not exceed ten minutes per grade level nightly, including time required for nightly reading (e.g., 60 minutes per night in grade 6, 70 minutes per night in grade 7, and 80 minutes per night in grade 8).
- Teachers will make every effort to take into account individual student needs when assigning homework.

## Report Cards

Students receive an interim report at the middle of each nine weeks and a report card at the end of each nine weeks. Also included with these reports is a copy of the student's discipline record. Report cards and discipline reports must be returned signed by a parent or guardian. Please notify the school of any change in address.

## STUDY TRIPS

Teachers may arrange a trip for a class to broaden the classroom learning experience. Only those students who return the signed parent permission form to the



sponsoring staff member will be allowed to go on the trip. For trips requiring payments, no refunds will be made after payment deadlines. Students are reminded that it is their responsibility to make up any assignments missed while on a study trip.

## ATTENDANCE

Attendance in middle school is counted class by class. Students are not allowed to **miss more than 10 (ten) unexcused/unverified absences** in each class during the school year. Missing over 10 days in any class without a doctor's excuse may cause the student to receive no credit for that class.

### If a student is absent from school ...

1. On the day of return, the student must present a note to the Attendance Clerk, before classes begin. Without a note, the absence is unverified.

### The note should include the following:

- Current date
- Student's name
- Date(s) of absence
- Parent's signature

- Reason for the absence
- The parent's daytime phone number.

2. After receiving the note from the parent, the Attendance Clerk will give the student an Admit Slip to class.

**Doctor's notes** must be verifiable, and they ONLY excuse the times stated on the doctor's note.

### Make Up Work

Students are expected to be in school on a regular basis to achieve specific curriculum objectives. Students are required to make up all work missed. When lawful absences occur, the teacher will specify a reasonable period of time for missed work to be completed based on the length of absence and school time missed. However, after reasonable efforts have been made by the teacher without success, a zero grade may be given.

When unlawful absences occur, students and/or parents are to request information on assignments missed. Teachers will clearly inform students and/or parents of required assignments and will give students one week to make up the work missed. If work is not completed, in one school week, a zero grade may be assigned for the work.

## TARDY POLICY

We believe that with our current bell schedule the responsible student will have no problem getting to class on time. Students are expected to be seated, have all instructional materials, and be ready for instruction when the class period begins.

**Tardiness will be excused for late bus, legal document, or situations approved by the administration. Since bus transportation is provided, traffic is not considered an excuse for being tardy. A parent note does not excuse tardiness.**

### Penalties for Tardies:

First Tardy	Warning
Second Tardy	Warning/Parent Contact
Third Tardy	Private Dining/Parent Contact
Fourth Tardy	Parent Contact, Referral to Administration, and Block of In-School Suspension
Fifth Tardy	Parent Contact, Referral to Administration and 1/2 day of ISS

Sixth Tardy	Parent Contact, Referral to Administration and full day of ISS
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Tardies start over at the beginning of second semester.

### If a student is late getting to school...

Students arriving at school after first block has begun must report immediately to the attendance clerk. The student will be given a class admittance slip. Tardies to school result in the same penalties as tardies to class (see above).

### If a student is leaving early...

1. Bring a note to the Attendance Clerk before class begins, signed by your parents, stating why you are leaving early and what time you will leave. The student will be issued an Early Dismissal Pass which allows you to leave class at the time stated on your pass. **The office may not interrupt a student's class except in the case of an emergency, so classrooms cannot be called to get a student out early.**

2. When the student returns the next day, a note (from the parent or doctor) must be given to the attendance clerk explaining the absence of the previous day.

3. Students signed out by persons other than their parents/guardians or approved emergency contacts must have written permission from the parent or guardian and administration verification.

**In no case may a student leave the school grounds unless he/she has been properly signed out in the attendance office by a parent or legal guardian or by the principal, assistant principal, or someone officially designated by one of them. A parent who has transferred legal guardianship of a student to another party may not sign the student out.**

### If a student is moving...

1. The parent/guardian must bring a note to the guidance office giving the student's last day of school and departure time.

2. The student will receive a transfer form to present to his/her teachers, the cafeteria, and the librarian. Each of the above state staff member will sign the form. **All unpaid or owed fees must be paid before leaving (e.g., cafeteria, library books, lost books).**

3. Books must be turned in to the attendance clerk on the student's last day.

4. The guidance office will keep a copy of the form. The student will keep the original copy to present to his/her next school.

## AWARDS & RECOGNITIONS

### Alpha and Beta Awards

Recognition of student's achievement, Celebration of Success assemblies will be held at the end of each nine week grading period. Alpha Awards are given to students who have an "A" average in all subjects. Beta Awards are given to students who have a "B" or better in all subjects.

**Tops in Attendance Awards** and **Behavior Honor Roll Awards** are presented at the Celebration of Success assemblies for each nine weeks of outstanding attendance and behavior. Those students receiving Behavior Honor Roll all year are honored at a special party at year's end, and those with yearlong perfect attendance receive special recognition at Awards Day Ceremonies.

**President's Education Awards** are presented to eighth grade students who have maintained at least a B+ average during their sixth and seventh grade years and the fall semester of their eighth grade year. These awards are presented during awards ceremonies at the end of the school year.

**Most Improved Student Awards** are presented during the second and third quarter Celebration of Success assemblies to the students at each grade level who have improved most in their grades during the previous nine weeks.

**Awards of Excellence** are presented by teachers to the top students in each of their classes during end-of-year Awards Day ceremonies.

## COMPUTERS

Computers are available for student use in computer labs, and in the media center. **However, before a student may use a computer, the student and parent must sign the Policy for Student Use of Computers, which will be given out during the first week of school.**

Each computer, associated printer(s), software, and other peripherals are the property of the school district. Therefore, any malicious or otherwise damaging

actions to any of these items are treated as school vandalism.

Students must comply with all acceptable use regulations found in the *PSH* for Horry County Schools.



## TEXTBOOKS

***Students are responsible for all textbooks they are issued, and are required to pay for lost or damaged books.***

If a book is lost, the student should report the loss to his/her teacher, the teacher will obtain a bill from the textbook coordinator and then the student must pay the bookkeeper in the office. If the book is found later, the money will be refunded.

1. *Never write in your books, throw them, sit on them, or leave them outside.*
2. *Don't let anyone borrow them; don't put them in someone else's locker; and never leave them unattended.*

## BOOKBAGS

Bookbags may be brought to school, however, students must remove books and materials from them when they get to school and leave their bookbags in their lockers. Bookbags may not be carried around during the school day. Sports bags are acceptable to carry toiletries only.

## GUIDANCE

If private counseling is needed, students and parents may call for an appointment with the guidance counselor. During the school day, a student must have a teacher's written permission to go to the guidance office unless he/she goes before or after school.

In addition to offering individual and group counseling, counselors offer crisis counseling and academic

counseling. They also coordinate student registration, student testing, and student records.

### **Conflict Resolution**

Conflicts are a part of everyday life. A student has a positive way to settle conflicts: Conflict Resolution. The student should report the problem to his/her guidance counselor BEFORE the problem becomes extremely serious. The guidance counselor will set up a meeting with the students to work out the problem.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Clubs/Activities**

Clubs and activities are an important part of school life. They provide leadership and educational, social, and emotional growth experiences. Activities could include competitions such as MathCounts, Mock Trial, Spelling Bee, Cheerleading, Yearbook, and Geography Bee.

All available clubs (Beta Club, Dance Team, FCA, Builders Club, Chess Club and Jr. Optimist Club) and activities will be announced after the beginning of the school year.

### **Student Council**

The primary function of Student Council is to help unify the students by being receptive to their ideas, suggestions, and opinions concerning their school life and activities. They sponsor many programs for students, including student dances.

Each 1<sup>st</sup> block class elects a representative to Student Council in September.

Established guidelines must be met before a student may declare his/her candidacy or seek election.

### **Dances**

The Student Council sponsors student dances during the year. The dances are held from 3:30 p.m. until 5:30 p.m. Each grade has one dance each and the eighth grade has a special dance in their honor at the end of the school year. Students receive a permission form for the dance which states all the rules which must be followed and parents must sign the form. Also, parents must come to the cafeteria door to pick them up when it is time to leave. Students may not bring guests to the dances.

### **Athletic Programs**

Seventh and eighth graders may participate in B-Team football and basketball and Junior Varsity sports such as soccer, tennis, golf, track, volleyball, cross-country, swimming, and freshman baseball and softball.

All students are invited to participate in these programs as long as they meet the eligibility requirements of the South Carolina High School League. All participants must have a physical, insurance coverage, and an approved birth certificate before being allowed to participate.

### **Assemblies**

Assembly programs are an important part of a student's educational program. Students must always treat performers and participants with respect.

The following expectations are observed during assemblies:

1. *Applaud only at the appropriate time.*
2. *Do not whistle, make loud noises, boo, or stomp on bleachers (when events are held in the gym).*
3. *Remain seated unless given permission to move.*
4. *Do not talk during a performance.*

### **End of the Year Bear-Fest**

The festival is held at the end of each year as a celebration of the year's accomplishments. The Bear-Fest events include athletic competitions, performances, arts, and crafts.

## **Before & After School**

Students arriving at school before 8 a.m. must report to the cafeteria or designated area. When the tone sounds, students are to follow the morning procedures in the school wide discipline plan.

In the afternoon, car riders and bus riders (by grade level) are dismissed at 3:30 p.m. Car riders are required to wait for their rides in the yellow zone area.

### **Breakfast**

Breakfast is available in the cafeteria each morning before school begins.

## **Off-Limits Areas**

**All students are to remain on campus once they arrive. The following areas are off-limits to students:**

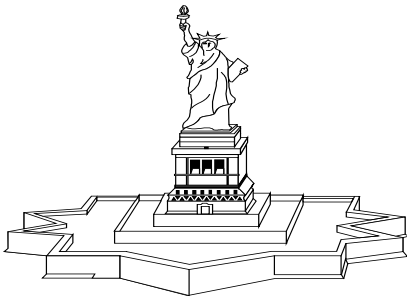
1. Areas where the student does not have classes
2. Teachers' workrooms
3. Bus parking lot
4. All wooded areas around the buildings
5. The teacher/staff/visitor parking areas
6. The retention ponds and the ditches bordering the campus
7. At lunchtime: all areas of the campus except the cafeteria and black-top unless the student has written permission to be elsewhere

**Students involved in supervised activities after school are to report directly to that activity and remain with the activity sponsor until students leave the campus.**

## Hallways

Students in the halls **during class time** must have a pass with them from the adult who authorized them to be out of class. Students out of class without a pass may be considered cutting class.

1. Students should travel the hallways, and sidewalks of the campus in an orderly manner: no running, pushing, jumping, or playing.
2. Loitering is not permitted; it creates unsafe conditions and causes other students to be late to class.
3. The rule is to always keep "to the right gray line" in the halls.



## RIGHTS & RESPONSIBILITIES

Students have a right to a free education in the public schools and the right to equal educational opportunity.

With these rights come responsibilities, including attending school regularly, putting forth effort in classroom work, and following school rules and regulations.

The following should guide everything you do at school:

**Rule #1- Take care of yourself.**

**Rule #2- Take care of each other.**

**Rule #3- Take care of this place.**

## BEHAVIOR IN THE CLASSROOM

Students are expected to conduct themselves as young ladies and young gentlemen at all times. Any behavior contrary to this will necessitate intervention according to school and board policy, and this action is maintained in the student's discipline record. Excessive misbehavior will be called to the parent's attention and a conference will be scheduled with the student, parent, teacher and/or administrator.

In order to be successful at school, students must come to classes with textbook, paper, pencil, and other materials required by the teacher. Students are expected to do all assignments given to them by teachers; and must not disrupt the classroom or disturb other students. Disruptive students will either be disciplined by the teacher or for extreme or repeated disruptions, may be issued an office referral and sent to their assistant principal.

Students are expected to follow all guidelines and rules in the school-wide discipline plan. Any behavior considered inappropriate and disruptive to the educational environment that may not be specifically dealt with in this plan will be handled in a manner the administration feels is most appropriate for all concerned.

## Cheating

The penalties for giving or receiving assistance (cheating) on homework, tests, or other assignments:

<i>First Offense</i>	<i>"0" given on assignment; parents notified</i>
<i>Second Offense</i>	<i>Referral to assistant principal</i>

## BEHAVIOR FOR SCHOOL SPONSORED EVENTS

Students are expected to conduct themselves in a proper manner while on the school campus, going to and from school, and while attending school-sponsored activities such as study trips, dances, and concerts. All school/district rules apply to students going to and from school.

### Animals

Students are not allowed to bring animals to school.

### Valuables

Students may not bring valuable personal items or large amounts of cash to school. If a student should bring an item of considerable value to school by mistake, it should be stored in the office until the end of the day. **The school is not responsible for valuables.** Band instruments, which belong to students, are solely the responsibility of the student to whom they belong; school insurance does not cover loss or theft of these instruments. These instruments should not be left at school after school hours.

### ITEMS NOT TO BE BROUGHT TO SCHOOL:

CD players, CD's, iPods, MP3 players, toys and other distracting items, PsP Players, electronic games/devices, laser pointers, rolling shoes, skateboards, cameras of any kind and other similar items. Any of the above items, which are brought to school, will be taken by school officials and returned to the student at the discretion of the official. The school is **not** required to investigate the theft or destruction of any of the above items.

### Cell Phones/Pagers

Although cell phones may be brought to school, they may not be turned on or in sight upon a student's arrival at school or **used at all during the school day.** **Students may not use cell phones, pagers, or other electronic devices to interfere with instruction or school activities, or send inappropriate messages, recordings, broadcasts, or images.** Violations will result in the student's phone being taken by a school official. Repeated violations will result in disciplinary actions (see PSH) with the phone only returned to the child's parent.

### Vehicles

Students are not allowed to have motor vehicles, including mopeds or cars, on the school campus.

### Gum/Candy/Food/Drink

Eating or drinking in the classroom or hallways without permission will result in a disciplinary action.

#### Penalties for Gum or Candy:

<i>First Offense</i>	<i>Warning</i>
<i>Second Offense</i>	<i>Warning/Parent Contact</i>
<i>Third Offense</i>	<i>Private Dining/Parent Contact</i>
<i>Fourth Offense</i>	<i>Parent Contact, Referral to Administration, and Block of In-School Suspension</i>
<i>Fifth Offense</i>	<i>Parent Contact, Referral to Administration and 1/2 day of ISS</i>
<i>Sixth Offense</i>	<i>Parent Contact, Referral to Administration and full day of ISS</i>

### Selling Items

Selling **anything** at school requires permission from the principal. Unauthorized items and any money collected will be taken and returned only to the student's parents.

### Public Display of Affection

Public display of affection, including holding hands, kissing, or hugging between students is not appropriate at school. Violations of this rule may result in the students being referred to their assistant principal for disciplinary action.

## BEHAVIOR, THE LAW, AND BOARD POLICY

Students must study carefully the information in the *PSH* on Weapons, Illegal Drugs, Threats, Tobacco Products, and Sexual Harassment.

**Penalties for use/or possession of tobacco products:**

First Offense	Two day assignment to ISS
Second Offense	Two days OSS
Third Offense	OSS and recommended expulsion from school

**Physical Altercations (fighting) and threats may result in any or all of the following: ISS, up to five days OSS, arrest, or expulsion.**

**CONSEQUENCES**

**Private Dining**

Students may be assigned a Private Dining for Level I or some Level II rule infractions. A student not serving an assigned consequence will be referred to an administrator.

**In-School Suspension (ISS)**

In-School Suspension (ISS) may be assigned in lieu of out-of-school suspension (OSS). Students receiving this penalty report with their books, assignments and materials to the ISS classroom at 8:15 a.m. on the day they are assigned. Students may be assigned to ISS for a full day or part of a day. Students may work on regular classroom assignments or additional assignments deemed appropriate by administration. Students also are provided guidance in self-help areas, such as good decision making.

**Out-of-School Suspension (OSS)**

**OSS may be administered as a disciplinary measure in some cases. When a student is suspended out of school, he/she will not be allowed to come on any Horry County Schools grounds unless it is with a parent for a conference with an administrator. The student is not allowed to attend any functions at the school including extra-curricular activities during the suspension.**

**Expulsion**

Expulsion is the exclusion of a student for the remainder of the school year from classes or any school related functions. Expulsion is recommended by the administration for any activity which violates criminal laws. Expulsion is also applied in cases

involving serious misconduct and continued minor misconduct after reasonable disciplinary measures have failed to achieve satisfactory results.

**STANDARDS OF DRESS**

Students, parents, and staff are reminded of the importance of good grooming and its effect upon the learning environment. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. Please refer to the PSH for additional information regarding the dress code.

**The following are guidelines for dress in Horry County Schools:**

- Attire must comply with requirements for health and safety.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Shorts, skirts and dresses should be of adequate length to assure modesty when the student is seated or engaged in school activities (for example, no mini-skirts or short-shorts are allowed). At a minimum, shorts/skirts should be below fingertips when arms/hands are extended at the sides. No cutouts in clothing are allowed.
- Undergarments must be covered by outer clothing. Tops with spaghetti straps less than three adult fingers wide are inappropriate, as are tops that reveal cleavage.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term (for example, bandanas or scarves may not be worn).
- Clothing and jewelry reflecting images of tobacco; drugs or drug paraphernalia; alcohol; sexual innuendo; vulgar, inappropriate, or suggestive symbols or language may not be worn.
- Hats, headgear and sunglasses may not be worn in the building.
- Chains, including those on wallets, may not be worn at any time.
- Halter tops, boxer shorts, fishnet apparel, exposed midriff apparel, swimming attire, pajamas/bedroom slippers, outer lingerie, tight "spandex" clothing, and sheer fabric may not be worn.

Pants and other garments are to be worn appropriately. Buttons are to be buttoned, zippers

zipped, snaps snapped, and straps secured as designed. **Pants are to be secured at the waist, not down on the hips or below.**

For any apparel that is considered to be unacceptable, consequences are as follows:

If the student is referred to an administrator, the parent will be called to bring a change of clothes to the school, meanwhile, the student may be assigned to ISS.

## ILLNESS/MEDICINE

Medication may not be administered without written request from the parent on Horry County Schools Form H-15 (*Parent Request for Administration of Medication by School Personnel*). **Aspirin may not be given at any time.**

All medicines must be kept in the school's health room, unless the student must keep it with him/her (e.g., asthma inhaler, bee sting kit). If this is necessary, parents are asked to discuss this with the school nurse or the principal.

Medicine will be given during school hours only when other arrangements cannot be made. Medicine must be given by the school nurse or a person designated by the principal.

The medication must be in a container appropriately labeled with instructions by the pharmacy or physician. **Medication in unlabeled containers will not be accepted.**

**Medication may only be dispensed during class change or a designated time arranged by administration or a doctor.** Students may not leave class to take medicine unless the school nurse specifically requests it.

All parents are asked to make sure the school has emergency information, especially a phone number where parents/guardian/neighbor may be contacted during the school day.

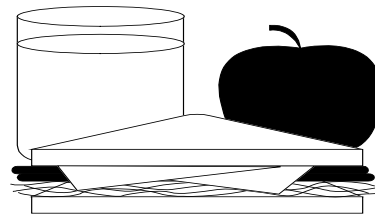
IF A STUDENT BECOMES SICK AT SCHOOL and cannot continue in class, the student must obtain a pass from his/her teacher and report *to the health room*. Parents will be called to pick up students who have a fever or who are too ill to stay in school.

Unnecessary visits to the health room are to be avoided. **Remember, if a student is in the health**

**room during a class, the absence counts against the student unless cleared by the school nurse.**

If an accident occurs, the school nurse or a faculty member will give first aid and notify parents or a family physician. Any treatment beyond first aid is the responsibility of the parent.

The school nurse (See *PSH*) screens all sixth and eighth graders for scoliosis; *parents must notify the school in writing if they do not wish for their child to be screened for scoliosis.*



## CAFETERIA PROCEDURES

**Students are allowed to "charge" only 3 (three) school lunches. No drinks or ala Carte items may be charged. Students may be provided with an alternative meal if the lunch account is not paid in full. Prices for lunch and breakfast can be found in the PSH.**

For those students bringing lunch from home, bag lunches and beverages may be kept in the locker until lunchtime. However, *no* glass beverage bottles may be brought to school.

After getting food items in the serving area, sixth, seventh and eighth grade students sit in assigned areas. Students are expected to work together to keep the cafeteria clean and neat, and each class is assigned an area of the cafeteria to keep clean.

### Cafeteria rules

1. *No loud talking, noise, or rowdy behavior.*
2. *When finished eating, pick up all trash and food around and under tray and under table.*
3. *Take tray to the wash window.*

### After Eating Lunch:

1. *Use the restrooms located in the cafeteria hallway. All other halls are off limits during lunch.*

2. Students remain in the cafeteria until dismissed by their teachers. Students should not reenter the dining area after leaving the cafeteria to go outside.

3. Students may go to the library **with a pass** from a teacher or by showing the “punch” on their ID card.

## ID CARDS

Technological and safety factors make Identification Cards (ID's) an important part of school life.

Students enrolled at the middle school are issued a picture ID that they are required to have in their possession at all times. The cost of the ID is \$5.00.

### With the ID card...

- Books can be checked out of the library quickly
- Textbooks will be checked out to students
- Alpha and Beta students receive special privileges
- Authorization is given for computer use
- Students are admitted to school dances

### *Your ID speaks for you!*

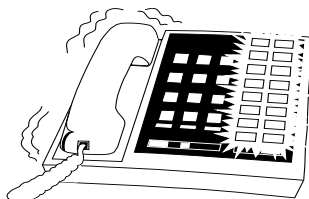
**Lost ID's may be replaced on Wednesday or Thursday mornings in the media information center before school begins. The cost to replace your ID is \$5.**

### The ID Punch

Students who receive Alpha or Beta Awards will have their ID cards punched for each nine weeks they receive those awards. By showing their “punched” ID card, students receive many special privileges, including the use of their ID card as a library pass, first in line at lunchtime, free or reduced admission to all school activities.

## Student Supplies

Pencil dispensing machines are located in each hall so that students may purchase pencils at any time during the school day for 25 cents.



## TELEPHONE

Classroom telephones may be used by students only with teacher permission. Telephone messages from parents or guardians received in the office will be accepted for students, but students will only be called to the office at *the end of the day* to get messages.

## LOCKERS

All lockers must be locked securely at all times.

1. Lock combinations **must not** be shared with others.
2. All lockers are subject to inspection and to the subsequent removal of non-school related items.
3. Stickers and decals may not be used on lockers.
4. Sharing of lockers is not allowed.

## KEEP THIS PLACE SPECIAL

Students should take time to pick up any paper or trash they find in the halls or outside. Even though they may not have put it there, they're doing their part by keeping the school environment clean. Individual students are responsible for keeping their locker and desk area clean and always depositing trash properly.

## Restrooms

Use restrooms only before, after school, between classes and/or designated times.

1. If it is absolutely necessary to use the restroom during class, students must have a hall pass issued by the classroom teacher.
2. Loitering or playing is not allowed.
3. Restrooms must be kept clean and neat.

**NOTE:** Parents should inform teachers if their child has a medical issue that may require frequent or emergency trips to the restroom.

## EMERGENCY DRILLS

The signal for a fire evacuation will be a loud buzzing of the fire alarm. When this signal is sounded, all students and staff will stop all work and walk in line out of the building through the nearest exit to designated safe zones. Students will remain with their entire class until the signal is given to reenter the building.

The signal to move to tornado safety areas will be an announcement over the PA system. All students and staff will go immediately to designated safety areas and take the tornado safety position on the floor.

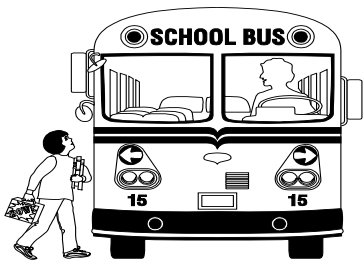
**It is extremely important for all students to remain quiet and orderly during the emergency drills. Panic and confusion during an emergency can cause injuries or fatalities.**

Teachers will inform students of the designated exits and safety areas that their class will use.

## **BUSES, TRANSPORTATION**

The Busport is located in back of the campus, and students depart and board buses in this area.

It is very important that all students do their part to make the bus ride safe. See Transportation in *PSH* for information on school bus safety and penalties for misbehavior on the school bus. Bus transportation is a privilege that can be suspended if a student's behavior creates an unsafe condition on the bus.



### **Car Riders**

Car riders are dropped off and picked up in the designated car drop-off area **in front** of the school. **Riders may only be picked up from the designated yellow zone area.**

**Students should be picked up promptly after the dismissal bell (3:30 p.m.).**

Cars are not allowed in the bus loading/unloading area in back of the school.

### **Closed Campus**

The middle school is a "closed campus." Students are expected to remain on campus for the entire day once they arrive at school. Violation of this regulation is considered "cutting school" and is subject to disciplinary action.

## **NEWSLETTER**

A newsletter is periodically sent home with all students.

## **PARENTS, VOLUNTEERS**

Parents and others are encouraged to volunteer to assist in the classroom, office, cafeteria, and other areas of the school. Our volunteer program is coordinated by the middle school Parent-Teacher Organization (PTO).

### **Visiting Students/Classrooms**

PARENTS ARE WELCOME TO VISIT SCHOOL at any time. The procedures for visiting are as follows:

1. **Parent/visitors must sign-in in the main office whenever they visit.**
2. Parents who wish to visit a class must make an appointment through the main office and give that teacher 24 hours notice.
3. Visits to classrooms must be timed to start at the beginning of a class period.
4. Conferences may be set up through the teacher, the counselor or administration. Conferences should be scheduled during the teachers' planning time or after school.

### **Business Partners**

Parents, businesses, and other members of the community are invited to become *Business Partners* to the Middle School by donating money to help support academic, behavior, attendance, and other student incentive programs.

### **School Improvement Council (SIC)**

The SIC reviews data and discusses issues to develop the annual school-improvement objectives. Parents for SIC are elected in the fall and members serve two-

year terms. Parents may communicate their concerns or comments to the SIC Committee.

## **Parent/Teacher Organization**

The goal of the PTO is to “foster academic excellence and the general well-being of all students and to encourage communication and cooperation among the school, home, and community.” Meetings are held periodically throughout the year.

## **Booster Clubs**

Booster clubs provide a number of services to students. Members serve on committees, facilitate open communications, and implement special interest programs and projects. Booster Clubs include groups dedicated to athletics, band, orchestra, drama, and chorus.

## **Parent Resource Center**

Being a parent is the most rewarding as well as the most complicated and stressful of jobs. If a parent is trying to solve a parenting problem, or just want to know more about being an effective parent of a pre-adolescent, the Middle School Parent Resource Center can help. It's located in the MIC and is open from 8 am until 4 p.m. each day.

## **Notification Network**

BWM uses an Internet-based notification network to call parents during an emergency, a change in schedule due to inclement weather, or to pass along need-to-know information in a short period of time. The system uses the contact information parents provide to the school for the student management database. So, if you change home, work, or emergency telephone numbers, or email addresses during the school year, please contact the school so that your information can be updated.