



**CLIFDALE**  
**MIDDLE**

**STUDENT HANDBOOK**  
**2021- 2022**

**451 Heritage Hills Rd.**  
**Spartanburg, South Carolina 29307**

## **PRINCIPAL'S MESSAGE**

Dear Clifdale Middle Family:

Welcome to Clifdale Middle. It is exciting to begin the 2021-2022 school year in this new consolidated middle school. Whether you were a Cannons Bear, Cowpens Tiger, Pacolet Panther, Cowpens Raider, or Pacolet Indian you are now CLIFDALE CENTURIONS! Just as a Centurion was a commander in the Roman Army, you are the commander of your middle school experience. You give one hundred percent effort in all your classes. You choose your circle of friends. You join clubs, extracurricular activities, and sports teams. You attend school concerts, ball games, and special events. You make your middle school experience yours. Choose to be kind, respectful, hardworking, and responsible. Choose to make a difference in your school and community. As you make all these decisions, remember every adult at Clifdale is here for you. Get to know the adults that you see every day. They are here to teach, guide, lead, and help prepare you for the future. I hope each of you have an awesome school year! I am proud to be a Clifdale Centurion!

Sincerely,

*Dr. Deaton*

Principal

## **MISSION**

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

### PURPOSE:

Every student *Future Ready*: Prepared for college, career, and personal success.

### VALUES:

In collaboration with our families and community we value: Children, first and foremost; Safety and security; Uniqueness and diversity; High expectations; Learning as a lifelong process; Equal access to a quality education; All needs of every child.

### GUIDING PRINCIPLE:

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

Our Mission, Purpose, Values and Guiding Principle are aligned with the Profile of the South Carolina Graduate: World Class Knowledge, World Class Skills, Life and Career Characteristics

**Spartanburg School District Three Board of Trustees**



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## Spartanburg District Three Administrative Staff



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## GENERAL INFORMATION

### **STATEMENT OF NON-DISCRIMINATION**

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

Rodney Goode  
Director of Personnel and Pupil Services  
3535 Clifton Glendale Road  
Glendale, SC 29346  
(864)279-6000  
[rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)

### **EVERY STUDENT SUCCEEDS ACT**

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

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

### **BELL SCHEDULE**

7:45 – 8:35			1 <sup>st</sup>
8:38 – 9:28			2 <sup>nd</sup>
9:31 – 10:21			3 <sup>rd</sup>
10:24 – 11:14			4 <sup>th</sup>
11:14 – 11:44	A Lunch	11:17 – 12:07	5 <sup>th</sup> Period
11:47 – 12:37	5 <sup>th</sup> Period	12:07 – 12:37	B Lunch
12:40 – 1:30			6 <sup>th</sup>
1:33 – 2:23			7 <sup>th</sup>
2:26 – 3:16			8 <sup>th</sup>
3:16			Announcements

### **SIGN-IN & SIGN-OUT PROCEDURES**

Students who are dismissed during the school day must be signed out by a parent or guardian through the main office. Early dismissal must be for a valid reason. **To avoid interruptions to instruction, students will not be called during class time.** (See bell schedule above.) If a student is signed out early, he/she is missing valuable instructional time which can hinder their education. Signing out frequently without proper excusal documentation, may become a truancy issue. Parents are urged to make appointments after school hours. A student is counted absent from classes missed after signing out. **Students will only be allowed to leave with those individuals listed on their student's emergency information sheet.**

## **ARRIVAL AND DISMISSAL**

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

## **ATTENDANCE**

Spartanburg School District Three will continue to promote regular school attendance. We are required to enforce the South Carolina Compulsory Attendance Law, which states that every child from ages 5 to 17 must be enrolled and attend school regularly. If your child will be absent or tardy, please call the school before 8AM. You may also leave a message on our voice mail system at any time of the day or night to let us know why your child will not be in school.

In addition, schools are required to have parent conferences at **five unlawful absences or three consecutive unlawful absences**. At this time, we are required to develop an Attendance Intervention Plan to improve your child's attendance and to classify a student as **"truant"** in their attendance information. If unlawful absences continue, we will make a referral for truancy court intervention. By law, a total of **ten (10) unlawful absences may result in your child repeating a grade**. Office staff will call home to verify a student's absence. You may also choose to call the school to leave a message regarding the reason for your child's absence (voice mail will pick up all messages before or after school hours). All students must bring a doctor's statement and/or a parental note to the teacher, following all absences. A parent or guardian note can excuse **five days when approved by the principal. After 5 parent notes, all other excuses must be written by a doctor. It is possible that a child may be retained if absent over fifteen (15) total days, whether the absences are excused or not.**

To help in your planning, the following 2021-2022 student holidays are as follows:

- Monday, September 6<sup>th</sup> – Labor Day Holiday
- Tuesday, November 2<sup>nd</sup> – Election Day Holiday
- Wednesday, November 24<sup>th</sup> – Friday, November 26<sup>th</sup> – Thanksgiving Holidays
- Friday, December 17<sup>th</sup> – Friday, December 31<sup>st</sup> – Christmas/Winter Holidays
- Monday, January 17<sup>th</sup> – Martin Luther King, Jr. Holiday
- Monday, April 4<sup>th</sup> – Friday, April 8<sup>th</sup> – Spring Break
- Monday, May 30<sup>th</sup> – Memorial Day Holiday

Please note that vacations will not be excused during the school year. Parents should arrange doctor appointments for times other than during school hours when possible. Every effort should be made to have your child attend the full school day from 7:45AM to 3:16PM.

Regular attendance is essential to success in school. Students are urged to be present in school every day if possible. State Board of Education policy requires that students attend each class a minimum of one hundred and seventy class periods or the equivalent to order to receive credit for the course for the year. Eighty-five class periods or the equivalent are required for credit for the semester course. A student may make passing grades for a course and yet receive no credit for it if he/she has not attended the class the required number of times. Exceptions is made only if each absence has been due to illness which is certified by a doctor and all work missed because of the absence has been made up to the satisfaction of the teacher. Students who have excessive numbers of absences/tardies may not be allowed to participate in extracurricular activities such as field trips, dances, sporting events, etc.

## **Lawful Absence**

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

### **Unlawful Absence**

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

**Whenever possible, absence from school should be pre-arranged through the principal of the school.** After five unexcused absences, a parent will be requested to come in for a conference. By law, a total of ten unlawful absences may result in your child repeating a grade.

**Examples of unexcused absences are:**

- Truancy
- Shopping
- Birthday
- Missing school bus
- Hunting, fishing, etc.

### **Perfect Attendance**

To obtain perfect attendance, a student must be present in **ALL classes EVERY day AND without a tardy.**

### **ACADEMIC ASSISTANCE/PROMOTION & RETENTION POLICY**

By law, any student needing academic assistance must be provided a plan during the fall of the school year. Extra help will be provided which may include after school, during school, or other necessary steps to provide the student services. The parent will be notified about the Academic Plan and the required parent conference.

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

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

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

### **BEHAVIOR CODE**

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

### **Harassment/Bullying Policy**

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

Spartanburg School District Three has been very proactive in addressing bullying. Our district has joined hundreds of districts throughout the world in adopting a leading research-based program to prevent bullying.

Called the **Olweus Bullying Prevention Program**, it has proven it can reduce bullying and make schools safer, happier places for students to learn.

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

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

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

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
2-5 Day Suspension	10 Day Suspension	Mandatory District Hearing
Required Parent Conference	School Hearing	SRO Intervention
	Probationary Status	Alternative School or Expulsion
	Required Counseling	

**Responsibilities**

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

The parents of the students attending school at Clifdale Middle are urged to read this code carefully and to discuss its contents with their children. An atmosphere conducive to learning can only be maintained through constant cooperation between school personnel and the parents.

**Code of Conduct**

The following "Code of Conduct" will allow an environment that is conducive for learning: **Basic Rights.**

Each student has the **right to learn.**

Each teacher has the **right to teach.**

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

**Basic Rules**

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

To provide a nurturing and positive but firm learning environment for students, we have a positive system in place to support our discipline code. Teachers have many strategies at their disposal to ensure success of each student. The system will consist of tracking behaviors that need to be adjusted to help students function at his/her most productive level. Some of these behaviors may be infractions that the teachers deem as minor infractions such as disruption, not following directions, off-task, minor disrespect, etc. Students who cannot correct their unacceptable behavior may be given a warning, phone call to parent, restrictive time, or a referral to the principal. There are rewards as well as

punishments associated with the plan. Students who receive no marks during a specified time frame will be rewarded for their good behavior. In addition, students who struggle to comply will also have opportunities to participate in the positive aspects of the program. Some of the possible rewards are field trips, dances, popcorn, extra recess, positive notes sent home, and many others.

### **CAFETERIA: Breakfast & Lunch**

Breakfast and lunch are served at the school daily. The school participates in the government free breakfast and lunch program. Free or reduced-price meals are provided for eligible students. Applications for this program are provided to every student at the opening of school or at the time of registration online. **This form must be resubmitted EACH YEAR.** The school cafeteria is maintained as a vital part of the school's program. To encourage proper nutrition, well-balanced breakfast and lunches are offered at reasonable prices. **NO OUTSIDE FOOD DELIVERED TO STUDENTS WILL BE ACCEPTED.** Students are welcome to bring their lunch with them to school if they choose.

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

- Depositing all litter in trash cans.
- Remaining seated during your time in the cafeteria once you receive your food.
- Leaving the table and floor around your place in a clean condition for others.

### **Lunch Line**

- Students should move through the lunch line in a quiet and courteous manner.
- After obtaining their food, students should move to a seat as quickly as possible.
- Once a student has been seated, he/she should not move to another seat without gaining permission from a teacher on duty.
- After eating, students may dispose of their trash and then return to their seat until they are dismissed from the cafeteria.

### **CLOSED CAMPUS**

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

### **CORPORAL PUNISHMENT**

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

### **COLLECTION OF MONEY**

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

## **DISCIPLINE**

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

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

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

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

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

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

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

The following conduct violations and consequences should become familiar to all students and parents. This listing gives the penalties for first, second, and third office referrals. The student will have been involved with minor infractions prior to being sent to the office. Appeals for suspensions and expulsions should be referred to the principal. All appeals will be heard by a District Hearing Officer.

### **LEVEL 1 - Disorderly Conduct**

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

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

### **LEVEL 2 - Disruptive Conduct**

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

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

### **LEVEL 3A – Criminal Conduct**

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

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

### **LEVEL 3B – Criminal Conduct**

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

### **SPARTANBURG SCHOOL DISTRICT III CODE OF CONDUCT**

#### **CODES**

D: Detention Hall

ASD: After School Detention

ISS: In-School Suspension

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

OSS: Out of School Suspension (student sent home with parent w/request for parent conference upon return)

PC: Parent Conference

S: Suspension

w/ALT: With Recommendation for Whitlock Flexible Learning Center

w/RE: With Recommendation for Expulsion

#### **Metal Detectors**

When the administration has reasonable cause to believe that weapons are in the possession of students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use mobile metal detectors in accordance with procedures developed by the administration and approved by the board.

The district's express intention for this policy is to enhance security by preventing students from bringing weapons or other dangerous objects into the schools. Any student who violates the provision of the student behavior code which provides that a student may not possess, use, or transfer dangerous weapons, will be disciplined in accordance with district policy.

## LEVEL I – Disorderly Conduct

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

Tardy	Consequence
1 – 5	Warning
6 – 10	Parent Contact
11 – 15	After School Detention (Tuesday & Thursday 3:20-4:30)
16+	Referral made to District Office for truancy.

\*Tardies to class will be cumulative and will reset each semester.

## LEVEL II – Disruptive Behavior Penalty

Refusal to Obey Teacher	1-ISS	3-ISS	3-S
Gambling	2-ISS	3-S	5-S
Blackmail	2-ISS	3-S	5-S
Threatening, harassing, or intimidating a student (verbally, physically, written or via electronic device)	2-S	3-S	5-S
Provoking/instigating a fight or physical abuse between students	3-S	5-S	10-S
Fighting or physically abusing a student	3-S	5-S	10-S
Tobacco violation or possession of tobacco products, lighter, matches, or drug paraphernalia/Ecigs/Vape	2-OSS Recommendation to Law Enforcement	3-OSS Recommendation to Law Enforcement	5-OSS Recommendation to Law Enforcement
Possession or distribution of obscene materials	2-ISS	3-S	5-S w/RALT
Possession or fireworks, smoke bombs, stink bombs, or any device that would interfere with the operation, instruction, or destroy school property.	1-S	3-S	5-S w/RALT
Possession of ammunition	3-S	5-S	10-S
Leaving school grounds without permission	2-ISS	3-S	5-S
Trespassing by suspended students	Discretion of Principal per Board Policy		
Theft of property of a value greater than \$50	3-S, restitution, and counseling	5-S, restitution, and counseling	10-S w/RALT and restitution
Use of profanity, obscene language, or gesture to a staff member	5-S	10-S	10-S w/RALT
Possession, distribution, or consumption of over-the-counter drugs	3-S	5-S	10-S

### **LEVEL III-A Criminal Behavior Penalty**

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

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

### **LEVEL III -B – Criminal Behavior Penalty**

LEVEL III -B – Criminal Behavior Penalty	
Arson	10-S w/RE
Bomb Threats	10-S w/RE
Physically abusing or threatening a member of school staff	10-S w/RE
Possessing firearms on school property, using, or threatening to use by showing any instrument considered a weapon such as a knife, blackjack, chain, club, etc.	10-S w/RE
Possession or consumption of illegal drugs, controlled substances, or alcoholic beverages	10-S w/RE
Sale or possession with intent to distribute illegal drugs or alcoholic beverages (counterfeit)	10-S w/RE
Sex offenses	10-S w/RE
Unauthorized entrance in school building	10-S w/RE
Willful destruction of a staff member's property or school property	10-S w/RE
Commission of any crime, gross immorality, gross misbehavior, or persistent disobedience	10-S w/RE
Note: The period of expulsion will be no less than one calendar year for possession of firearms.	

### **After School Detention**

- After School detention (ASD) will be assigned by a grade level chair or administrator.
- ASD is held from 3:20PM – 4:30PM on Tuesdays and Thursdays. STUDENTS MUST BE IN THEIR SEAT BY 3:20PM.
- There is to be no talking upon entering the room and they are to take the seat assigned to them and remain there until dismissed. The roll will be checked.
- Students reporting to ASD are to have study and/or work materials. They are not permitted to leave their seats to obtain materials.
- If a student has been assigned ASD and is absent from school, he/she is to report to ASD on the following scheduled detention day.
- ASD assignment takes precedence over extra-curricular activities. (Athletics, fine arts, etc.)
- Students who misbehave during ASD OR fail to attend on assigned day are subject to ISS.

### **In-School Suspension Rules**

- You absolutely may not talk or sleep.
- You may not leave your seat without permission.
- You must be working on assigned work unless you are in conference with ISS coordinator or guidance counselor.
- You must bring pencil, paper, laptop, and textbooks to in-school suspension. **NO EXCEPTIONS**
- All chairs must remain in their assigned spaces, and no one should lean back in his/her chair.
- No chewing of gum or eating of candy or food.
- You may not talk while walking to and from the lunchroom nor while eating lunch.
- If you are disruptive in any way or fail to follow the instructions of the in-school suspension coordinator, you will be sent to the principal or assistant principal and subject to suspension.
- If you are suspended out of school, you will be required to have a parent conference with the principal or assistant principal before re-entering school.

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

### **Suspension or Expulsion**

There are some breaches of discipline which are of such a nature that suspension and/or expulsion is warranted. In such instances, parents are notified by letter and are asked to come in for a conference. Before the suspended student returns to classes. Holidays and school cancellations are not counted as suspension days.

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

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

## **DRESS CODE**

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

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Attire cannot reference or depict alcoholic beverage or illegal drugs or paraphernalia.
- Sleeveless attire cannot reveal undergarments.
- All shirts must cover the width of the shoulder.
- Tops that are so tight or so low-cut to cause unfavorable comments are not to be worn at school. **Cleavage should not be visible at ANY time.** Shirts should not expose a student's back.
- Tank tops, halter-tops, strapless shirts, shirts with spaghetti straps, or mid-drifts are not allowed.
- No transparent or mesh clothing can be worn without an appropriate shirt underneath.
- Heels that are in excess over 2 inches will not be allowed.
- **No headwear will be allowed in the building. This includes hats, bandanas, do-rags, hair picks, scarves, hoods, and large headphones.** The first offense will result in the item being confiscated and returned at the end of the day. (Headwear may be permitted for special events.)
- Pants worn below the waist, or any other comparable disruptive trend will not be tolerated. **(NO SAGGING PANTS!)**
- **Dresses and skirts must reach mid-thigh when seated.**
- **Holes in pants above the mid-thigh exposing skin will not be permitted.**
- Clothing must cover all underwear. (Shorts worn under clothing will be considered underwear.)
- When wearing form-fitting attire such as leggings, jeggings, athletic shorts, and athletic yoga style pants, **they must be accompanied with a shirt that extends to the upper thigh.**
- Clothing and accessories should be free of chains, spikes, fishhooks, hat pins, or other sharp objects that could cause injury.
- State Health Regulations require that shoes and shirts must be worn at all times in a public setting.

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

### **Violation of the Dress Code will result in the following:**

- Students will be required to call parents and change into appropriate attire, or the student will be sent to ISS.
- Repeated violations of the dress code will be treated as Disruptive Behavior in violation of the student discipline code of conduct.
- Absence from class will be an unexcused absence.

## **ELECTRONIC DEVICES**

Personal electronic devices on district and school property may not interfere with the learning, safety, and well-being of students and staff. Cell phones, smart watches, and other wireless communication devices may not be turned on, handled, or visible during the instructional day or other school functions without prior approval by the teacher or administrator. **Failure to follow a teacher's instructions to put their device away is viewed as refusal to obey (non-negotiable) and can result in In School Suspension.**

Students will be held responsible for violations of additional policies while using cell phones. Refer to the discipline code for consequences of routine cell phone use during school. In addition, recording sound or video/images at Clifdale Middle, on Spartanburg School District 3 property, or on busses is strictly prohibited without the consent of the principal and will result in substantial disciplinary consequences. This misuse includes the posting of video or images obtained through cameras, phones, and other electronic devices to websites or social media networks. Students who are involved in any unauthorized recording, videoing, or posting of unapproved videos or images may face forfeiture of the device, multiday suspension, alternative school placement, expulsion, and/or prosecution.

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

- These devices may not be used to cause any disruption in the educational process or for unethical or illegal purpose. Prohibited use includes, but is not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking and/or distributing unauthorized photographs or recordings of other people. **Any student who takes or distributes pictures or recordings of individuals without their permission, risks invasion of privacy and harassment lawsuits in civil courts. The student may also face criminal prosecution.** These devices may not be used to reproduce copyrighted material, which can lead to penalties under copyright laws.
- These devices shall never be on, used, or visible in any area where students or staff have an expectation of privacy, including, but not limited to, health rooms, restrooms, locker rooms, dressing rooms, school offices, or in any other areas of any school where use is not expressly authorized.
- These devices shall not be used to access, view, download, upload, share, transmit, or receive any obscene, threatening, harassing, or other inappropriate material via the Internet, electronic mail, text, TikTok, SnapChat, or other forms of electronic communication. Students are prohibited from using these devices for any activity prohibited by the district's code of conduct, to circumvent district network security and internet blocks or filters, to access or view internet sites that are otherwise blocked from student access at school, or for any unauthorized access to, or inappropriate use of, the district's computer network. The district will monitor student access to the district network and any online activities conducted on its property.
- Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. Neither the district, nor its trustees, administrators nor employees shall not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student personal electronic device brought onto district or school property to include cell phones, smartwatches, and earbuds/AirPods.

## **EMERGENCY DRILL INSTRUCTION**

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

## **FUNDRAISING**

Fundraisers such as tickets, candy, gum, or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations without permission of administration. Fund-raising items can only be sold before school, during lunch, and after school. They are not to be sold during class and class change.

## **GRADING SYSTEM**

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

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59 and below

**Incomplete Grade** - An incomplete will be given for work missed due to excused absences. Work must be made up within ten days of the student's return to school. A ZERO should be given for any work NOT made up.

**Honor Roll** - This is determined by the student having grades of "80" or higher for all numerically graded subjects.

**Principal's Honor Roll** - This is determined by the student having grades of "90" or higher for all numerically graded subjects.

## **Homework Policy**

- 1. Homework helps students learn better and faster.** By asking to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students more new material.
- 2. Homework helps families become involved with education.** Homework is one-way parents can make a meaningful contribution to helping their sons and daughters achieve. **WHEN STUDENTS SEE THAT THEIR PARENTS THINK EDUCATION IS IMPORTANT, THEIR PERFORMANCE IMPROVES.**
- 3. Homework communicates the high expectations that schools hold for their students.** Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

- 4. Homework helps students develop self-discipline and organizational skills.** Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

### **Make-Up Work**

Students who are absent for any reason will be required to make up work missed in all classes within 3 school days. It is the responsibility of the student to contact the teachers about make-up work on the first day he/she returns to school.

### **Re-Do and Failure to Complete Assignments**

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

- A student may have one re-do of a major assessment per nine weeks which will earn a maximum of 75% credit. Additionally, students will be given a form of academic enrichment prior to being allowed to take an additional assessment, thus increasing their chance of success. Students have 3 days to complete the enrichment and re-do the assignment unless otherwise allowed by the teacher.
- Required summer reading for honors level course do not fall under the definition of a "major assessment".
- Electives can be used to schedule opportunities for students to finish their incomplete work.
- Students who do not perform work up to their teachers and Clifdale Middle standards may not be able to participate in field trips, field days, dances, sporting events, or any other event deemed necessary by the administration.

### **Announced Tests**

- Announced tests missed due to absence must be made up immediately upon return to school unless otherwise scheduled by the teacher.

### **Regular Classwork**

- Related make up work may be given by the teacher for all classes missed.
- Make-up work must be completed to the satisfaction of the teacher three days after the work is assigned, unless the teacher grants an extension, in order to receive full credit.

### **Late Assignments**

- Assignments turned in on or before the due date will be eligible for a maximum grade of 100.
- Assignments turned in within one week of the due date will be eligible for a maximum grade of an 80.
- Assignments turned in more than a week late will be eligible for a maximum grade of a 60.

## **HEALTH SERVICES**

The health and safety of the students who attend school in Spartanburg County School District Three is of primary importance to our administrators, faculty, and Board of Trustees. Through a cooperative effort, we can ensure better health, improved attendance, and a higher level of academic achievement for all District Three students.

### **Health Screening**

Each year, the school nurse or other qualified health care professionals performs vision, hearing, and dental screenings for District 3 students. If further evaluation is needed, you will be notified. Please notify your school if you do not wish your child to participate.

## **Immunizations**

An up-to-date immunization certificate from a doctor or from the Health Department is required of all South Carolina public school students. A parent friendly chart is available for your reference on your school web site or in the health room. If you have any questions, please call your school son or daughter's physician, your local health department, or the school nurse.

## **Health Room**

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

## **Chronic Health Conditions**

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

## **HIPAA**

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

## **Medication**

As a demonstration of our commitment, the Board of Trustees has approved a policy for administering student medications at school. It is our expectation that this policy will enable our staff to provide the safest and best possible health services for our students. As in the past, we need your full support and cooperation.

Under our policy, student prescription medication will be given, or topical prescription medication will be applied during school hours—when prescribed by a licensed physician to be administered four times a day or at a specific time during the school day. The *Permission for School Administration of Prescription Medication* form is available in the school health room. This form must be completed and signed by the prescribing physician and returned to the school nurse by the parent or legal guardian.

In special medical circumstances, certain over-the-counter medications may be arranged to be given during school hours on a short-term basis and must be furnished by the parent in new and unopened package. The *Permission for School Administration of Non-Prescription Medication* form is available in the school health room. This form must be completed and returned to the school nurse by the parent or legal guardian.

**Students may not bring medications to school.** All medications must be brought to the school nurse by the parent or guardian. Please call your school nurse if you have any questions.

## **Illness at School**

Students who are ill must obtain a pass from their class teacher to go to the health room located in the front office. The nurse will make appropriate arrangements for the student to go home. No student may use the health room without permission from his/her teacher. The health room is for those with emergency illnesses. **If the student is too sick to stay at school, the nurse, not the student, is to make the telephone call to the student's parent.** Students who violate the cell phone policy, rather than seeing the nurse for health reasons, will be subject to disciplinary action. If a parent or a contact person cannot be reached the student should return to their designated class.

## **Insurance**

Accident insurance is available to all students. The cost is nominal for the regular coverage, which protects the student while at school and in route to and from school. Year round 24-hour coverage is available at a nominal cost. The school does not guarantee that the policy will cover every circumstance or assume any responsibility for insurance. All athletes will be provided secondary coverage by the school district. The parents' policy will be the primary coverage.

Following an accident, the sooner a claim is filed with the company, the better the chances for prompt payment by the insurance company.

ALL CLAIMS WILL BE THE PARENT'S RESPONSIBILITY. THE SCHOOL WILL NOT HANDLE CLAIMS.

## **INTERNET USAGE**

(See Spartanburg School District 3 Personal Mobile Computing Plan)

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

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

## **OFF-Campus Internet Conduct**

Students and parents/legal guardians should understand that the district may take disciplinary action against a student for off-campus conduct involving inappropriate use of the Internet or Web-based resources, other interactive or digital technologies such as cell phone text and/or picture messaging if that conduct results in a disruption of the school environment. State law permits a school or district to take disciplinary action where a student engages in inappropriate off-campus conduct such as posting online comments that harass or threaten other students or staff members or that have a negative impact on the school environment. Such conduct is not limited to textual comments and may include, but not be limited to, the inappropriate use of photos, pictures, images, audio, or video that harass or threaten others or create a negative impact on the school environment. Such conduct may be initiated and/or created off campus with equipment not owned by the school or district, but if its content is harassing or threatening to any student or staff member, the student may be disciplined for the disruption of the school setting. Any communication of this form which prevents a safe and positive educational environment may also be considered cyber bullying. **Cyber-bullying** is the use of any electronic communication device to convey a message in any form that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion.

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

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

Our faculty members will supervise individuals and classes of students who are accessing the internet to ensure that appropriate content is seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines, and videos not appropriate in a

school setting. However, it is possible that a student conducting individual research may disregard teacher's instructions and actively seek out inappropriate material.

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

Parents are advised of the rules and acknowledge the policy of SSD3.

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

### **Student Assurances - See Spartanburg School District 3 Personal Mobile Computing Plan**

When conducting independent research on the internet, I will:

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

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

### **OFFICE/SCHOOL PHONE**

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

### **PHOTO RELEASE STATEMENT**

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

### **PROTECTED HEALTH INFORMATION NOTICE**

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

### **RELEASE OF STUDENT INFORMATION**

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

### **STUDENT REPORT CARDS – INTERIM REPORTS**

Interim reports are sent to parents at the midpoint of each quarter. If your child's progress is non-acceptable, please contact your child's teacher immediately to schedule a conference. The grades a student receives during any given nine weeks reporting period are listed on a computer printout sheet. Each student will receive a copy of his or her grades. If at any time there is a question concerning the interpretation of the report card, both students and parents are encouraged to talk to the teachers. Parent-Teacher conferences will be held once each semester. Dates and times will be announced.

Parents are encouraged to use our grade book database called Parent Portal to access student grades real-time. Call the school for more information at 279-6200.

### **SAFEGUARDING MONEY & OTHER VALUABLES**

Do not bring more money than you need for the day and leave other valuables at home unless they are needed at school. Safeguarding personal valuables is the responsibility of the individual. All misplaced items will be held in the front office for one month. After one month, items will be donated.

### **SCHEDULE CHANGES**

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

### **SEVERE WEATHER & SCHOOL CANCELLATION**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced via radio stations, television and/or our automated messaging system. Reports in the morning will be between 6:00 am and 9:00 am. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. **Please make sure the school office has a current phone number to insure you receive these important calls.**

### **GUIDANCE COUNSELORS**

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

## **SNACK POLICY**

- All snacks or treats must be commercially prepared and packaged with ingredients listed.
- Parents should notify the teacher several days before treats are sent to schools for parties and celebrations so that we can ensure that alternative treats are available for students who may have food allergies.
- If providing class snacks for non-birthday purposes, class snacks should be healthy (see examples below).
- In classrooms where a student has a food allergy, there will be additional safety precautions to follow, and additional class snack recommendations given.
- Parents should ensure that all food allergies are listed (and kept up to date) on their child's school medical information form.
- Parents may consider a non-food treat such as pencils, erasers, rulers, etc.
- Food products may be used in the classroom as part of the instructional curriculum. Parents will be notified the
- Friday before food is to be used in the classroom the following week.

**Healthy Snack Ideas:** fruit, yogurt, celery, carrots with light ranch dressing, 100% fruit juices, air-popped commercially packaged popcorn, baked chips, pretzels, fruit roll-ups, flavored applesauce, rice cakes, dry cereal, graham crackers, goldfish, cereal bars, animal crackers, baked Chips Ahoy, baked OREO, Teddy Grahams, and commercially prepared Rice Krispy treats.

## **TARDIES TO SCHOOL**

Students are expected to be on time and ready to learn every day at Clifdale Middle. If there is an issue with arriving to school at the predetermined time, contact administration. The success of each of our students is very important and if students are tardy, they are missing valuable instruction which can be detrimental to their academic success as well as others.

Students are required to be in their 1<sup>st</sup> period class no later than 7:45 am. Students who arrive later than 7:45 am will need to sign in at the main office before reporting to class.

Consequences for each tardy.

Tardy	Consequence
1 – 5	Warning
6 – 10	Parent Contact
11 – 15	After School Detention (Tuesday & Thursday 3:20-4:30)
16+	Referral made to District Office for truancy.

## **TEXTBOOKS**

Students are expected to take care of the textbooks in their possession. Each student is responsible for all textbooks issued to him/her until such time as he/she returns them to the proper school authority. Any damage or loss of textbooks must be paid for by the student to whom the book was issued. Students are not to write in the textbooks.

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

## **TOBACCO FREE POLICY**

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

## **TRANSFERS & WITHDRAWALS**

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

## **TRANSPORTATION**

### **Change in Transportation**

A student must have written permission from his/her parent/legal guardian to ride home with someone else. The student must also have permission from the parent with whom he/she will go home. Both sets of parents/guardians must submit written permission to the office, before 8:00 on the day of the change in transportations, in each instance their child is to ride home with another student.

### **Walking from School**

Students walking off campus at dismissal must have a "Walker Form" completed and on file in the front office prior to walking. Forms are available during registration and in the front office.

## **BUS TRANSPORTATION & DISCIPLINE POLICIES**

- For the safety of all children in Spartanburg School District 3:
- A student must have permission to ride to and from school on the bus. They must have either a form on file with the transportation office OR have written permission from their principal AND the Director of Transportation BEFORE loading a bus. In the event of a last-minute emergency, call 279-6742 between 6AM –6PM.
- A student must have permission from the transportation office to change their assigned bus and/or assigned bus stop location.
- Any student not showing up for their morning bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the stop.
- Anything a student carries onto a bus must be able to be held in their lap.

### **School Bus Stop Responsibility Notice**

State law provides that the parents/guardians of a child being transported on a school bus are responsible for the child's safety and conduct (1) prior to arrival of the bus at the child's designated stop for pick-up and transport to school, and (2) after the school bus drops off the child and departs the stop when transporting children from school.

### **School Bus Discipline**

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

### **LEVEL I – DISORDERLY CONDUCT**

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

#### **Level I Violations**

- |   |   |
|---|---|
| 1. Disorder conduct on bus  | 9. Continually making loud noises, yelling, etc.        |
| 2. Misconduct at bus stop (depending on severity)                       | 10. Pushing, tripping or general horseplay              |
| 3. Getting on or off the bus at an unauthorized stop without permission | 11. Encouraging others to misbehave                     |
| 4. Eating/drinking on bus   | 12. Tardiness to bus stop                               |
| 5. Littering on bus   | 13. Lying   |
| 6. Standing or sitting improperly while bus is moving                   | 14. Using forged notes or excuses                       |
| 7. Violating any safety procedure                                       | 15. Other disorderly acts determined by administration. |
| 8. Riding the wrong bus without permission                              |   |

#### **Consequences of Level I Violations**

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Warning and parent conference	1-day suspension from bus and parent conference	3-day suspension from the bus and parent conference	5-day suspension from the bus and parent conference

## LEVEL II - DISRUPTIVE CONDUCT

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others on the school bus. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level 1) as disruptive conduct (Level II). Acts of disruptive conduct may include, but are not limited to the following:

### **Level II Violations**

- |  |  |
|--|--|
| 1. Misconduct at bus stop  | 13. Refusing to obey school personnel or agents whose responsibilities include supervision of students |
| 2. Possessing/using any tobacco products                                       | 14. Acting in a manner to interfere with the safe operation of the bus.                                |
| 3. Throwing objects out of the bus   | 15. Failure to carry out directions.   |
| 4. Throwing objects on the bus   | 16. Petty theft  |
| 5. Refusing to sit in assigned seat  | 17. Harassing a staff member   |
| 6. Using profanity, abusive language, or obscene gestures                      | 18. Possessing or distributing obscene literature, pictures or devices                                 |
| 7. Having hands, arms, heads, etc. outside bus doors or windows                | 19. Any other disruptive acts as determined by the   |
| 8. Using rude or discourteous behavior toward bus driver                       |  |
| 9. Vandalism (minor)   |  |
| 10. Disobeying the bus driver  |  |
| 11. Harassing, threatening, intimidating or physically abusing another student |  |
| 12. Using abusive, profane, or indecent gestures/language to staff             |  |

### **Consequences of Level II Violations**

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
3 days suspension from bus and parent conference	5 days suspension from bus and parent conference	Recommended expulsion from bus for the remainder of the school year. Hearing will be held with a District hearing Officer

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

- Temporary removal from bus
- Alternative education program
- Suspension
- Transfer
- Referral to outside agency
- Expulsion
- Restitution of property and damages
- Other sanctions as approved by the administration.

### LEVEL III - CRIMINAL CONDUCT

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

#### **Level III Violations**

- |  |  |
|--|--|
| 1. Possession of any weapon  | 13. Sexual Offenses (as defined by law)  |
| 2. Threatening to use a weapon on the bus  | 14. Physically abusing or threatening faculty or staff members.  |
| 3. Possessing or threatening to use any object that may be used as a weapon on the bus   | 15. Arson  |
| 4. Repeated fighting or fighting that results in serious injury to another student   | 16. Inciting riot or any disorder which seriously interrupts the operation of the bus  |
| 5. Assault and battery   | 17. Commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the school board of education or when the presence of the pupil is detrimental to the best interest of the school |
| 6. Possession/use or distribution of explosives, fireworks (including snap and pop), smoke bombs, stink bombs, etc., that creates a serious disruption, property damage, or injury | 18. Persistent, uncontrollable conduct   |
| 7. Involvement in any type of disorder which attempts to disrupt the operation of the bus  | 19. Pushing or tripping that leads to injury.  |
| 8. Indecent exposure   | 20. Criminal behavior directed at passengers/ bus driver (examples: extortion, assault, sexual offenses, etc.)   |
| 9. Possession, use or otherwise handling any kind of firearm at school   | 21. Other criminal acts as determined by the board   |
| 10. Unlawful possession, use or distribution of any illegal or controlled substance  |  |
| 11. Major vandalism (plus restitution)   |  |
| 12. Bomb threat  |  |

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

- Ten-day suspension
- Assignment to alternative school
- Expulsion
- Restitution of property and damages
- Other sanctions as approved by the Board.

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

## **VISITORS**

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

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

## **VOLUNTEERS**

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

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

If you are interested in volunteering, please contact the main office to receive a volunteer application. Clifdale Middle encourages parents to be actively involved in the school program by volunteering their services. To help ensure the safety of all children, it is the policy of the district to conduct background checks with the South Carolina Law Enforcement Department (SLED) on all volunteers.

## **Volunteer Coaches**

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

**South Carolina Code of Laws and Regulations of the Board of Trustees Spartanburg County School District Three requires that a copy of the following sections of the legal code be distributed to each secondary school student at the beginning of the school year.**

**Section I. Legal Authority for Discipline in South Carolina**

A. Section 21-230 of the South Carolina Code of Laws outlines the general powers and duties of school trustees shall also "(3) Promulgate rules and regulations. Promulgate rules prescribing scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district, and the necessity of proper conduct on the part of all pupils and the necessity for scholastic progress in order that the welfare of the greater number of pupils shall be promoted notwithstanding that such rules may result in the ineligibility of pupils who fail to observe the required standards, and require the suspensions or permanent dismissal of such pupils."

B. Page 57 of 1969 Cumulative Supplement Section 21-230 of the South Carolina Code of Laws states; "Authority to discipline students - school superintendents have authority to make rules and regulations concerning discipline in their schools, which authority is derived through delegation of power vested in the board of trustees."

C. In addition to other provisions required by law or by regulations of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property of at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

**Section II. Students Interrogations and Searches**

Students do not lose their constitutional rights upon entering school premises. Under the 4th Amendment of the U. S. Constitution students are protected from unreasonable searches. However, under S. C. House Bill 3442, and School District Three Board Policy JCAB, students and their belongings are subject to reasonable searches and seizures. Furthermore, any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. House Bill 3442 also allows principals or their designees to search both the person and the property of school visitors. It is the policy of the district that only the principal, assistant principal, or their designee may conduct such searches within the legal parameters outlined above unless exigent circumstances exist which require immediate action to be taken for reasons of safety. This policy also allows for searches of school property loaned to a student and/or personal property brought on the school campus by the student.

**Section III. Standards of Pupil Conduct**

A. The philosophy of the public schools presupposes that most disciplinary problems will be handled between teacher, child, and parent in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. Nevertheless, there are problems which, because they affect the learning opportunity of other children, necessitate rapid deterrent action.

B. The following regulations concerning standards of conduct and behavior will apply to all students.  
\*Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interests of the school. Conduct of the student in any manner that which materially disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of students.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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

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

Sincerely,  
Eddie Wyatt  
Director of Facilities and Grounds

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

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

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

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

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

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.

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

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

For additional information, you may contact:

Assistant Superintendent of Personnel and Pupil Services  
3535 Clifton Glendale Road  
Glendale, SC 29346  
(864)279-6000  
[rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

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

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

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

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

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

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

Spartanburg County School District Three has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spartanburg County School District Three will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly

notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

### **RIGHTS OF HOMELESS STUDENTS**

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

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

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

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

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

Initial child find referrals come from the following sources:

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

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

Upon receipt of an initial child find referral the following occurs:

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

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

- Parent Handbook to Special Services – Procedural Safeguards Notice
- Letter of Permission to Evaluate
- Evaluation Procedures - Tests to be Administered.
- Permission to Evaluate (The district records in the student file and in Excent software the date a district staff member received the signed permission for evaluation. If a staff member does not give a date received, then the date the parent signed consent for evaluation (date written by parent signature) is used.
- Consent for Treatment, Release of Information, and for Medicaid Reimbursement
- Social, Health, and Developmental History
- If these documents are not received within a reasonable time frame, District Office Special Services Staff follows up with the parent/guardian by phone call. Upon receipt of parental consent for evaluation the school psychologist, and additional relevant staff if needed, conducts a comprehensive psycho-educational evaluation. The district follows South Carolina Standards for Evaluation and Eligibility Determination (SEED). The school psychologist completes a district checklist showing that all components of the evaluation are completed according to eligibility requirements. Final determination of disabilities is the responsibility of the multi-disciplinary review team.

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

During the multi-disciplinary team meeting the following occurs:

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

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

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