

# **Bamberg-Ehrhardt Middle School**

Student Handbook



897 North Street  
Bamberg, South Carolina 29003

Telephone: (803) 245-3058  
Fax: (803) 245-6501

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

 **PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

# Table of Contents

BSD1 Calendar .....	3
BEMS Staff.....	4
Mission Statement.....	4
Legal Mandates.....	5
General Information.....	8
Student Services.....	8
Visitors.....	9
Courtesy Rules.....	10
Additional Information.....	11
Academics.....	12
Attendance and Truancy.....	11
Intervention Plans and Referrals.....	13
Appeals Process for Denial of Credit.....	14
Homebound Education.....	14
Arrival, Dismissal, and Tardy.....	15
Promotion and Retention Policy.....	16
Universal Grading Policy.....	16
Academic Expectations and Recognition.....	17
Gifted and Talented.....	17
Student Code of Conduct.....	19
Administrative Discipline Guide.....	19
Level I Offenses.....	20
Level II Offenses.....	21
Level III Offenses.....	23
Dress Code.....	24
Cell Phone Policy.....	25
Search and Seizure.....	27
Alcohol and Drug Policy.....	27
Weapons-Like Policy.....	28
Gun-Free School Act (Expulsion of Students).....	29
Anti-Bullying and Harassment Policy.....	29
Technology Guidelines.....	30
Internet Acceptable Use Policy.....	31
Parent’s Right to Know.....	32
BEMS Policy Signature Page.....	33

# 2018 - 2019

## Bamberg School District One

*All Hands Supporting Education*

July '18							August '18							September '18							October '18						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

  

November '18							December '18							January '19							February '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3						1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		24	25	26	27	28			
							30	31																			

  

March '19							April '19							May '19							June '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2			1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																				30							

School Days	Holidays	Staff Development	Student Day	End of Quart/Sem
Aug 13-17	Staff Development			
Aug. 20	First Day for Students (Full Day)			
Sept. 3	Labor Day Holiday			
Oct. 22	End of First Quarter (45th Day)			
Oct. 23	Staff Development			
Nov. 6	Election Day Holiday			
Nov. 21-23	Thanksgiving Holidays			
Dec. 21	Early Dismissal			
Dec. 24-Jan.4	Winter Holidays			
Jan. 7	Prof. Dev. / Make Up-Day If Needed			
Jan. 8	School Resumes			
Jan. 15	90th Day (End of 1st Sem.)			
Jan. 21	Martin Luther King Holiday			
Jan. 22	Staff Development			
Fbe. 18	Presidents' Day			
Mar. 25	Staff Development			
Mar. 22	End of 3rd Quarter (135th Day)			
Apr. 15-19	Spring Break			
May 27	Memorial Day Holiday			
May 31	Graduation - 7:00 PM			
June 3-4	Final Exams Early Dis. For Students			
June 4	End of 4th Quarter (180th Day)			
June 5	Staff Dev. / Make-up Day If Needed			
June 6,7,10	Make-up Day If Needed			

Approved: 03/19/18

# FACULTY AND STAFF

## 2018 - 2019

### Administrative Team

Denise L. Miller..... Principal  
Joel M. Gladfelter..... Administrative Assistant  
Hope Bonnette-Small..... Guidance Counselor  
Sarah Strickland..... Secretary  
Michelle Kinsey..... School Nurse

### Seventh Grade Teachers

Ann Mock..... Pre-Algebra/ Math  
Jeremy Saitz..... Math  
Jana Chassereau..... English Language Arts  
Amy Stembridge..... Honors English/ English Language Arts  
Charlotte Schlamp..... Science  
Joel Gladfelter..... Social Studies

### Eighth Grade Teachers

Markayla Busby..... Math  
Monica Harley..... Algebra I Honors/ Math  
Carolyn Davis..... English Language Arts  
Renee Dilling..... English I Honors/ English Language Arts  
Criston Jensen..... Science  
Rose Marie Craft..... Social Studies

### Related Arts

Melissa Darnell..... Media Specialist  
Larry Taylor..... Band  
Teresa Alsing..... Art  
Gene Williams..... Health/PE  
Linda Mintz..... Keyboarding Assistant

### Student Services

Dottie Brown..... Director of Student Services  
Carroll Brabham..... Academic Seminar  
Shirley Jones-Jennings..... Academic Studies  
Jan McCormack..... Speech Language Therapist  
Carla Jowers..... Occupational Therapist  
Jennifer Medlin..... Physical Therapist

### Support Staff

Elaine Crosby..... Lunchroom Manager  
Donell Brown..... Custodian  
Eric Owens..... Custodian  
Otetia Glover..... Custodian

## BAMBERG-EHRHARDT MIDDLE SCHOOL MISSION STATEMENT

We are ONE TEAM succeeding together!

## **EQUAL OPPORTUNITY: PROGRAMS AND ACTIVITIES**

Federal laws prohibit discrimination under programs and activities receiving federal financial assistance. The statutes listed below are applicable to Bamberg-Ehrhardt Middle School and are provided for you in part:

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **TITLE IX OF THE EDUCATION AMENDMENT OF 1972**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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

No otherwise qualified handicapped individual in the United States shall...solely by reason of his handicap, 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.

### **THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities. Infants and toddlers, birth through age two, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages three through 21 receive special education and related services under IDEA Part B.

Bamberg-Ehrhardt Middle School conducts its programs and activities involving admission and treatment of students, employment, teaching, research, and public service in a non-discriminatory manner as prescribed by federal law and regulation.

Bamberg School District One offers all programs and educational activities without regard to race, color, national origin, religion, gender, or handicap.

**Inquiries concerning the above may be addressed to:  
Bamberg School District No. One  
District Superintendent  
3830 Faust Street  
Bamberg, South Carolina 29003**

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- 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. Schools 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.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **TEAM SPORTS**

Same as above plus team name, weight and height of player, and awards.

When an authorized release of information is presented, it will be honored.

*For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-8520*

# General Information

## STUDENT SERVICES

### GUIDANCE

The guidance department exists for the benefit of every student at Bamberg-Ehrhardt Middle School.

The guidance services, including personal, educational and vocational counseling, are available to all students. Parents are also encouraged/ welcomed to confer with the school counselor at their convenience. The purpose of the Guidance Department is to:

1. Help each student receive the most from his/her actual class work.
2. Help each student to find his or her place in the extracurricular program.
3. Help each student plan for his or her life's work.
4. Help each student with his or her personal problems.
5. Administer intelligence, aptitude, interest and achievement tests to help students realize their capabilities.
6. Individually assist students with course selections based on their career path.

### HEALTH ROOM PROCEDURES

A health room is provided for students who become ill at school. Except in an emergency, a pass from a teacher is required for admittance. Students unable to return to class after a maximum of one class period must contact a parent for dismissal from school. *No student will be dismissed without parental approval.*

### MEDICATION PROCEDURES

The school nurse or designee provides many services such as first aid, vision and hearing screenings. Students will be not able to receive any type of prescription or non-prescription medication at school unless the parent(s) or legal guardian(s) provides the school nurse with the medication to be administered to the student along with an order from the physician. The parent or legal guardian must obtain the Medication Policies and Procedures Form from the nurse. **This form must be completed and signed by the student's physician before any medication can be administered by the nurse or designee at school. Students are not allowed to keep prescription/non-prescription/over-the-counter medication with them at school.**

**Immunization Certificate:** S.C. requires that students have a Certificate of Adequate Immunization. No student will be allowed to begin school without being in full compliance to the law. Only "transfer" students will be allowed to receive a 30-day exemption and begin school.

### TEXTBOOKS

Textbooks are furnished by the state at no cost to the student and are issued at the beginning of each term. Students are responsible for the care and security of books issued to them. Students will be required to pay for lost, stolen, or damaged books.

## **LOCKERS**

A student may rent a locker for a \$5.00 annual fee. Privately owned locks are not allowed. Students are expected to keep lockers clean and secured. **The sharing of lockers is not permitted.** All lockers are subject to inspection by the administrator. Students will be charged \$5.00 for lost locks.

## **TELEPHONE USE**

Students who are ill or have an emergency will go to the Nurse's Office, Main Office, or Guidance Office to phone a parent. Students will not be called to answer the phone during school hours.

## **TRANSPORTATION**

School bus transportation is extended to students living more than 1.5 miles from school. This privilege can be withheld if the student displays an uncooperative attitude or disorderly conduct. The school bus driver is fully in charge of his/her bus while enroute, working under the direction of the principal, assistant principal, and transportation supervisor. **The School District has adopted a School Bus Discipline Policy that applies to all students and schools in Bamberg School District One.**

## **THE LIBRARY MEDIA CENTER**

The Library Media Center (LMC) offers BEMS students opportunities to learn skills necessary to function well in the 21st century. You will find a variety of resources such as computers, fiction and nonfiction books, a wide array of periodical subscriptions, and daily newspapers. The media specialist will provide students with guidance in using materials needed to complete classroom assignments. Students may access the library with permission from their classroom teacher. Eating and/ or drinking are prohibited in the Library Media Center.

## **VISITORS**

Students may not bring guests to school and expect them to be admitted to regular classes. School is a place where work is going on, and receiving visitors interrupts the schedule.

Parents of BEMS students are always welcome to visit the school campus. They should report by the office to receive a pass. **All visitors must report to the main office to obtain a pass and permission to visit school classrooms.**

### **PLEASE NOTE:**

**It was enacted by the general assembly of the state of South Carolina that any person entering the premises of any school shall be deemed to have consented to a reasonable search of his person and effects.**

## **CLOSED CAMPUS**

The BEMS campus is closed to the public. Visitors must report to the office upon arrival on the grounds. Students are not allowed to leave the campus after arriving for school and prior to dismissal without permission from the administration. Students may not come and go freely from the campus during school hours to include the lunch period.

## **NON-STUDENT ON GROUNDS**

The principal is empowered to take appropriate action against non-students who invade the building, grounds or other school property. Such action will include the right to call in the police and swear out warrants. The authority for such is Article 5, 16-551 of the South Carolina Code of Laws: "Disturbing Schools--it shall be unlawful (1) for anyone (a) to interfere with or disturb in any way or in any place the student or teachers of any school in this State (b) to loiter about school premises of (c) to act in an obnoxious manner thereon. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than ten dollars nor more than one hundred dollars, to be imprisoned not less than ten days or more than thirty days."

## **COURTESY RULES**

1. Remove your hat when you come in the building
2. Say excuse me if you interrupt
3. Say excuse me if you bump into someone
4. Watch language in the hallway
5. Use trash receptacles
6. Respect property
7. Respect other people – do not be rude to other students or teachers
8. Be quiet in the halls
9. Talk quietly in the cafeteria
10. Say excuse me when you walk between people talking
11. Say "yes mam" or "yes sir", not "what", "yeah," or "no"

## **DAILY ANNOUNCEMENTS**

All announcements must be approved by the administration. Public address announcements will be made during announcement time and at the end of the day. All students are expected to be quiet during announcements so that all may hear them.

## **GYMNASIUM RULES**

1. No food or drink allowed in the gym at any time.
2. The gym floor is off limits to anyone wearing hard sole shoes.
3. No running or playing on the bleachers is allowed.
4. Students will not be allowed in the gym during lunch.

## **HALLWAYS**

Due to the crowded conditions in the hallways and the possibility of accidents occurring, there is to be no running, pushing, or playing in the hallways. Always walk and keep to the right. No food or drink.

## **STUDENT CORRECTIONS**

Teachers have the authority and the responsibility to correct any student that he/she feels need correcting. Students must respect all staff members.

## **STUDENTS REMAINING AFTER SCHOOL**

Any student remaining after the regular school day must be under the direct supervision of a staff member. This means that the student must be in the presence of the responsible staff member. Students will not be allowed to remain unsupervised at school in order to attend or participate in extracurricular or athletic events.

## **ADDITIONAL INFORMATION**

**Parent Conferences:** Parents are encouraged to visit teachers. Appointments must be made to coincide with teachers' schedules. Please call the guidance office at 245-3058 to schedule conferences. In general, teachers will not be allowed to talk with parents during class time. Parents wishing to visit classes should call for an appointment.

**Physical Education:** Students are required to dress in proper gym clothing and give valuables to the teacher before class. The school will not be responsible for items stolen during Physical Education.

**Flowers:** Flowers, balloons, stuffed animals, etc. are not allowed in class. Delivery at school is not encouraged. Students receiving these items will be called to pick them up at the end of the day.

**Restrooms & Water Fountains:** Use water fountains and restrooms before and after school, during lunch-recess, or with teacher permission. If a medical problem requires extra bathroom privileges, a doctor's note is required. This must be updated yearly.

**Selling:** Selling is not permitted without the principal's permission. Selling will be limited to school fund-raising efforts.

**Supplies:** Students should come to school prepared. Students failing to bring necessary supplies may be penalized. Repeated violations will be referred to the office.

**Playground:** Use designated entrances and stay in designated playground areas. Private property around the school must not be used as a shortcut.

**Lunchroom/Canteen:** Stay in designated areas. Eat canteen items during lunch. Eating is not allowed in the classroom.

**Hall Conduct:** A written pass is needed to be in the hall during class time. Loud talking or running is not permitted. Keep to the right when moving down the hall.

**Parent-School Communication:** In order to communicate effectively with our parents, BEMS will use the following media.

- ALERTNOW phone messaging system
- School website: <http://bambergmiddle.bsd.schoolinsites.com/>
- Parent portal
- BEMS Facebook Page

## **INSURANCE**

Two policies for health and accident insurance are available to students. One is a limited-coverage policy beginning one hour before school and extending one hour after the school day. The other is a full twenty-four-hour coverage policy. Insurance is required for students in the following activities: athletics, cheerleaders, band, agriculture or shop courses, chemistry, physics, and clubs.

# **ACADEMICS**

## **ATTENDANCE AND TRUANCY**

### **Lawful and Unlawful Absences**

School districts must adopt policies to define and list lawful and unlawful absences.

1. Lawful absences include but are not limited to:
  - a. Absences caused by a student's own illness and whose attendance in school would endanger his or her own health or the health of others,
  - b. Absences due to an illness or death in the student's immediate family,
  - c. Absences due to a recognized religious holiday of the student's faith, and
  - d. Absences due to activities that are approved in advanced by the principal.
2. Unlawful absences include but are not limited to:
  - a. Absences of a student without the knowledge of his or her parents, or
  - b. Absences of a student without acceptable cause with knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

### **Truancy**

The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

### **Truant**

A child ages 6 to 17 meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

### **Habitual Truant**

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

### **Chronic Truant**

A "chronic" truant is a child 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should

other community alternatives and referral fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order.

All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

### **Intervention Plans**

Each district must develop a policy relating to requirements for intervention. The district plan for improving students’ attendance must be in accordance with any applicable statutes. Individual school intervention plans may vary.

### **180 Day School Year**

The school year consists of 180 days. To receive credit, students must attend 170 days of a 180-day course as well as meet all minimum requirements for each course. The board or its designee will approve any absence in excess of ten days, whether lawful or unlawful. Failure to meet the 170 day attendance requirement may result in summer school placement or retention.

S.C. Code Ann. Sections: 59-5-65 (1990 and Supp. 2002): State Board of Regulation: Powers and responsibilities of State Board of Education  
59-65-90 (1990): Rules and Regulations  
20 U.S.C. & 7112 (2002): No Child Left Behind Act of 2001  
Juvenile Justice and Delinquency 42 U.S.C. & 5601 et seq. (2002)  
Prevention Act of 1974 - Descriptor Code: JBD, JBA, JBE 43-274. Student Attendance

### **Make-up work**

A student will be allowed to make-up work missed during an absence from school as long as he/she makes appropriate arrangements with the teacher(s) **WITHIN TWO DAYS AFTER RETURNING TO SCHOOL**. The teacher(s) will notify the student of a reasonable time in which the work must be completed. **It is the student’s responsibility to request missed assignments.**

## **INTERVENTION PLANS AND REFERRALS**

In order to encourage and assist students in attending school regularly, the administration shall adhere to the following intervention procedures;

1. After three (3) consecutive unlawful absences or a total of five (5) unlawful absences occur, the attendance officer shall attempt to identify the reasons for the student's continued absence and develop a plan in conjunction with the student and parent/guardian to improve future attendance.
2. The plan for improving student attendance shall include but not be limited to:
  - (a) Reasons for the unlawful absences;
  - (b) Methods to resolve the cause of unlawful absences;
  - (c) Actions to be taken in the event unlawful absences continue; and
  - (d) The signature of parent/guardian or evidence that an attempt has been made to involve parent/guardian.

3. The student and parent/guardian shall be notified when a student reaches a total of two or three absences, whether lawful, unlawful or a combination thereof.
4. If the attendance plan is not successful and further inquiry by school officials fails to cause student or parent/guardian to comply with the plan, or the student or parent/guardian refuses to participate in intervention planning, the attendance officer may refer the student to a truancy prevention program or the Family Court.

## **APPEALS PROCESS FOR DENIAL OF CREDIT**

### **Superintendent's Level:**

If a student has been denied course credit due to attendance regulations, the parent/guardian or student may make an appeal to the Superintendent at the end of the course.

Any such appeal must be made to the Superintendent, in writing; within ten (10) days of the date the student is advised that he/she failed to receive course credit. The appeal should provide some explanation as to why the student failed to meet the attendance requirement. The appeal will be conducted as an informal hearing. The attendance officer, counselor/principal, parent/guardian and student may be present. They may address the Superintendent and present any supporting documentation. Within ten (10) days of the hearing, the Superintendent shall render a decision regarding the appeal and report his/her decision in writing to the parent/guardian and the school.

### **Board Level:**

After following the above procedure, the parent/guardian or student may petition the Board to review the Superintendent's decision. The petition for Board review must be made in writing to the Superintendent within ten (10) days after receipt of the Superintendent's decision. The Superintendent shall, at the next regularly scheduled Board meeting, present to the Board the request, together with copies of all documents presented at the hearing before the Superintendent. The Board shall notify the parent/guardian/student within ten (10) days whether or not it will review the matter. If a hearing is conducted, it will be conducted informally as determined by the Board.

## **HOMEBOUND EDUCATION**

Homebound instruction is provided for students who because of illness, accident, pregnancy, or congenital defect, cannot, even with the aid of transportation, attend school. The principal or designee will be responsible for implementing the Homebound Program for students experiencing a prolonged illness or injury requiring school absence.

**Criteria:** Participation in the program requires all of the following criteria to be met:

- Physician certification that the student is unable to attend school.
- Principal certification that the student is unable to attend school.
- If the physician's diagnosis indicates the student is handicapped, a copy of the placement form is required to certify that the student has been accorded appropriate placement.

**Procedure:** The following procedure will be observed:

- Obtain a form from the guidance counselor if the student is **expected** to miss more than five days of school.
- Obtain physician's signature on the form and return it to the principal. A certified teacher will be assigned and will provide a minimum of five hours instruction per week. Scheduling is left up to each individual teacher and student.

## **ARRIVAL, DISMISSAL, AND TARDY**

**Early Arrival:** Supervision of students at BEMS begins each morning at **7:15 a.m.**

**Early Dismissals:** Once a student reports to school, he/she is expected to stay for the entire day. Parents should only request an early dismissal for reasons similar to lawful absences (student illness, illness or death of immediate family member, etc.). **When possible, appointments should be scheduled after school or on school holidays.** A good education demands that a student be in every class every day possible. For parents requesting the early dismissal of a student the procedure is as follows:

1. Parents send written permission stating the time, reason, date, and telephone number.
  2. The student will give the note to his/her Advisor and to the office secretary.
  3. During the Advisor Period (homeroom) the student will notify any teachers whose class period will be missed, hand in assignments, and collect work.
  4. The parent must sign the student out in the office.
- Students returning must sign in and pick up a class pass.
  - Anyone who picks up a student from school must be on the parent approval list. ID will be required.

**Tardy:** Students arriving after 7:50 a.m. **must** come to the office **with a parent** or bring a written excuse. Chronic tardies will be reported to the attendance officer.

Late bus students are required to come by the office and get a permission slip before going to the classroom. Late bus students will receive an excused tardy.

**Chronic Tardiness:** Once a student receives 3 tardies to school an administrative conference will be held. On the 5<sup>th</sup> tardy to school a parent conference will be required. Further tardies to school may result in disciplinary action.

**Withdrawals:** The school should be notified at least two days in advance of a student's impending withdrawal. All textbooks, library books, lunch fees, and other fines must be cleared before the student receives a transfer record to another school.

**Tardy to Class:** Students who arrive late to class are considered to be tardy. Successive tardies will result in disciplinary measures according to the teacher's behavior management plan.

## PROMOTION AND RETENTION POLICY

**Purpose:** To establish the basic structure for the promotion, retention, and acceleration of students. The district affirms academic excellence for all students. The promotion and retention policy describes the standards students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next. This policy is applicable to all students who are in the regular school program. Students in special education programs will be governed by their Individual Education Plan (IEP). These students' instructional program will be the state standards curriculum and they will participate in PASS testing unless alternative curriculum and testing accommodations are provided for in the IEP. The district will administer the policy fairly, equitably, and consistently in the schools.

### Grade Seven

To be eligible for promotion, a student must maintain a 60 average in English/language arts and math and maintain a 60 average in science or social studies.

### Grade Eight

To be eligible for promotion, a student must maintain a 70 average in at least four core subjects (English, reading/journalism, algebra/pre-algebra, science and social studies).

### **Retention**

- Students, who fail to meet the promotion criteria may be retained, recommended to attend summer school, or be placed on Academic Promotion.
- Students who fail to meet the promotion criteria will undergo an academic review by the school academic committee. The committee will determine the appropriate placement for the student.
- A student may be retained if he/she fails to meet the attendance requirements as stated in the district and state attendance laws.
- Students failing more than three courses will not be eligible to attend summer school for promotional purposes.

### **Appeals:**

Parents may appeal a decision to retain a student, place a student on probation, or require summer school attendance for promotion consideration to the district review panel within ten days of the affecting decision. The appeal must specify the parent's reason for disagreement and should be addressed to District Superintendent, Bamberg School District One, 3830 Faust Street, Bamberg, SC 29003. The district panel will render and mail a decision on the written appeal within ten working days of receipt. A copy will be sent to the principal.

### **Uniform Grading Policy for SC Schools:**

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

## ACADEMIC EXPECTATIONS AND RECOGNITION

**Homework:** Homework is assigned most days. The reasons are:

- To provide practice on learned skills and the opportunity to learn good study habits
- To provide opportunity for growth in responsibility
- To provide the parent with an opportunity to see what the student is studying and how well he or she is doing

Learning is important and should continue after school hours. Homework should not be viewed as punishment, but as a way to extend learning. Homework policies vary. Please contact individual teachers for clarification.

**Test Papers:** Teachers may send test papers home by the student. Parents should sign and return them to the teacher the next day.

**Report Cards:** Report Cards will be issued every nine weeks and must be returned signed. Progress reports will be issued each grading period (around week 4 ½ of each quarter).

**Academic Recognition:** At the end of each nine weeks grading period, grades are reviewed to determine qualification for the **Junior Garnet and Black Honor Roll**. Students who have earned a grade of A in every subject will qualify for the A Honor Roll. Students who earn all A's and B's in every subject will qualify for the A-B Honor Roll. Students who have earned a grade of B in every subject will qualify for the B Honor Roll.

**Child Find Requirement:** If you feel your child has some type of disability and is in need of special education, related services, or accommodations, please contact the school administration as soon as possible so that the school district can provide appropriate educational opportunities for your child.

## GIFTED AND TALENTED

### **Gifted & Talented Program Parent Notification:**

Gifted and talented students are those who are identified in grades three through twelve as demonstrating high performance ability or potential in academic areas and therefore require an educational program beyond that normally provided by the general school program in order to achieve their potential. The purpose of the gifted and talented program is to provide curriculum, instruction, and assessment that maximize the potential of identified students.

Program models and services consist of resource room or pull-out programs that meet away from the regular classroom to provide services, and self-contained gifted and talented classes organized around one or more disciplines.

Identification is a multi-step process that consists of screening and referral, assessment of eligibility, and placement. Criteria for identification is organized by the following three dimensions:

- **Dimension A Reasoning Abilities/Aptitude:** Demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three on a nationally normed test of academic aptitude.

- **Dimension B High Achievement:** Outstanding performance in reading and/or math as evidenced by a qualified score in Exemplary on the Assessment of State Standards or scoring at or above the 94<sup>th</sup> national percentile on a nationally normed test of academic achievement in the areas of reading comprehension or math concepts/problem solving.
- **Intellectual/Academic Performance:** Students in grades 3, 4, 5, and 6 must have an acceptable score measured by specific performance tasks developed through Project Star, administered in March. Students served in grades seven through twelve must earn a grade point average of at least 3.75 on a 4.0 scale.

Students who meet two of the three above dimensions are eligible for placement, as are students who score at or above the 96<sup>th</sup> national percentile composite on a nationally normed test of academic aptitude.

Any student can be referred for screening assessment. Referrals from teachers, administrators, parents, and students will be accepted. Referrals can be made by contacting the school guidance counselor and requesting Permission to Evaluate Form. No child will be screened without a signed and dated Permission to Evaluate Form. All students referred for screening, who have returned this form, will be tested with a nationally normed test of academic aptitude. Achievement results from the Palmetto Achievement Challenge Test will be used in the achievement dimension.

If you have any questions regarding identification procedures and program services, contact your child's school guidance counselor or Angela Williams, Gifted and Talented Coordinator. Bamberg School District One does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in, or employment in its programs and activities.



**"Until you spread your wings, you'll have no idea how far you can fly."**

# Student Code of Conduct

## ADMINISTRATIVE DISCIPLINE GUIDE

### Administrative Lunch Detention

- Assigned in lieu of ISS
- Utilized at administrator's discretion

### In School Suspension (ISS)

- Housed in BEMS classroom
- 8:15 a.m. – 3:00 p.m.
- Monday – Friday
- Students assigned to ISS are segregated from the regular student population and have different lunch and break times
- Students are required to complete assigned work
- Refusal to do work will cause additional time assigned to ISS or OSS
- 10 days are the maximum days allowed in ISS for the school year after which OSS will be assigned.
- Parent notification

### Out of School Suspension (OSS)

- Student is not allowed to attend school and is not allowed on ANY BSD1 campus for any activities.
- 10 days maximum allowed OSS days after which student may be assigned to Alternative School or recommended for expulsion
- **OSS will begin at 3:00 p.m. (at the end of the school day) on the date that the referral is issued by administrators. The suspension will stay in effect until the student is allowed to return to school.**

### Alternative School

- Student may be assigned to the STAR center after accumulating 10 OSS days
- Minimum assignment determined by the STAR Center's policy
- Assignment may be for remainder of year
- All assigned work must be completed to the satisfaction of the Alternative School Administration
- Refusal to do assigned work or other behavior problems will cause recommendation for expulsion

### Expulsion

- Student may not return to school for the remainder of the year and is required to attend a hearing at the District Office to be re-admitted.

## **LEVEL I OFFENSES**

### **Smoking/Possession of Tobacco Products**

1<sup>st</sup> referral – 1 day OSS

2<sup>nd</sup> referral – 2 days OSS

3<sup>rd</sup> and subsequent referrals – 3 days OSS

### **Cutting Class**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 1 day OSS

3<sup>rd</sup> and subsequent referrals – 2 days OSS

### **Disturbing Class**

1<sup>st</sup> referral – Administrative Conference

2<sup>nd</sup> referral – 1 day ISS

3<sup>rd</sup> and subsequent referrals – 1 day OSS

### **Dress Code Violation**

All referrals – Student will not be allowed to go to class. Student must go home to change clothes, have appropriate attire brought to school or report to ISS. The attendance policy will be enforced and absences will be unexcused for this offense.

### **Failure to Follow Instructions**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 2 days ISS

3<sup>rd</sup> and subsequent referrals – 1 day OSS

### **Gambling**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 1 days OSS

3<sup>rd</sup> referral – 2 days OSS

### **In Unauthorized Area**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 2 days ISS

3<sup>rd</sup> and subsequent referrals – 1 day OSS

### **Inappropriate Affection/Behavior**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 2 days ISS

3<sup>rd</sup> and subsequent referrals – 1 day OSS

### **Profanity to Student/ Obscene Gestures**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 1 days OSS

3<sup>rd</sup> and subsequent referrals – 2 days OSS

**Leaving Class without Permission**

- 1<sup>st</sup> referral – 1 day ISS
- 2<sup>nd</sup> referral – 2 days ISS
- 3<sup>rd</sup> and subsequent referrals – 1 day OSS

**Sleeping in Class**

- 1<sup>st</sup> referral – ISS remainder of the period/block
- 2<sup>nd</sup> and subsequent referrals - 1 day ISS

**Eating/Possession of Food Outside of the Cafeteria**

- All referrals – Administrative Detention

**Excessive Talking**

- 1<sup>st</sup> referral – Administrative Conference
- 2<sup>nd</sup> and subsequent referrals – 1 day ISS

**LEVEL II OFFENSES**

**Possession of Cell Phone/Electronic Device**

- All referrals – Cells phones are confiscated and will be released to parent(s) or listed contact when the \$25.00 fine is paid.

**Cheating**

- 1<sup>st</sup> referral – Zero on assessment & Administrative conference
- 2<sup>nd</sup> referral – 1 day OSS and a zero on assessment
- 3<sup>rd</sup> and subsequent referrals – 2 days OSS and a zero on assessment

**Near Fight/Causing a Fight/Spreading Information Contributing to a Fight**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> referral – 2 days OSS
- 3<sup>rd</sup> and subsequent referrals – 3 days OSS

**Fighting**

- 1<sup>st</sup> referral – 3 days OSS
- 2<sup>nd</sup> referral – 5 days OSS
- 3<sup>rd</sup> referral – 5 days OSS with recommendation for expulsion

**Minor Vandalism (less than \$25.00)**

- 1<sup>st</sup> referral – 2 days ISS or 1 day OSS (full restitution)
- 2<sup>nd</sup> referral – 2 days OSS (full restitution)
- 3<sup>rd</sup> referral – 3 days OSS (full restitution)

**Cutting School/Leaving School without Permission**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> and subsequent referrals – 3 days OSS

**Disrespect to Staff/ Insolent Behavior**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> referral – 2 days OSS
- 3<sup>rd</sup> and subsequent referrals – 3 days OSS

**Disturbing School**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> referral – 2 days OSS
- 3<sup>rd</sup> and subsequent referrals – 3 days OSS

**Profanity to Staff**

- 1<sup>st</sup> referral – 3 days OSS
- 2<sup>nd</sup> referral – 5 days OSS
- 3<sup>rd</sup> referral – 5 days OSS with recommendation for expulsion

**Direct Disobedience/Refusal to Obey Staff**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> and subsequent referrals – 3 days OSS

**Threats to Students/Bullying**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> referral – 3 days OSS
- 3<sup>rd</sup> referral – 5 days OSS with recommendation for expulsion

**Theft/Selling /Possession of stolen property (> \$25.00)**

- 1<sup>st</sup> referral – 3 days OSS (restitution) notification of law enforcement
- 2<sup>nd</sup> referral – 5 days OSS (restitution) notification of law enforcement

**Unauthorized Note/Forgery (Parent/Teacher Note)**

- All referrals – 1 day OSS

**Misbehavior during Assembly Programs**

- All referrals – 1 day OSS

**Computer Misuse**

- 1<sup>st</sup> referral – 1 day ISS
- 2<sup>nd</sup> referral – 2 days ISS and restriction of use
- 3<sup>rd</sup> and subsequent referrals – 1 day OSS

**Possession of Obscene Materials (including Internet searches)**

- 1<sup>st</sup> referral – 1 day OSS
- 2<sup>nd</sup> referral – 3 days OSS
- 3<sup>rd</sup> referral – 5 days OSS with recommendation for Alternative School or expulsion

**Possession of a Weapon-Like Object/Contraband**

- 1<sup>st</sup> referral – 3 days OSS and confiscate object (notification of law enforcement)
- 2<sup>nd</sup> and subsequent referrals – 5 days OSS (notification of law enforcement) with recommendation for expulsion

## **LEVEL III OFFENSES**

### **Assault and Battery**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Arson**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Bomb Threat**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Extortion**

1<sup>st</sup> referral – 5 days OSS (notification of law enforcement)

2<sup>nd</sup> referral – 5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Explosive Devices**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **False Fire Alarm**

1<sup>st</sup> referral – 5 days OSS (notification of law enforcement)

2<sup>nd</sup> referral – 5 days OSS and recommendation for expulsion (notification of law enforcement)

### **Use and/or Possession of Intoxicant/Alcohol**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Possession /Selling/Use of Illegal Substance**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Possession of Weapon**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Vandalism (major) over \$100.00**

5 days OSS with restitution and possible recommendation of expulsion (notification of law enforcement)

### **Threatening Staff (Explicit)**

5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Indecent Exposure**

1<sup>st</sup> referral – 5 days OSS with recommendation for expulsion (notification of law enforcement)

### **Sexual Misconduct**

5 days OSS with recommendation for expulsion (notification of law enforcement)

## **ALL LEVEL III OFFENSES REQUIRE REFERRAL TO LAW ENFORCEMENT**

**School Administrators will follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act.**

## **BEMS DRESS CODE**

**The purpose of the BEMS Dress Code is to create an atmosphere that will allow us to provide the best education possible for your children and our students.**

Student dress and grooming shall be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school. As long as the clothes do not deviate from the accepted norm and as long as the clothes are not a deterrent to the educational process as judged by the administrative team of a school, the attire will be acceptable. The State Board of Health requires that every student wear shoes to school.

In compliance with the above, the following guidelines will be used:

1. All shorts, skirts, and dresses must be no more than four inches above the knee. (Physical education dress for athletics are excluded at appropriate places and time.) Any exception to the above will be at the discretion of the school administration.
2. Any apparel that has the appearance or similarity of shorts, pants, etc., must be no more than four inches above the knee. Skirt and dress hemlines are to be appropriate in length so as not to cause undue attention. **AN EXCEPTED GUIDELINE IS NOT MORE THAN FOUR INCHES ABOVE THE KNEE CAP.**
3. Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
4. All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard are prohibited. Bedroom shoes, shower shoes, or house slippers are prohibited.
5. Offensive or suggestive writing or pictures on clothing are prohibited.
6. Hats, caps, head scarves, wrap caps, or anything similar may not be worn inside of the building by either male or female students. These items will be confiscated and turned in to the office.
7. Wearing sunglasses, with the exception of prescribed ones necessary for correction or medical problems, is prohibited inside school buildings. Sunglasses may not be worn on the top of the head or around neck.
8. Students' hair, including facial hair, must be neat, clean, and well-groomed. Hair must not obstruct vision. Hair styles which cause undue attention or a health and safety hazard are not permissible.

9. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, A-shirts, sheer blouses, or shirts that cause undue attention are prohibited. **OVER-SIZED SHIRTS AND MUSCLE SHIRTS ARE PROHIBITED.**
10. Bare midriffs, see-through garments, bare-backs, halter tops, low-cut blouses, tank tops, t-straps, tube tops, A-shirts, and cut-offs are prohibited. All straps on the blouses must be at least three fingers wide. Bra straps are not to be exposed.
11. Combs may not be worn in the hair, except barrette style combs. **Hair curlers and picks are prohibited.**
12. All jumper and overall straps must be across shoulders and fastened.
13. All pants must be worn at the appropriate waist level (male and female). Appropriate waist level means pants should not be worn in the “sagging” position or showing undergarments.
14. Both pants legs must be fully extended. Nothing can be hanging out of the pants pockets. This includes but is not limited to bandanas, towels, gang paraphernalia, or do-rags.
15. Clothing must be decent, clean, and properly worn at all times. Clothing advertising alcohol or drug use is prohibited.
16. No students, boys or girls, will wear earrings in their face (nose, tongue, brow, lip, etc.) unless there is a religious exemption form on file that has been obtained from the Bureau of Vital Statistics, Columbia, South Carolina. A letter from a minister or church clerk will not be sufficient.
17. Fishing hooks cannot be worn on any type of hat and/or garment.
18. Leggings, jeggings, yoga pants and tights may only be worn with proper length shirt or skirt (at mid-thigh or at proper 4 inches above the knee when standing).
19. Pants with holes or tears more than 4 inches above the knee are prohibited.
20. In an effort to maintain the professional appearance of the educational environment, bedroom items (i.e. blankets) and bedroom attire (i.e. pajamas) are prohibited.

ANY STUDENT WHO DOES NOT MEET THE DRESS CODE POLICY WILL BE SENT HOME AND ALL ABSENCES WILL BE COUNTED AS UNEXCUSED. ALL TEACHERS WILL CHECK AT THE BEGINNING OF THE CLASS PERIOD FOR DRESS CODE VIOLATIONS AND SEND THEM IMMEDIATELY TO THE MAIN OFFICE.

## CELL PHONE POLICY

Cell phones (telecommunications devices that emit an audible signal, vibrate, display and message, or otherwise summon or deliver a communication to the possessor) have proliferated in recent years. To prevent disruption of the learning environment and to prevent using the messaging functions to cheat during exams or violate the privacy rights of students who are minors, **STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES IN THEIR POSSESSION OR ON THEIR PERSON. THIS POLICY INCLUDES THE PROHIBITION OF SMART WATCHES.**

*Prior to a student entering the building, his or her cell phone must be turned off and then secured in the student's locker. (CELL PHONES MAY NOT BE KEPT IN ANY PLACE OTHER THAN A LOCKER).* If a student is found in possession of a cell phone between the 7:15 and 3:00 p.m., the phone will be confiscated and the student will be disciplined according to the school policy listed in the student handbook. While on school buses, cell phones are to be turned off and stored out of sight, in pockets, bags, backpacks, etc. **ALL**

**CELL PHONES WILL BE CONFISCATED INCLUDING PHONES DISCOVERED DURING SEARCHES OF REASONABLE SUSPICION.**

Cheating is one of many problems caused by cell phones. Texting during class interrupts instruction. Taking photos of others without permission in places such as restrooms and showers can be a serious problem.

News reports have shown that cell phones with built-in cameras as well as other electronic devices with photographic capabilities are being used for unethical and illegal purposes. These devices can also be used to reproduce copyrighted materials, which violate federal copyright laws.

To address cell phone concerns, in addition to existing policies regarding the possession and use of electronic devices on school grounds and at school-sponsored activities, the following rules apply to the possession and use of cell phones.

- Students are to go to the school office to make emergency phone calls to home.
- In case of emergency, parents are asked to call the school office. The school office staff will relay messages to students at the appropriate time.
- **ALL STUDENTS** who violate the provisions of the cell phone policy will have their cell phone confiscated, and must pay a **\$25.00** fine for the return of the phone. (Fines must be paid in cash to the school office.)
- Only individuals listed as parent or contact may retrieve the cell phone. The \$25.00 fine must be paid before phone is returned.
- Students who fail to submit their phones immediately upon request will be written up for **“DIRECT DISOBEDIENCE” AND WILL BE SUBJECT TO OSS.**
- Any phones not picked up by the end of the school year (June 30) will be donated to a local charity.

Refer to the Pupil Discipline Policy listed in this handbook that states violation of the cell phone policy is a Level II violation.

**PROHIBITED ELECTRONIC DEVICES**

Smart watches, CD players, electronic games, beepers, earphones, laser lights, cameras, cell phones, MP3 players, iPods, Beats/headphones, portable speakers, etc., are not allowed in the building from 7:15 am – 3:00 pm. If you bring these items to school, they will be confiscated.

## **SEARCH AND SEIZURE**

**THE SCHOOL ADMINISTRATION HAS THE RIGHT TO SEARCH A STUDENT'S PERSON AND PROPERTY IF THERE IS REASONABLE SUSPICION TO BELIEVE THAT DRUGS, WEAPONS, DANGEROUS, ILLEGAL OR PROHIBITED MATTER OR STOLEN GOODS ARE LIKELY TO BE FOUND.**

It is the school's duty to enforce school discipline policies and to protect the health and safety of individual students and the student body. The school recognizes that students have the right of privacy of person as well as the freedom from unreasonable search and seizure but recognizes that this right is balanced by the school's responsibility to protect the health, safety and welfare of all its students, buildings, equipment and grounds. The school will make every effort to respect the rights and personal property of students.

## **ALCOHOL AND DRUG POLICY**

Students enrolled in the schools of the Bamberg County School District No. 1 shall not be under the influence of, use, consume, possess or distribute alcoholic beverages or drugs in any quantity. Any student violating this regulation shall be expelled from attending school for the remainder of the school year with the following exception; a student with a minor first-time violation shall be suspended for five days and granted the alternative of attending the Alcohol Drug Intervention Program sponsored by the Tri-County Commission on Alcohol and Drug Abuse with his/her parents. All fees and expenses incurred shall be borne by the student's parent(s) or guardian. A student enrolled in this program will be allowed to remain in school but will continue on probation for the remainder of the school year. If the student discontinues the program or is dismissed from the program, expulsion proceedings shall be initiated by the appropriate principal.

Students will be allowed to select the Alcohol and Drug alternative only once during their school career. Any abuse occurring after this first violation will be treated as a second violation and expulsion will result. (Explanation: If a student is guilty of alcohol or drug abuse in one grade and selects the intervention program and in a later grade is found guilty again, he/she will not be eligible for the program and will be expelled).

A student enrolled in the Intervention Program which extends beyond the end of the regular school year must complete the Intervention Program prior to receiving academic credits for that year. Seniors shall not be eligible to receive their diploma and/or transcripts until the Intervention Program is completed.

A student committing a major violation, such as drug selling or distribution, shall be expelled from attending school, and the appropriate law enforcement officials shall be notified in each case.

A student violating the Alcohol and Drug Abuse regulations on more than one occasion within a school year shall be expelled from attending school for the remainder of the school years. However, the Board reserves the right to expel students permanently depending on the severity of the case.

The regulation concerning alcohol and drug abuse shall be applicable to students in these situations:

1. When the violation occurs at school during school hours or when participating in a school sponsored activity.
2. When the violation occurs off campus and the student comes or is brought to school during the school day or participates in a school sponsored activity after consuming any alcohol or drugs.
3. When the student is found to be guilty of being an accessory to an alcohol or drug distribution operation on school grounds or adjacent areas to the school.

When the violation occurs, the District No. 1 procedure regarding suspension and expulsion shall be followed by the principal. Students will be suspended from school for five days allowing for time to enter the Intervention Program or for an administrative hearing by the District Hearing Authority. The Hearing Authority is a delegated authority to exercise judgment and allow the student to return to school under extenuating circumstances.

A copy of this Board Policy and a copy of the rules and regulations pertaining to the Alcohol and Drug Intervention Program shall be published in the student handbook of each school in the Bamberg County School District No. 1. Each student shall be required to return to his/her school signed evidence that his/her parent/parents have read and understand the District No. 1 Board Policy on Alcohol and Drug Abuse. Every effort is to be extended to make each student fully aware of the consequences of Alcohol and Drug Abuse as described in this policy.

## **WEAPONS - LIKE POLICY**

South Carolina State Law 16-23-430 (Carrying Weapons on School Property) states:

- (1) It shall be unlawful for any person, except state, county or municipal law-enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two (2) inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.
- (2) Any person violating the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed one hundred dollars or imprisoned for a term not to exceed thirty days. Any weapon or object used in violation of this section may be confiscated by the law-enforcement division making the arrest.

The law is very clear on what constitutes a weapon and intent is not addressed. It is strongly requested that you check your child's pockets, pocketbooks, and book bags to make sure that an ornament of any type or pocketknife, etc. that would meet the definition of a weapon is not in his/her possession. If we confiscate an ornament or pocketknife with a blade less than two inches in length, we will make you aware and insist on a conference and/or disciplinary action. However, any object used in a threatening manner constitutes a weapon.

If an object that meets the state's definition of weapon is found in your child's possession, the police department will be notified and in accordance with board policy (JCDA), the student will be recommended for expulsion.

**Note: ALL Knives are prohibited (regardless of the size).**

## **EXPULSION OF STUDENTS/GUN-FREE SCHOOLS ACT**

The board of trustees will expel any student who brings a weapon to school (includes any school- sponsored activities). For purposes of this policy, a weapon is defined as a firearm. The term firearm is defined extensively by federal law, but generally means an operable weapon (gun) or destructive device (explosive, incendiary).

The period of expulsion will last no less than one calendar year. The board directs the superintendent to bring recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. In considering whether to modify the one- year expulsion requirement, the superintendent may consider, among other things, the student's age, discipline record and the specific facts and circumstances of the incident.

The district may provide educational services in an alternative setting to students expelled under this policy, pursuant to the circumstances of each individual case.

The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

## **ANTI-BULLYING AND HARRASSMENT POLICY**

### **1. Prohibition against Bullying and Harassment**

Bullying and harassment are prohibited in Bamberg-Ehrhardt Middle School

### **2. Definition of Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

### **3. Definition of Harassment**

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive.

### **4. Scope**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and District staff, students, parents and volunteers.

### **5. Reporting Bullying and Harassment**

All allegations of bullying or harassment shall be reported to the principal or a designated staff member.

### **6. Anonymous Reports**

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

### **7. False Reports**

Students who file false reports of bullying or harassment will be subject to disciplinary action.

### **8. Parental Reports**

Reports alleging bullying or harassment may be filed with the principal or the designated staff member by parents and school volunteers.

### **9. Responsibility of Students**

Any student who observes an act of bullying or harassment should report the bullying or harassment to the principal or the designated staff member.

### **10. Responsibility of Staff**

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

### **11. Retaliation**

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

### **12. Discipline and Remediation**

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; loss of school bus transportation; in-school suspension; or out-of-school suspension. If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

## **TECHNOLOGY GUIDELINES**

### **COMPUTER USE / INTERNET ACCESS**

All students have access to networked programs and the Internet. When using school computers, all students are expected to abide by the district's Acceptable Use Policy. General school and district rules for behavior and communication apply. The Director of Technology along with school administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Bamberg School District One servers.

Students are expected to use the district Internet system for educational purposes. The district has the right to place reasonable restrictions on the materials that students access or post through the system. Students are expected to follow the rules set forth in the

district's Acceptable Use Policy, the student discipline code and the law in their use of the district Internet system and district-owned equipment.

All students will receive a copy of the Bamberg School District One Policy for Computer Use/Internet Access. The form is to be signed by both parent(s) and students and returned to the school. Failure to return the form does not release students from the rules and regulations of the Computer Use/Internet Access Policy.

Each student is assigned an individual user account. The security of this account is the responsibility of the student. It should be safeguarded at all times.

## **INTERNET ACCEPTABLE USE POLICY**

Because technology is a vital part of education in Bamberg District #1, students and staff are provided access to the Internet. The district's goal is to promote educational excellence and allow access to resources unavailable through traditional means such as e-mail, news, software and graphics and other information of educational value. With access comes the availability of material that may be of no educational value. The district has taken precautions to restrict access to inappropriate materials.

However, it is impossible to control all materials. The district believes that the information and interaction available outweighs the possibility that users may obtain material not consistent with the educational goals of the district. Students must receive instruction on appropriate use. Parents must sign a permission form at the beginning of each school year. Students must sign a form annually acknowledging that they understand the regulations and the consequences for violating the rules.

**Acceptable Use:** Used for educational and research only. Transmission of any material in violation of any law is prohibited. This includes materials that are threatening or obscene.

### **Procedures for Use:**

- Staff may access the Internet for work related purposes any time that it does not interfere with responsibilities.
- Students are allowed supervised access only. Students may not access the Internet without permission.
- Students must sign a log in sheet before each use.

**Rules Governing Internet Use:** Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. Network rules of etiquette including the following:

- Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Do not reveal your address or phone number
- E-mail is not private. Inappropriate messages will be reported.
- Do not access restricted information, (obscene, libelous, vulgar, profane, or lewd) or

- information disruptive to the academic environment.
- Vandalism will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, uploading or creation of computer viruses.
- Use only long enough to complete work so others will have equal access opportunity.
- Do not use the Internet for financial or commercial gain.

**Meeting the Parent's Right to Know Requirement:**

**Dear Parent or Guardian,**

**You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, Bamberg-Ehrhardt Middle School will provide you with the following as soon as possible:**

- **If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;**
- **If the teacher is teaching under an emergency status for which state licensing requirements have been waived;**
- **The type of college degree major of the teacher and the field of discipline for any Graduate degree or certificate;**
- **If a child is receiving services from an instructional paraprofessional, the right to request his/her qualifications;**
- **Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.**

**Sincerely,**

*Denise L. Miller*  
**Denise L. Miller,**  
**Principal**

**Please contact the school office at 803.245.3058 if you would like to request this information.**

**Bamberg-Ehrhardt Middle School  
2018 - 2019**

**I have read and understand the following policies as explained in this handbook. I am aware the policies will be followed as mandated by the District Board and the State of South Carolina. I agree to abide by the regulations:**

- **Visitor's Policy**
- **Courtesy Rules**
- **Attendance and Truancy Policy**
- **Arrival, Dismissal, and Tardy Policy**
- **Promotion and Retention Policy**
- **Academic Expectations**
- **Student Code of Conduct**
- **Dress Code**
- **Cell Phone Policy**
- **Alcohol and Drug Policy**
- **Gun-Free School Policy**
- **Anti-Bullying and Harassment Policy**
- **Internet Acceptable Use Policy**

\_\_\_\_ I **do** give my child permission to use the Internet for educational purposes.

\_\_\_\_ I **do not** give my child permission to use the Internet.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Advisor**

**This Sheet Must Be returned to the Student's Advisor/Teacher**

