

BANKS TRAIL MIDDLE SCHOOL

STUDENT HANDBOOK

2024-2025



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“Together Building a Tradition of Excellence”

Mission Statement

Banks Trail strives to provide educational experiences in and outside of the classroom which empower all students to make a positive impact on their world.

Timberwolves Demonstrate:

Teamwork

Responsibility

Ambition

Integrity

Leadership

and Together we will
Build a Tradition of Excellence



Walk the TRAIL

Banks Trail Middle School faculty and staff have the best interests of our students in mind. Therefore, we believe in maintaining a secure, supportive, and safe learning environment for all of our students that promotes high expectations for student achievement and behavior. We believe in a school that provides productive, mutually respectful relationships among staff and students. Our teachers provide positive learning experiences that encourage these relationships and reinforce school expectations. Behaviors that do not meet those expectations will be addressed using our Ci3T and student discipline policies and procedures.

BTMS has developed a Ci3T plan for all students attending grades 6-8. This plan addresses three key components: academics, behavior, and social skills. This plan has both a proactive and reactive behavioral component. The plan was developed in response to information derived from school-wide surveys and student performance measures to determine teachers' expectations and areas of need at Banks Trail Middle School.

Students, faculty, and staff have the right to feel safe, secure, respected, and valued. Students are encouraged to inform their teachers, counselors, or administrators of any situation which may cause harm to themselves or other students.

The next page of this document outlines the behavior expectations for students, highlighting what they can do to walk the trail each day.

Banks Trail Middle School Wide Expectation Matrix

	Teamwork	Responsibility	Ambition	Integrity	Leadership
Classroom	• Use respectful, school-appropriate language with peers and teachers • Encourage everyone to participate	• Turn in all finished work on time • Use self-control • Return and charge computers daily	• Complete work with best effort • Work to learn, not just to finish • Advocate for yourself-ask for help when you need it	• Take pride in your assignments • Treat classroom materials and spaces appropriately • Own up to mistakes & behaviors	• Model appropriate classroom behaviors • Help others
Hallway	• Be aware and give space when going to your locker or standing in line • Promptly report to your assigned location	• Hands to yourself • Follow instructions for drills and emergencies • Report unsafe behaviors	• Listen to and follow adult request • Model appropriate hallway behaviors	• Recognize and walk away from conflict • Focus on yourself and your own behaviors	• Lead by example by following the previously stated guidelines.
Cafeteria	• Be inclusive; make sure all peers have a place to sit; include peers in conversations	• Clean your table before going to Blacktop or returning to class	• Use respectful language with peers and adults	• Listen to and follow adult requests	• Clean up and be accountable for your area
Bathroom	• Take care of your personal business and leave	• Keep bathroom tidy • Leave your cell phone in your locker or bookbag • Respond appropriately to conflict situations	• Use the restroom quickly and return to classroom quietly	• Give others privacy and remain in own stall • Keep surfaces and walls free of graffiti • Report any problems to your teacher or an administrator	• Promptly report any problems to teacher
Blacktop / Common Area	• Share blacktop equipment with peers • Use respectful language with peers and adults	• Stay in established area • Report problems/unsafe behavior	• Return the equipment when you are done • Use equipment appropriately	• Respect other peoples' personal space • Be in control of your attitude and temper	• Be kind to peers while playing games • Report problems & unsafe behaviors to teacher • Be inclusive and model inclusive behavior
Bus	• Use respectful language with peers and the bus driver • Hold each other accountable for expected behaviors	• Use self-control • Remain in your seat and quiet • Report to bus on time	• Be alert and watch for your stop on the way home • Carry on all personal belongings needed	• Listen to and follow the bus driver's rules	• Model expected behavior for others • Be alert and prepared in emergency situations on the bus
Arrival & Dismissal	• Respectfully encourage each other to get to/stay in assigned area • Recognize and do not participate in conflicts	• Report to and stay in assigned area • Bring to school and take home all necessary materials	• Arrive on time • Go straight to class (after getting breakfast) • Show a positive attitude	• Be on time • Control temper in conflict situations	• Lead by example: report to assigned area quickly and quietly



Student Code of Conduct

The students of Banks Trail Middle School are expected to adhere to the principles of Teamwork, Responsibility, Ambition, Integrity, and Leadership. Students should conduct themselves according to the behavioral expectations set by their parents, teachers, and the school faculty. To assist students in making appropriate choices, a Code of Conduct has been established, outlining unacceptable behavior and the resulting consequences. The teachers, faculty, and administration of Banks Trail Middle School will work in collaboration with parents and guardians to enforce the Code of Conduct consistently. Students are required to follow the Code of Conduct at all times while on school premises or representing Banks Trail Middle School. This includes:

- when traveling to and from school on a school bus or other school vehicle
- on school grounds before, during, or after school hours
- on school grounds at any other time when the school is being used by a school group
- when attending or participating in sporting or academic events in any district facility
- during any school activity, function, field trip, or event off school grounds.

Intervention Level

Teachers and staff members may use interventions before addressing infractions with a consequence. These interventions may include:

- Verbal warnings
- Communication with parents and guardians
- Guidance referrals
- Parent/Guardian conferences

- Change in seating assignments
- Assigning responsibility cards
- Restorative Conferencing Techniques

The members of the BTMS faculty will attempt interventions to prevent an escalation of behavior when possible. However, more severe infractions and repetitive misbehaviors will warrant staff members escalating consequences.

Level I – Disorderly Behavior and Consequences

Level I Behavior infractions are minor in nature and may include things like tardiness, chewing gum in class, or not having the required materials for class. These infractions are typically addressed by the classroom teacher and may result in a verbal warning or a brief classroom consequence. These infractions also include behaviors such as talking out of turn, making noise or engaging in minor disruptive actions. These infractions can disrupt the learning environment and create unsafe environments. It is important for students to understand their impact of their behavior on the classroom and to make adjustments to maintain a positive learning environment.

These behavior infractions include:

Afterschool Violations	Candy, Food, Drink, Gum	Cheating/Plagiarism
Disruptions of Class	Dress Code	Forgery
Failure to Serve Lunch Detention	Failure to Serve Afterschool Detention	Inappropriate Behavior/Minor Horseplay
Inappropriate Physical Contact	Improper Use of Computer	Instructions Not Followed
Littering/Leaving Trash on Tables	Loitering/Present after hours	Minor Disrespect to Staff
Minor Disrespect to Student	Tardies to Class	Tardies to School (<i>outlined in greater detail below</i>)
Unauthorized Area	Use of Personal Communication Devices (<i>outlined in greater detail below</i>)	

****Any of these infractions can be escalated to Level II based on recurrence without effective change with the use of initial interventions and consequences.**

Consequences include:

Administrative Conferencing	Administrative Discretion	Afterschool Detention
Clean Up Duty	Lunch Detention (# of days varies based on severity)	ISS (# of days varies based on severity)
OSS (# of days varies based on severity)	Parent Contact/Conferencing	Possible Ban from afterschool activities
Referral to Guidance	Referral to Guidance	Referral to Intervention Team
STOP (Student Time Out Period)		

*****Students who have out of school suspension are not allowed on school grounds for any reason without prior approval from the administration. The student will be charged with trespassing*****

Tardies to School - Being punctual is crucial, especially when it comes to attending school. Arriving to school on time sets a positive tone for the day, allowing students to ease into their learning environment without disruption. Not being tardy also demonstrates respect for teachers, classmates, and the importance of education. It helps students develop responsibility, time management skills, and discipline, which are valuable traits for success in school and beyond. BTMS will adhere to the following tardy plan.

Tardy #	Administrative Action	Student Consequence
1st - 2nd	No Action	No Action
3th	Meet with Student, Phone Call Home to Parent, and Email Follow Up	Warning
4th	Meet with Student	Lunch Detention/Afterschool Detention

5th	Set Up Attendance Conference with Parents/Guardians	Lunch Detention/Afterschool Detention
6th		Lunch Detention/Afterschool Detention
7th	Create School Level Attendance Plan	After School Detention
8th		After School Detention
9th		After School Detention
10th Plus	Work With Student Services to Develop a Plan	After School Detention

Use of Personal Communication Devices – A new state law is in place which prohibits students from accessing or using “personal electronic communication devices” during the school day. Personal Communication Devices include cell phones, smartwatches, and any communication device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone. Below are the details pertaining to the use of cell phones on campus:

- As a best practice, any and all personal communication devices should be turned off at the beginning of and throughout the school day and placed in bookbags, handbags, or personal storage space, and out of visibility.
- Students may use their cell phones before the start of the school day and then after the school day ends.
- Students may use their cell phones during after-school activities.

Refusal to turn over the device will result in no less than one day of in-school suspension (ISS). Students will have access to school phones in case of emergency. In the event you have an urgent matter that needs to be communicated to your child, please contact the school office.

Students found violating this policy will face disciplinary actions as follows:

First Offense – Personal communication device confiscated until the end of the school day, warning given to the student, parent notification

Second Offense – Personal communication device confiscated until the end of the school day, lunch detention assigned to the student, parent notification

Third Offense – Personal communication device confiscated until the end of the school day, after school detention assigned to the student, parent notification

Fourth Offense – Personal communication device confiscated until the end of the school day, 1 day of ISS assigned to the student, and a parent conference will be scheduled to communicate the student checking the phone in and out at the front office every day for the remainder of the school year.

Level II – Disruptive Behavior and Consequences

Level II Behavior infractions are more serious than Level I infractions and may include behaviors such as continued defiance, repeated disruption of the learning environment, or disrespectful behavior towards peers or staff. These infractions often result in more formal interventions and developing a plan for improvement. It's important for students to understand the impact of their actions and to work towards maintaining a respectful and positive learning environment for everyone.

These behavior infractions include:

Abusive Language (any category race, sexual preference, ethnicity, etc.	Blackmail/Threats/Intimidation	Counterfeit/Theft/Possession of Stolen Item(s), (Minor-\$50 or Less)
Hit/Kick/Push	Defiance	Fighting/Simple Assault
Lying/Providing False Information/Withholding information	Major Disrespect to School Personnel	Major Disrespect of Student
Major Horseplay/Precarious Situation	Medicine Policy Violation	Obscene Gesture/Obscene Gesture in Picture/Obscene Drawing
Obscene Literature/Pornography	Recording/Taking Pictures of Behaviors that violate the privacy and rights of other, are disorderly or disruptive	Smoking/Smokeless Tobacco/E-Cig/Vape/Paraphernalia (outlined in greater detail below)

	(outlined in greater detail below)	
Student Disorder/Disorderly Conduct/Student Endangerment		

Consequences Include any combination of the following:

Administrative Discretion	ISS (# of days varies based on severity)	OSS (# of days varies based on severity)
Parent Conference	Potential Arrest	Recommendation for Expulsion
Referral to the Alternative School	Referral to School Counselor	Referral to Intervention Team
STOP (Student Time Out Period)	Threat Assessment Completed	

*****Students who have out of school suspension are not allowed on school grounds for any reason without prior approval from the administration. The student will be charged with trespassing*****

Recording/Taking Pictures of Behaviors that Violate the Privacy and Rights of Others, are Disorderly or Disruptive – Students should not record any content that violates the privacy or rights of others, contains inappropriate or offensive material, or disrupts the learning environment. This includes but is not limited to recording any form of bullying, harassment, or violence, capturing images or videos of teachers or classmates without their consent, or recording anything that goes against school policies or guidelines. Recording in restricted areas such as restrooms or locker rooms is also strictly prohibited. It's important to address these behaviors through the appropriate channels, such as reporting them to teachers, school administrators, or other responsible adults. This helps ensure that any issues are handled in a fair and respectful manner, while maintaining the safety and well-being of all students. Student found violating this policy will face disciplinary actions as follows:

First Offense – Parent notification, student will receive 3 days minimum of OSS, potential expulsion or arrest. Consequences for use of personal communication devices will also be enforced.

Second Offense – Parent notification, student will receive 5 days minimum of OSS, potential expulsion or arrest. Consequences for use of personal communication devices will also be enforced.

Third Offense – Parent conference, under the discretion of administration, the student will receive a referral to the alternative program, potential expulsion or arrest. Consequences for use of personal communication devices will also be enforced.

Smoking/Smokeless Tobacco/E-Cig/Vape/Paraphernalia - Smoking, smokeless tobacco, e-cigarettes, vaping, and related paraphernalia are strictly prohibited on school grounds. BTMS has a zero-tolerance policy for any form of tobacco or nicotine use, including electronic cigarettes and vaping devices. The use, possession, or distribution of these products is not only against school rules but is also illegal for individuals under the age of 18 in the state of South Carolina. We take the health and well-being of our students seriously, and we are committed to maintaining a safe and healthy environment for all. We provide education and resources to discourage the use of tobacco and nicotine products among our students. Our goal is to promote a culture of wellness and responsibility while adhering to state and local laws regarding tobacco and nicotine use. Students found violating these rules will face disciplinary action as follows:

First Offense – Parent notification, student will receive 3 days of ISS and a referral will be made to Keystone

Second Offense – Parent notification, student will receive 3 days of OSS, a citation from the SRO, and a referral to Keystone

Third Offense – Parent conference, student will be referred to the alternative school, a citation from the SRO and a referral to Keystone

Level III – Criminal Behavior

Criminal Conduct is student behaviors that result in violence or the threat of violence to oneself or another's person or property or safety. BTMS has a zero-tolerance policy for criminal behavior. It can have serious consequences for both students and staff. Acts such as assault, theft, vandalism, and drug possession not only disrupt the learning environment but also pose safety risks. BTMS has a responsibility to maintain a safe and secure environment for everyone, and it's important to address criminal behavior promptly and appropriately to ensure the well-being of the school community. Implementing prevention programs, fostering a culture of mutual respect, and providing support for students at risk can all contribute to reducing criminal behavior in our school.

These behavior infractions include:

Accumulated Suspensions	Aggravated Assault (EMS/unconscious student, seeking medical attention outside of school nurse)	Arson
Assault to School Personnel	Bomb Threat	Brawling
Disruption of School Environment	Dissemination of pornography	Possession/Distribution/Consumption of Alcohol/Drugs/Drug Paraphernalia
Fireworks, smoke bombs, etc	Forced Sex Act	Indecent Exposure
Non-Forced Sex Act	Placing False 911 Call	Possession of a Weapon/Firearm
Sexual Harassment	Theft/Possession of Stolen Item(s) Major - \$51 or More	Threats/Intimidation Toward School Official
Trespassing	Under the Influence of Alcohol	Under the Influence of Drugs
Vandalism/Damage to School Property		

Consequences include any combination of the following:

Administrative Discretion	-ISS (# of days varies based on severity)	-OSS (# of days varies based on severity)
Parent Conference	Potential Arrest	Recommendation for Expulsion
Referral to the Alternative School	Referral to Keystone	Threat Assessment Completed

*****Students who have out of school suspension are not allowed on school grounds for any reason without prior approval from the administration. The student will be charged with trespassing*****



TECHNOLOGY POLICIES

Fort Mill School District (FMSD) provides students with a variety of technology in an effort to support and enhance the academic, social, and emotional achievement of students in the district. In alignment with the Acceptable Use Policy (AUP*) established by our district, we have created a set of rules and regulations hereby known as the FMSD Responsible Use Plan (RUP). This plan is intended to ensure the safety and privacy of our students, protect data and our resources, and safeguard the overall integrity of both the FMSD and its students. We request that parents/guardians and students familiarize themselves with the RUP as outlined below.

The following rules and procedures apply to all students enrolled in district schools on and off campus. Access to district internet is for educational purposes only. Students must:

1. Respect their own privacy and the privacy of others
 - Use only assigned accounts, keep personal information such as name, address, phone number, etc. offline, and keep passwords secret
 - Have permission to photograph/videotape others and to subsequently save and/or post these images/videos to the internet
 - FMSD cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.
 - Documents may not include student phone number, address, full name of self or others (first name only)
2. Respect the integrity, availability, and security of all electronic resources
 - Observe all network security practices while also protecting and sharing these resources with other users
 - FMSD is not responsible for damages to personal digital technologies or electronic communication devices
 - Treat digital technologies with care and report any damages, security risks, or violations to a teacher or administrator

3. Respect the copyrighted/intellectual property of others to assure academic integrity
 - Cite all sources appropriately and follow all copyright laws and utilize electronic communication devices properly
4. Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, and lawful
 - Use electronic communication devices (including FMSD email) for schoolwork only
 - Report threatening or offensive materials to a teacher or administrator
5. Prohibited email usage including all of the following
 - Create or transmit any emails containing content reasonably perceived as threatening, obscene, sexual, racist, or discriminating
 - Setting up or operating a commercial business
 - Email signatures should not include religious statements, political statements, or group affiliations

Students who witness, experience or otherwise learn about a suspected violation should report the matter to a teacher or administrator. FMSD reserves the right to monitor and/or review all uses of the district network, internet usage, and activity.

CHROMEBOOK DISCIPLINE POLICY

Level 1 Violations

Include but are not limited to: unprepared for class, careless or irresponsible use, and off-task behavior. Level 1 violations will be noted in the Pack Tracker.

Level 2 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming others without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos, or photos. Any offense classified as level 2, a major classroom disruption, or criminal conduct will be referred immediately to an administrator and/or the School Resource Officer. The administrator will notify parents and determine discipline. Only an administrator can assign ISS or OSS.

Level 3 Violations

Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion. Possess and use of a personal and/or school-issued electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on the acceptable use of technology, please refer to the [FMSD TECHNOLOGY ACCEPTABLE USE POLICY](#).

USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

Artificial Intelligence or AI refers to technology that can simulate human intelligence such as learning and problem solving. "Generative AI" refers to tools, such as ChatGPT, Gemini, Midjourney, and DALL-E, that can produce new content, such as text, images, or music. "Predictive AI" refers to tools that use data about past behaviors to identify patterns and forecast or suggest a future outcome or choice. Both are made possible through "machine learning," where computers are "trained" on massive data sets and "learn" from that data.

The District recognizes the promise and potential for generative AI tools. However, this technology is imperfect and also rapidly changing. For example, while AI can suggest answers to questions or make useful suggestions, its output can be inaccurate, misleading, or incomplete. Additionally, the output of AI tools has been shown to reflect societal biases and rely upon stereotyping.

Data Privacy and Confidential Information

The district's IT department will evaluate the utility, safety, and security of the AI tools prior to their use by staff and students. Approved AI systems have been evaluated with the goal of protecting the privacy of student education records and complying with parental consent requirements. The District may require parental consent for student use of AI tools or systems.

When using AI tools of any kind, whether authorized by the District or not, Students should never input sensitive, personal, or confidential information such as names,

addresses, phone numbers, email addresses, or other private information into any AI system.

Students should also be aware that some AI tools require that the student be at least 13 years or older to use the tool.

Appropriate Use

Whether students may use AI tools for class assignments will be left to the discretion of the individual classroom teachers. Teachers will clarify if, when, and how AI tools should be used in their classrooms. Students will check with their teacher if they are unsure about what is acceptable. Students are expected to follow their teachers' instructions on when and how to use AI on an assignment. Students are expected to review anything that an AI tool generates and check the information for mistakes.

Students are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.

Prohibited Use

- Plagiarism and Cheating: Students should not submit AI-generated work as their original work. If a teacher allows students to use AI for any part of the assignment, the student should properly cite and/or acknowledge the use of AI.
- Disruption of School Systems: Using AI tools to disrupt school systems, including hacking into school networks or systems or altering or manipulating school data (grades, attendance, etc.)
- Bullying/Harassment: The use of AI tools to create, manipulate or share content that harasses, bullies, or targets individuals or groups is strictly prohibited. This includes using AI to generate:
 - Threats or intimidation
 - Embarrassing or humiliating content
 - Fake impersonations of others for malicious purposes
 - The spread of rumors or misinformation

If a student, educator, or parent suspects that AI tools are being misused for harassment, bullying, or other malicious purposes, they should report the incident immediately to a school administrator.

The school district reserves the right to take appropriate disciplinary action, including suspension or expulsion, against any student found to be misusing AI tools in violation of this policy.



ACADEMICS

DISTRICT-WIDE GRADING POLICY



Middle School Grading

Principals, a committee of teachers, and district office staff have worked to develop changes in our grading practices. These practices will be implemented in the 2024-2025 school year.

PHILOSOPHY:	We believe... • every student learns at a different pace. • every student can learn and grow at high levels. • grades should reflect evidence of mastering learning goals based on standards. • grading is not a behavior management tool to force compliance. • factors that should not determine grades include: the teacher you have, student attitude, punctuality, attendance, behavior, participation, efforts, group scores, extra-credit, completion, respect, and citizenship.
GRADE FLOOR:	• All middle school teachers will use a grade floor of 50 for individual assignments.* • Scores lower than the grade floor will be entered as a 50 and the original scores will be entered in the note section of PowerSchool. • Unattempted assignments should be marked "Missing" in PowerSchool and teachers should input a 50.
RETAKES:	• At least ONE RETAKE (retests/corrections) will be offered on all major assessments that can result in FULL CREDIT. • Retakes cannot lead to a lower grade. • Students must attend at least one remediation session to retake. • Retakes should occur as quickly as possible after the initial assessment. • PLTs will determine any further decisions beyond those listed above and could include: additional retake attempts, the type of reassessment, further remediation requirements, retake deadlines, etc.
LATE WORK:	• Students can turn in all graded work up to TEN school days before the end of the quarter. • For late work, students will receive a 10% reduction on that assignment. • This does not change the district policy on student late work related to absences.

All grading practices should be agreed upon and consistent within a PLT.

***Algebra I and English I will follow high school grading policies.**

PROGRESS REPORTS & REPORT CARDS

Progress Reports and report cards will not be printed and sent home. Parents are encouraged to check their student's grades using the Parent Portal. A reminder will be sent out midway through the nine-week grading period. Report cards are available after each nine-week grading period in Parent Portal.

Grading Scale:

- A 90 – 100 Excellent
- B 80 – 89 Above Average
- C 70 – 79 Average
- D 60 – 69 Below Average
- F 59 Failing

HOMEWORK POLICY

- Homework is intended to provide you with extra practice to enhance your understanding of the material.
- It is expected that you will be able to complete most of the homework independently.
- In the event that you are unable to finish an assignment during class time, it may need to be completed at home.
- Your teacher will review your homework, and there will be consequences for incomplete or missing assignments.
- Your teacher will communicate homework assignments in class. Additionally, you can find information on the class webpage and the classroom whiteboard. Students will be encouraged to record their homework in their agenda.
- If your child is having a problem with the difficulty level of homework, please schedule a conference with your child's teacher(s).
- Students are responsible for making up missed work when absent from school. This also applies when a student is on a school-related trip.

PROMOTION GUIDELINES

- If a student fails one core (academic) class, the student will be promoted. In this case, the team could recommend summer school.
- If a student fails two core classes, and at least one is language arts or math, the student may go to summer school for one of the classes. Students who pass summer school will be promoted.

- If a student fails three core classes, the student will be retained unless there are extenuating circumstances. The student may go to summer school and take math and language arts to be promoted upon passing both of those classes in summer school.
 - If a student fails four core subjects, the student will be retained. However, extenuating circumstances could exist such that the principal feels promotion would be in the best interest of the student.
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SUMMER SCHOOL

Students may attend summer school to take language arts and/or math. A fee may be charged for each session. Summer school may be located at any of the middle schools in the Fort Mill School District Four. Parents will be notified at the end of the school year if their child will be required to attend.

ACADEMIC INTEGRITY & DISHONESTY

It is important for students and parents to understand the importance of academic honesty. It is expected that what a student turns in represents the student's academic skill and efforts, and not that of someone else. Each teacher establishes classroom policies and procedures for tests, quizzes, and academic work. Students are expected to follow those rules.

We consider academic dishonesty a serious violation of school rules. Students are responsible for their own work. The following statements are what are considered to be academic dishonesty:

- Receiving or providing information during a test or for a test given in an earlier period.
- Using materials for tests/quizzes without the teacher's permission.
- Violating the teacher's testing rules and procedures.
- Using or copying someone else's writing or work (word-for-word or almost so), calling it your own, and not giving credit to the author (plagiarism).
- Using or copying another student's work/assignment to turn in as your own work.
- Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.
- Submitting AI-generated work as original work

**The above list identifies the most common forms of academic dishonesty, but other actions may be considered.*

R.E.C Time/Room

What is R.E.C?

- R.E.C. means Remediation, Enrichment, and Completion.
- Students will complete the **R.E.C. Form** (*accessed through a QR Code*) for assignments that are missing. Once they complete the form, the following will happen:
 - The R.E.C. Dashboard will update when a student submits the form.
 - The student, teacher, and parent will receive an email notification of the missing work.

When is R.E.C?

- The last 20 minutes of school (2nd Flex) will be R.E.C. Time. Refer to the **R.E.C. Dashboard** to know which students in your Homeroom need to complete work.
- After *3 missing assignments*, students will attend R.E.C. during their lunch. Admin will communicate during 1st Flex which students will report to the R.E.C. room on H-Hall.
 - **Note:** Lunch R.E.C. time will occur twice a week initially with the option to move to 3 days.
- The Curriculum Team will also work with students during 2nd Flex.

Student Responsibilities

- Complete the R.E.C. Form
- Work on the missing assignment(s) during R.E.C. time
- Submit completed work to the teacher



TRAIL TICKETS

Trail Tickets recognize students for demonstrating Teamwork, Responsibility, Ambition, Integrity, and Leadership throughout the school day. Students are able to “cash” their tickets in on a monthly basis for prizes, swag, or coupons to use around the school.

- Trail Tickets are going **digital!**
 - Students will have an individualized QR Code that faculty and staff members will scan to access the Google Form. This code will be on their agenda.
 - When a Trail Ticket Google Form is submitted, it will generate an email to the student and to the parent/guardian.
 - The results will also link to a dashboard to show grade level totals. The dashboard can be accessed on the [Parent TRAIL Guide](#).
 - In addition to emails, students will get their Trail Ticket totals when they receive information about missing assignments, behavior, and E-Hallpass for the Wolf Tracker every three weeks.



WOLF TRACKER

The Wolf Tracker can be found in the front of the student's agenda. There is a page for each Quarter. Students will need to carry their agenda to all classes throughout the school day and will be expected to keep up with it all year. The Wolf Tracker is a way to track students' progress in the areas of missing assignments, behavior, and time management.

BTMS also has school-wide digital management systems for all of these areas that keeps up with the following data for each student:

- The R.E.C Time Dashboard keeps track of missing assignments and when they turn them in.
- The e-hall pass is our hall pass system that keeps track of students' out of class time.
- All teachers and other faculty record behavior infractions for students in Educator's Handbook.

Since we have digital systems to manage all of these behaviors, teachers will not be recording infractions on the Wolf Tracker on a daily basis. Instead, homeroom teachers will receive reports every three weeks that will allow them to have conversations with students about where they stand in these areas and what their point totals are.

School-Wide Quarterly Incentive

At the end of each quarter, the Wolf Tracker will be used to determine eligibility for the school-wide quarterly incentive. These incentives allow students to rotate through stations playing games, crafting, enjoying a school provided snack, and other activities. The following is the criteria needed to join in the fun for each quarter.

- No more than 15 total points deducted from the Wolf Tracker
- Passing all of your classes
- No more than three administrative lunch detentions.
- No ISS/OSS



AFTER-SCHOOL ACTIVITIES

A student who is involved in school activities is a well-rounded student. We have many clubs and activities with which students may become involved. Sports, band, chorus, and academic activities are available. Students must be at school for at least half of the school day in order to participate in an extracurricular activity that day. All sports are governed by the South Carolina High School League. Eligibility is determined by the [SCHSL](#) in conjunction with school board policy. Participating students must be picked up at the conclusion of all school functions. Students attending sporting events must be accompanied by an adult 18 years or older while on school property. Failure to abide by this policy may result in the student not being allowed to attend after-school activities.



ATTENDANCE

SCHOOL HOURS

School hours are from 8:10 AM to 3:10 PM. Students can enter the building each morning at 7:45 AM and may go to the grade-level hallway at that time. All students should be seated in their homeroom by the 8:10 AM bell. Students are marked tardy if not in their seats at 8:10 AM. All car riders must enter the building by 8:08 AM to ensure they make it to homeroom before the tardy bell.

SCHOOL TARDINESS POLICY

To avoid the loss of instructional time, students must arrive at school on time. If a student arrives too late to be in homeroom and seated at the 8:10 AM bell, the student is considered tardy. To ensure that students can safely reach their homeroom in time, the car rider doors are closed at 8:08 AM. Students arriving after that time would need to sign in at the front office. Consequences for accumulated tardies can be found in the "Code of Conduct" section of the handbook.

Early Dismissal

Students will not be dismissed from school between 2:40 PM and 3:10 PM. Whenever possible, medical and dental appointments should be made after school hours. Students will not be called from class until the parent arrives to sign them out. Please try to time your dismissal between class periods so we don't have to interrupt a class to page your child. Students may not leave school and return unless they have a doctor's note or administrative approval. Only the people listed on file at school will be allowed to remove a student from school. A picture ID may be requested.

AFTER SCHOOL DISMISSAL

All students are to exit the building immediately after they are dismissed. Car riders will report to the front of the school where they will watch for their ride. The front office will close at 3:30 PM.

ABSENCES

The following absences will be excused:

- Personal illness when a doctor/parent note is received within one week of the absence
- Serious illness or death in the student's immediate family when a note is received within one week of the absence (three-day limit)
- Religious holidays requested in advance
- Prearranged absences for other reasons when approved by the Principal

Five days may be covered by parent notes during the school year. Make-up work should be turned in within one day of the student's return to school for every day absent (example: a student who is absent for 3 days would have 3 days to make up assignments). Make-up work is defined as work that is assigned during the absence. Weekly assignments or assignments given before the absence are not covered by the attendance policy and should be turned in on the original due date or the day the student returns to school. Students should place their absence notes/documentation face down in the black bin located on the front office counter. Parents may also send absence notes/documentation to Mrs. Peggy Hartman at hartmanm@fortmillschools.org. Accrued student absences may not exceed ten (10) days (excused or unexcused) during the school year. Absences in excess of ten days may result in the student's loss of credit for the year.



BAD WEATHER

SCHOOL CLOSINGS

Listen to television and radio announcements for FORT MILL SCHOOL DISTRICT 4 (not York County) schools. The school district website, www.fortmillschools.org, will have information related to the closing of schools. The FMSD and FCMS will contact all homes when there is a closing with the aid of our automated calling system. Be sure to have updated information in PowerSchool regarding your contact phone numbers and emails as the district sends out closing information via an automated calling system. Be certain you have not blocked messages/calls from our alert system. Listen to the news on T.V. or radio if there is an indication of inclement weather for notification that schools will dismiss early or if they will open at all on those days.

EARLY DISMISSAL

Please inform your student about the procedure you expect to be followed regarding transportation in the event that bad weather may force us to close school early. Let your student know beforehand how to get home, and how to get into the house in the event weather forces us to close early. This will reduce any confusion for all of us, but especially for your student.



HARASSMENT, INTIMIDATION, OR BULLYING

School Board Policy

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at on official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community including its applicability to all areas of the school environment as outlined in this policy. The superintendent will also ensure that a process is established for discussing the district policy with students.



BUS INFO

Students riding the school bus must follow all district bus policies and rules which will be provided to them by the bus driver. Riding the school bus is a privilege and students may lose that privilege if their behavior is disruptive and contrary to the safety of other students. Students may not ride a different bus to go home with a friend except in rare cases and then only with advance approval from the transportation department.

A link to the [Fort Mill School District Transportation](#) has been provided for any additional transportation needs.



CAFETERIA

Our cafeteria staff serves breakfast and lunch at school every school day in the cafeteria. Menus, nutritional, and allergen information are available on the Fort Mill School District Student Nutrition page, fmsdstudentnutrition.com and on signs in the cafeteria. There is also a free App available for your smartphone called LINQ Connect. Menus are planned by a Registered Dietitian and include input from parents, staff, and students. The menus must meet dietary guidelines that include calorie, saturated fat, sugar, and sodium restrictions. We believe in giving students a variety of healthy options and we offer several fruits and vegetable choices daily.

- A lunch meal includes foods from the five food groups- 2 oz of grains, 2 oz of protein, 1/2 cup of fruit, 1/2 cup of vegetable, and 1 cup of milk. Students may choose all of five groups or at the minimum three food groups out of the five. One choice must be 1/2 cup of a fruit or a vegetable. Students have the option to select up to a cup of fruit and a cup of vegetables with their meal.
- A breakfast meal includes 4 items. Students must select 3 of the 4 items and one choice must be a fruit.
- If a student does not take the required food components, then each item on the tray must be charged at a la carte pricing. Our cafeteria staff reminds students to take the required food groups.
- The cafeteria also offers extra sale items like milk, juice, water, and snacks to purchase. If you do not want your student to purchase extra sale items, please complete the online form [Opt-Out for Snacks and Extras](#).
- All foods served by the cafeteria meet State and Federal guidelines.
- Our kitchens are tree nut and peanut-safe.

PIN Number

Each student is set up with a unique meal account identification number to use in the cafeteria to purchase breakfast, lunch, and ala carte items. This is a 6-digit number and is the last 6 digits of your student's PowerSchool number. This number should never be shared with other students. Please help your student memorize their PIN.

Meal Payments

Please take advantage of the options to prepay for your student's meals. Prepaid meal accounts help the lunch lines go faster and give students more time to eat, relax, and socialize. It also gives you the peace of mind of not having to worry about money every day or that the money might get lost, stolen, or used for items other than meals.

There are three easy ways to pay for meals and extras.

- Online via the district website's Pay Fees lunch card feature [Quick Pay](#). This is a free service for adding money to your student's meal account. You are also able to see meal purchases and balances. You can set up email alerts for balances on the Parent Portal.
- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's cafeteria account number on the check - if the check is written for more than one child, each child's account number and the amount to credit to each child should be noted on the check. The check must include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.
- Transfer of funds from one sibling to another is also available by completing this form: [Transfer form](#)

Meal Pricing

Meal prices are set to cover the cost of food and labor. Our department is self-funded and our goal is to break even at the end of the school year. We depend on our students to pay for their meals. If you are unable to pay for your meals, please apply for free and reduced-priced meals.

Breakfast=\$1.35 Reduced Breakfast Price \$ 0.00 Free Breakfast is Free.

Lunch=\$2.50 - \$3.00 Reduced Lunch Price: \$0.00 Free Lunch is Free.

The price for adult breakfast is \$3.35; adult lunch is \$5.10.

Free and Reduced Meal Application Program

Our district participates in the USDA Free and Reduced Meal Program. We encourage families to apply if they meet or fall at or below the income guidelines found on each application. Applications are printed in English and Spanish and we can provide any language needed. If another language is needed, please contact our office at 803.802.1968.

To qualify for free or reduced-priced meals, students must complete a meal application and have it approved. Applications are available in the school office, cafeteria, and district website and you can apply online at <https://lingconnect.com/public/meal-application/new>. Students must reapply each year.

Charge Policy

Our cafeteria does not deny students meals and we allow students to charge meals up to \$15. Automated calls, emails, and letters are sent out weekly to students who owe the cafeteria money. Our cafeterias depend on meal payments to provide funding for our program.

Food Allergies & Special Dietary Needs

Due to the number of food allergies, homemade or home-baked foods are not allowed to be distributed to students within the classroom or applicable classroom settings. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms while maintaining a safe and positive learning environment for all students. (Board Policy J LCDD)

Students with Special Dietary Needs will need to have documentation of their diet changes signed by a medical provider. Please contact the school nurse for the forms to complete.

Wellness Policy

Our district has a Wellness Policy (Board Policy ADF and EFE). Information on the wellness policy and how you can be a part of this committee can be found here -[FMUSD Wellness Policy info](#).



SCHOOL-TO-PARENT COMMUNICATION

Regular communication between the home and school is an excellent way to support your student. Parent Portal allows you to review grades/attendance whenever you like – if you are not registered for this, please reach out to Mrs. Hartman, our PowerSchool clerk at hartmann@fortmillschools.org for assistance with registering. Progress reports and report cards will also be accessed through the Parent Portal.

Sometimes, parent conferences are needed to provide more information. Conferences must be scheduled. If you would like to schedule one, please call the school, email the teacher, or send a note. Class agendas/assignments and homework are posted weekly and are available by accessing the [Parent TRAIL Guide](#).

You will receive a weekly school email from the grade level with important information and upcoming events as well as the link to the Parent TRAIL Guide. Our [SCHOOL WEBSITE](#) is regularly updated with information. You should also register at Peachjar.com for up-to-date information about school and district activities.

There is also a monthly newsletter sent out each month with information about what has been going on at BTMS as well as things that are on the horizon.

Check out the BTMS Instagram and Facebook to stay in touch as well.



FERPA

The Family Educational Rights and Privacy Act (FERPA) 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. For further information regarding your rights under FERPA, please refer to the “For Parents” section of the school district’s [WEBSITE](#).



FOOD ITEMS FOR CLASSROOM ACTIVITIES/CELEBRATIONS

Homemade or home-baked foods are not allowed to be distributed to students within the classroom or applicable classroom settings. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen and, most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. This policy does not apply to a student's personal lunch.

The policy is part of a larger, comprehensive Food Allergy Guideline approved by the Board of Trustees in May 2014, which can be found on the district's website at www.fortmillschools.org under [BOARD POLICIES](#). Further questions can also be directed to the principal, or school nurse, or by contacting the district office at (803) 548-2527.



ITEM DROP-OFF

In order to maintain an effective and focused learning environment, we request that class interruptions are limited to emergencies only. To minimize disruptions during instructional time, general announcements and paging of students will not be permitted. We encourage parents to ensure that their children have all necessary items for the day before leaving home each morning. It is best practice that students have all items packed and ready to go the night before. While we understand that there may be occasional items that need to be delivered to a student, we will not call for a student to retrieve those items until class change.

Parents may visit a classroom only when invited by the teacher or after receiving prior approval from the principal. BTMSI does not accept deliveries of flowers, balloons, or cakes/cupcakes for students. Furthermore, outside vendor lunches, including Doordash orders, are not permitted to be delivered to students during the school day.



DRESS CODE

Although the responsibility for the dress and appearance of students rests with each student and his/her parent/legal guardian, students are expected to show pride in themselves and their schools by having their dress and appearance in accordance with good acceptable standards. The school administration and board discourage extreme styles of dress and grooming.

Students will dress in appropriate attire. Students are expected to dress in clothing that abides by the district dress code policy (JICA-R). Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

Dress code violations will be handled with dignity, discretion, and respect toward all students by school staff members throughout the district.



HEALTH ROOM & MEDICATION

Any student who is not feeling well will be sent to the health room to be evaluated by our school nurse. If the student needs to go home, our nurse will call the parent. Students who call parents without permission are in violation of our use of personal communication device policy. Student medication policies for prescription and non-prescription medicines are detailed below.

PERMISSION FOR SCHOOL ADMINISTRATION OF PRESCRIPTION MEDICATIONS

Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form. This form can be found [ONLINE](#), or you may pick up a copy from the nurse's office. A form must be submitted for each medication.

A parent or guardian should deliver the medicine and the permission form to the school nurse. The medicine must be in its original container with the pharmacy label on it. The label should list the child's name, dosage instructions, and the name of the medication. We cannot accept medicines in plastic bags.

If a prescription medicine is needed while your child is on a field trip, you must bring a separate supply to school on the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your pharmacy. We cannot accept medicines in plastic bags.

PERMISSION FOR SCHOOL ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS

Non-prescription medications are medicines that you can buy without a written prescription. Non-prescription medications are sometimes called “over-the-counter” medicines. In order for a child to be given non-prescription medicines at school, the child’s parent/guardian must sign a permission form. This form can be found [ONLINE](#), or you may pick up a copy from the nurse’s office. A form must be submitted for each medication.

A parent or guardian must deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it. The dosage of the medicine must not exceed the recommended dosage from the manufacturer without a prescription from the child’s health care practitioner.



CHANGE CONTACT INFORMATION

Please notify Mrs. Hartman, our PowerSchool clerk, at hartmanm@fortmillschools.org, immediately upon any change of address or telephone number. Proof of address change is required. In case of an emergency, we need to locate parents quickly.



LOST & FOUND

Please write your child's name on all personal articles including lunch boxes, hoodies, jackets, etc. Items found with a name will be returned to students. We do maintain a lost

and found in the cafeteria. Reasonable efforts will be made to locate an item's original owner. However, unclaimed items will be donated at the end of each semester.



TEXTBOOKS

Students must take care of their textbooks. If a textbook is damaged, lost, or stolen, it is the student's responsibility to pay for the book. Also, if the barcode on the back of the

textbook is missing when the book is returned, the student may be charged the full book price.



VISITORS & VOLUNTEERS

All visitors in the building, including parents and volunteers, must sign in at the office and receive a visitor pass. To help ensure safety, background screens for volunteers are

necessary. In order to submit a background check you must have a social security number and driver's license.

[SCHOOL VOLUNTEERS \(Non-Athletic Volunteers, Classroom, Trips, Band, etc.\)](#)

[ATHLETIC VOLUNTEER COACHES](#)



WITHDRAWAL

If your student is withdrawing from BTMS, a withdrawal form must be completed. You can get this form in our front office. All books must be returned and all fees paid before the transfer will be complete.