PICKENS MIDDLE SCHOOL

Student Handbook 2026-2027

Student Handbook 2026-2027
School Day 8:30 AM – 3:20 PM

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CALENDAR Parent/Student Calendar

2026-2027



Final Forms New Student Registration
https://pickens-sc.finalforms.com/

Updating student/parent information.
Registering for the new school year.
Registering a student.

ATTENDANCE

Regular attendance is required if students are to be successful in school. **Students are expected to be in attendance daily face to face.** Absences can be a major reason for low academic achievement in school. Each student enrolled in the School District of Pickens County is expected to attend school 180 days per school year.

Conditions under which a student's absence from school shall be excused are:

Student's personal illness (a physician's statement may be required).

Illness in the family requiring temporary help from the student (a physician's statement may be required).

Death in the immediate family (not more than five days shall be excused).

Observance of religious holidays.

Absence due to a school approved activity.

Any student absent more than 10 days in the school year (180 days), except when such absences are excused by the District Board of Trustees designee, may not be promoted at the close of the school year.

Every student must bring a note or doctor's statement within three days of returning to school. Once a student has three consecutive unexcused absences or five cumulative unexcused absences, a meeting must be held with the student, his or her parent, and the School Intervention Specialist. Further unexcused absences by the student will result in a referral to the Director of Student Services. A doctor's excuse is required after a student has accumulated a total of 10 absences – excused or unexcused.

ARRIVAL

We encourage parents to drop off students between 7:45-8:00 AM. For students with special circumstances, Pickens Middle School will open doors at 7:15 AM.

HALL PASSES

Students are not permitted in the halls during class time unless the student has submitted an E-Hall Pass or unless a teacher or administrator accompanies the student.

TARDY TO SCHOOL/ LATE ARRIVAL/EARLY DISMISSAL

1. Tardy to school.

Car riders/walkers arriving at school after 8:30 AM are considered tardy. Students who have doctor/dentist appointments and arrive late to school, must be signed in by a parent/guardian and must have a doctor/dentist excuse.

Tardy Policy

Attendance in class is critical to the academic success and future success of our students. Therefore, the following school tardy policy will be enforced for car riders/walkers who are tardy to school. Tardies deemed excessive will result in a request for a parent

conference and potential consequences beyond the negative effects already encountered due to tardies.

2. Early Dismissal

Students who need to leave school early due to sickness, dental appointments, or other reasons deemed necessary by parents will use the following procedure:

Due to traffic patterns in the afternoon, parents will not be allowed to pick up students after **2:45 PM** for early dismissal unless there is an emergency.

a. The parent or person picking up the student **MUST COME IN to the front office and MUST SIGN** the student out of school. The person signing a student out, must be on that student's sign out card. An I.D. will be required.
b. The school will not be responsible for students after they are signed out of school.
c. Students who are sick during the school day must visit the nurse to be evaluated. Parents will be called through the nurse's office. PER DISTRICT CELL PHONE POLICY, NO STUDENT WILL BE ALLOWED TO CALL HOME USING A CELL PHONE.

Students who have an appointment and are to be picked up during the day are to bring a note signed by their parents to the front office stating the reason for leaving and time to be dismissed. A dismissal note will be issued to the student. This will allow the student to get up and leave the classroom without disrupting the class. The student should report to the office at the designated time stated on the note.

HEALTH ROOM AND MEDICINE

The Health Room is located across from the Guidance Office and is staffed by a registered nurse. The nurse will evaluate all students who become ill at school or need medical attention and will contact parents when a student needs to leave school due to illness. The nurse is responsible for vision, hearing, blood pressure, weight, height, and scoliosis screenings, and will conduct appropriate screenings.

Current State and District protocols regarding Covid-19 will be consistently updated as needed and followed. Please check the SDPC website for Covid-19 updates.

Adherence to local school district policies is required for the safe and effective dispensing of medications. Protocols have been established for administering emergency medication for acute allergic reactions and dispensing of over-the-counter medications. They are as follows:

1. **All medication must be brought to school in its original container by the parent. Students should not bring medicine. No exceptions will be made.**

2. If a parent brings medication to school along with written instructions, but has not completed a School District of Pickens County Medication Permit, designated school personnel or the school nurse may give the medicine as directed **only** on that day.

3. The parent must complete a Medication Permit for succeeding days when more of the same medication is to be administered.
4. All prescription medication brought to Pickens Middle School will be counted and recorded. No medications will be sent home with students unless special arrangements are made with the nurse or district office.
5. No Tylenol, Pepto-Bismol, or OTC (over-the-counter) drugs are given unless the parent brings this medicine from home and has on file a Medication Permit completed by the parent.

The School Nurse or designee may refuse to administer any medication which, based on his/her individual assessment and professional judgement, has the potential to be harmful, dangerous, or inappropriate.

VISITORS

All visitors to Pickens Middle School are to report to the front office and receive permission to be in the building.

Students are prohibited from bringing visitors to school for the purpose of attending classes and/or remaining at school during the school day.

SOLICITATIONS

Students are not to sell or promote items unless permission is granted by the administration.

FIRE DRILLS

In the event of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire drill announcement.

Students shall become familiar with the exit and the exit procedures posted in each classroom.

RESPECT FOR SCHOOL AND PERSONAL PROPERTY

Students defacing or damaging school equipment or property of others in any way will be required to clean the article and/or pay for damages done. The law specifically provides that parents and students are responsible.

DISMISSAL AT THE END OF THE SCHOOL DAY

Students will remain in 6th period until dismissed. We will begin dismissing at 3:20 PM.

Car riders, bus riders and walkers will be dismissed as their assigned number is displayed on the Homework Center Dismissal Spreadsheet.

CAR RIDERS AND PICK-UP

The following procedures will be used for car pick-up:

1. Drivers that arrive prior to **2:45 PM** will be asked to form a line using the paved parking and stop at the stop sign before coming up the hill to the school.

2. Only the inside lane can be used for pick-up. The outside lane must be kept clear so emergency vehicles can have access to the school if needed. Also, once a child is picked up, the driver can move to the inside lane to exit.

3. Due to the large amount of traffic on roads surrounding the school, students will not be allowed to meet their rides off campus. All students must wait in their 4th period class until their car number is announced. Students will not be allowed to walk to a waiting car outside the loop to meet their rides.

4. For the safety of our students, no student will be allowed to remain on campus past 3:45 PM. If you cannot pick up your child by 3:15, please have him or her ride the school bus home.

WALKERS

After school, with written permission from a parent/guardian, students are allowed to walk home. Parents/guardians must obtain from the front office and complete a Pickens Middle School *Permission to Walk* form. Once this form is on file, the student will be given a *Walker's Pass* that is to be taped inside the cover of this student agenda. Each day, as the student leaves school property, he/she must show this pass to the staff member on duty. If a student loses his/her pass, another pass may be purchased from the main office for $2.00. We cannot permit students to walk off school property without written permission from a parent/guardian.

The school is not responsible for students once they are off-campus unless behavior directly impacts the day-to-day operations.

BUS REGULATIONS

Cooperation is a must for the bus system to operate in an efficient manner. Students cannot delay in getting to the bus area once dismissed. All students riding a bus after school will remain in their 6th period class until their bus number is announced. Personnel are available to assist students in determining their assigned bus.

Under the laws of the state of South Carolina, the school district can assume no obligation to transport any child to or from school who lives within one and one-half miles from the school he attends and does not have to provide transportation services extending within a one-mile radius of the residence of any child.

Permission to Ride a Different Bus

Any time a student wants to ride a bus other than the one normally assigned, he/she must:

1. Have his/her parents write a note asking permission to ride a different bus.

2. Bring a note that includes the date, the student's name, a phone number where the parent can be reached for verification, and the parent's signature.

3. Bring the note to the main office the day before or before 1st period on the day he/she wants to ride a different bus.

4. The office secretary will call and verify the information with the student's parents.
5. The students must come back to the office and pick up the verified note to present to the bus driver.

Bus Discipline

The administration of the attending school is responsible for school bus discipline. However, each student must obey the driver at all times while under his/her supervision. The driver may not remove a student from the bus for disciplinary reasons without the approval of school administration unless the student's behavior is a threat to the safety of other students on the bus. In this case, the driver is instructed to stop the bus and call his/her supervisor. The driver must report all violations of safety regulations as well as any behavior problems to the school administration.

The administration has the authority to deny any student the privilege of riding a school bus.

Bus Discipline Procedures

1st Offense -Verbal Warning—Bus driver and/or administrator

2nd Offense -1-3 Days Bus Suspension—administrator

3rd Offense -1-5 Days Bus Suspension—administrator

4th Offense -Suspended from Bus For Remainder of School Year—administrator

Serious Offenses –Immediate suspension off the bus —administrator

Depending on the severity of the offense, the administration has the right to alter the punishment or skip any of the above steps.

CAFE

Students are not allowed to break in line or save seats in the cafe. Each student is to empty his tray completely and place it in the proper place when he/she is finished eating. This **must be done** before leaving the cafe.

LUNCH

Students will eat in the cafeteria during the assigned grade level times.

The most efficient method of operating the system is for students to prepay lunches. Students are requested to bring money to the café to be placed on their lunch accounts. This should be done in the morning before 1st period. The money goes into a debit account and is automatically deducted when a breakfast, lunch, or an extra item is purchased. For those who choose not to prepay, you may pay for lunch on a day-to-day basis. **Students will not be allowed to charge meals.** Students will be provided alternate meals for up to **five days** if they do not have money in their accounts. If your child is on free or reduced lunch, this information will remain confidential since each student uses the same method for checking out at the cash register. Students can upload lunch funds through MySchoolBucks.

LOST AND FOUND
Lost and Found is located in the café. At the end of each nine weeks, all unclaimed clothing articles are given to charity. When something is lost, students should check for it in the Lost and Found cart.

Library Operations
The library is open from 8:15 AM until 3:30 PM on regular school days. Prior to 8:15 AM, students must have a pass from an adult on duty to visit the library. Students are expected to remain quiet while using the library. Students who do not behave appropriately will be subject to restriction from the library. All students are expected to be familiar with all rules and procedures. These are posted in the library and are explained during library orientation.

Using the Library

Students using the library must have a pass. In general, the library staff expects students to have work to do, school supplies to purchase, business to transact, or books to check out when coming to the library.

Checking Out Books

We encourage students to read and we want them to use the books located in the library. The following procedures are used for checking out library books:

1. A maximum of two books may be checked out at one time.
2. Due dates are stamped in the back of the library book, and books are due back to the library on that due date.
3. Magazines may not be taken or checked out from the library.
4. Lost books must be paid for before students are allowed to check out additional materials.

Digital Citizenship
In order to help prepare students for the 21st Century workforce, SDPC realizes the importance of integrating technology into the classroom in a responsible and productive manner. This is accomplished by providing each student a device.

All students must adhere to the district's Technology Acceptable Use Policy. When students use technology inappropriately while on the school network or on school property, the same consequences apply, regardless of who owns the device. Students will be permitted to only use devices during instructional time.

School Counseling Services
Our school counselors are here to support every student and family. We can help with school concerns, friendships, emotions, behavior, future planning, and other challenges that may affect a student's success at school.

Counselors meet with students individually, in small groups, or with parents when needed. Counselors also provide classroom guidance lessons that include a variety of topics. There will be a letter or email sent home when this occurs to notify you of the topic. If you would like to meet with your child's teachers, the guidance office can also help arrange a conference.

If something is happening at home that may affect your child's learning or well-being, please let us know. We want to work together with you to help your child succeed both academically and emotionally.

Counseling Services

If you feel your child needs extra support with school, behavior, friendships, or personal concerns, please contact the guidance office to schedule an appointment. We encourage all students and families to use our counseling services whenever they need support.

School counselors are here to listen, provide guidance, and connect students and families with helpful resources. They are not responsible for student discipline.

Students can request to meet with a counselor before school, during homeroom, or between classes. We will make every effort to meet with students as soon as possible, often before the end of the school day.

Please don't hesitate to reach out. We care about every student, and we're here to help.

DRESS CODE

Moderation and modesty should govern student dress. Students will follow these rules in middle and high school programs.

1. Provocative and suggestive clothing is not permitted.
2. Garments worn on the legs (pants, shorts, skirts, dresses, etc.) must **be fingertip length, with no holes or slits above this line.**
3. Bare midriffs (crop-tops) will not be permitted.
4. Any sleeveless garment must have width on the shoulder area of at least four (4) of the student’s fingers, and the arm opening should fit the body closely enough to cover the underarm and the side of the chest areas.
5. Mesh or see-through garments are permitted only if a legal garment is visible underneath.
6. Underwear should not be seen at any time.
7. Sleepwear is not permitted. This includes bedroom slippers, unless allowed on a specified day. Students should not wear pajama pants to school.
8. Shoes or sandals must be worn. Flip flops (shower type shoes with soft bottoms) are not allowed.

9. Headwear or sunglasses are not permitted to be worn inside the building, unless allowed on a specified day
10. Face painting is not permitted except with specific spirit/house days.
11. Any garment or accessory that displays inappropriate language or images (profanity, sexual suggestion/insinuation, alcohol, tobacco, drugs, ethnic slurs, slogans or symbols that may lead to disorder, etc.) is not allowed.
12. Chains or other articles hanging from clothing are not permitted, as well as items that have potential to cause harm to one's self or to others.
13. Gang attire, colors, or symbols are not permitted in clothing or accessories.
14. No sagging or baggy pants are permitted.

The principal may make an exception to these rules for medical or religious situations or for school spirit or curriculum activities. The principal has the authority to judge a student dress situation not specifically listed in this regulation as a violation if the situation has potential to disrupt the education process or environment.

Any student found not in compliance will be subject to the following consequences:

First Offense

The student will have to correct the violation before being given permission to return to class. The student will be given a formal warning that will be documented in the student's discipline record (not the permanent record).

Second and Subsequent Offenses

The student will have to correct the violation before being given permission to return to class. The student will be considered disobedient and an appropriate disciplinary consequence will be assigned based on the context of this situation in the student's discipline record for the year.

DISCIPLINE POLICY

Pickens Middle School teachers and administrators have agreed to a standard discipline policy as outlined below. This policy is designed to give each student adequate opportunity to correct unacceptable behavior without burdening the office and to keep parents informed of problems early on. Our goal is that small problems can be kept from developing into larger problems. The student is responsible for his/her own behavior. The individual teacher and the academic team, to which the student belongs, have the primary responsibility for attending to discipline problems caused by the student's behavior.

The consequences for failure to follow rules will be:

1. The teacher verbally warns the student.
2. The teacher redirects the behavior (seat change, conference with student, etc.).

3. The teacher contacts the parent/guardian.
4. The individual teacher (or the teacher team or grade level) issues a lunch detention.
5. The teacher submits a discipline or counseling referral.

Steps in the above sequence may be skipped if the inappropriate behavior is determined to be severe enough to do so**.**

Behavior Leading to Disciplinary Action

At all times, students are expected to conduct themselves in a manner that will not be contrary to the best interests of the school. Middle school students are given more freedom and with that comes more responsibility. Conduct that disrupts class work or involves substantial disorder or invasion of the rights of others shall be the basis for correction. Student behavior is by choice and we expect students to work within the rules to avoid having any problems.

Harassment, Intimidation or Bullying (Code JICFAA issued October 2007)
The board of trustees 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 an official 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.

Abusive language between or among students is not allowed (including but not limited to language focused on age, race, religion, color, national origin, disability, but may also include physical characteristics (e.g., height, weight, complexion), cultural background, or socioeconomic status)

Bullying by Definition - When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending themselves. The three characteristics of bullying include intentional hurt, repeated behavior and a power imbalance.

<u>Bullying Prevention Rules</u>

1 - We will not bully others.

2 - We will try to help students who are bullied.

3 - We will try to include students who are left out.

4 - If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Student Harassment by Definition - Inappropriate behavior towards students that is unwanted, unwelcome, and repeated and which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

Bullying and Harassment Protocol for Students

1. If a student or guardian would like to file a complaint about Bullying or Harassment, the following process will be used to investigate and seek resolution for the complaint.
2. The student or guardian will sign in using the Guidance Sign-In Form in the counselors' office.
3. Students or guardians will complete a Harassment, Intimidation, or Bullying Complaint (JCDAB-E).
4. A counselor determines if the issue is relational aggression or a disciplinary issue. Forms tied to disciplinary concerns such as degrading language tied to race, religion, gender, or sexual orientation are referred to administration.
5. An active form is documented by the guidance clerk in a Google Sheet. If the form is not completed within a week, a reminder is sent to the investigator.
6. Counselor or Administrator documents action taken with the complaint.
7. A follow-up is completed with the student and guardian in writing.
8. The form and attached documentation is returned to the guidance clerk.
9. Data entry monitors complaint form documentation. Paper forms completed will be filed by data entry and scanned into an electronic record.
10. Data entry highlights original sheet entry when the case is closed and filed.

Vape/Tobacco Free Facilities/Possession and Use of Tobacco - Policy JICG
Purpose: To establish the basic structure for the board's prohibition of tobacco use by students.

The district does not allow students to use or to possess tobacco products or tobacco paraphernalia. This restriction applies while students are on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Procedures: Prohibit the use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, snuff, and alternative nicotine products such as e-cigarettes by all students, staff, contract or other workers, and visitors.

Ensure that tobacco use prevention programs as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education are an integral part of district substance abuse prevention efforts.

Provide and/or refer to cessation services for students and staff.

Enforcement

The district will enforce this policy by determining appropriate disciplinary actions for students violating this policy such as the following:

School administrators will develop procedures consistent with the discipline code of this district in order to enforce this policy (see JICDA-R, Level 2, unauthorized substances).

Social Media and Electronic Communications
The board recognizes that social media and other methods of digital communication are essential forms of interaction in modern society. The board believes that responsible use of these platforms is essential to student success, both in college and in their future careers. (Code JICJA)

While the district does not monitor digital communications/student social media accounts, it has the right to act on information provided by students, parents, and community members. Therefore, the district may investigate students' digital communications/social media accounts, including off-hours use, in the event of credible allegations of conduct that violate student discipline policies, violate any law or regulation, or otherwise cause a material and substantial disruption to the school environment or constitute a serious safety risk.

Use of Personal Electronic Devices CODE: JICJ

The purpose of this policy is to establish a learning environment free from unnecessary distractions caused by personal electronic devices. By prohibiting access to personal electronic devices during the school day, we aim to foster academic engagement, collaboration, and development of skills necessary for success in college, careers, and life, in alignment with the Profile of the South Carolina Graduate.

Definitions:

- Personal Electronic Device ("device"): Any device that accesses the internet, Wi-Fi, cellular signals, or captures images/video. This includes but is not limited to cell phones, smartwatches, tablets, portable gaming devices, and electronic watches.

- Device Accessories: Any accessory that connects to a device (e.g., earbuds, headphones, wearable technology).

- School Day: The time from the student's arrival (tardy bell) until dismissal at the end of the instructional day. This policy applies to all time spent on school property and school-sponsored activities unless otherwise directed by school officials.

- Authorized for Classroom Use: Device use approved in writing by the district superintendent or designee for instructional purposes aligned with specific educational objectives. Such objectives must be unattainable through district-provided devices.

General Prohibitions:

During the School Day:

Personal electronic devices are prohibited during instructional hours for all grade levels. Devices must be silenced and stored in lockers, backpacks, or other designated areas throughout the instructional time.

Before and After the School Day:

Each school's principal or designee may establish rules regarding personal electronic device use before or after the instructional period to support the school environment and prevent disruptions.

Bus Usage:

Students may use personal electronic devices while on school buses or during school-sponsored trips, subject to the discretion of the bus driver, teacher, or event supervisor. However, distracting behavior that creates an unsafe environment will not be tolerated.

Exceptions and Authorized Use:

Instructional Classroom Use:

Device use for instructional purposes may be permitted under limited circumstances where district-provided resources are insufficient to meet educational objectives. Written approval must be obtained from the district superintendent or designee, and use must align with those objectives. The approval may be revoked at any time if the use disrupts the learning environment.

Medical or Safety Needs:

Devices needed for medical purposes, as outlined in a student's IEP, 504 Plan, or Medical Plan, are permitted.

Emergency Personnel:

Students who are members of a volunteer firefighting or emergency response organization may carry personal electronic devices with written permission from the district superintendent or designee.

A student may use a personal communication device to communicate with their parent/guardian and/or place of employment and/or physician/counselor during non-instructional times through a process approved by the district superintendent or his/her designee.

The state-imposed restrictions do not apply to school field trips. Parameters pertaining to the use of personal electronic devices during field trips will be communicated by schools to parents/guardians.

Enforcement and Consequences:

Violations of this policy will result in progressive discipline, as follows:

- First Offense: Confiscation of the device, which will be returned to the student at the end of the school day. Parents/guardians will be notified.

- Second Offense: Confiscation of the device, which will only be returned to the parent/legal guardian at the end of the day.

- Third Offense: Confiscation of the device, with return to the parent/legal guardian after a conference. The student will receive one day of In-School Suspension (ISS).

- Fourth Offense: Confiscation of the device, with return to the parent/legal guardian after a conference. The student will receive two days of In-School Suspension (ISS).

- Fifth Offense: Confiscation of the device, with return to the parent/legal guardian after a conference. The student will receive one day of Out-of-School Suspension (OSS).

Note: Misuse of personal electronic devices that involves harassment, intimidation, or any form of bullying will be subject to more severe disciplinary actions. Additionally, refusal to comply with confiscation will lead to further disciplinary measures.

Also, school personnel and/or the school district are not responsible for the loss or damage of any cell phone brought onto school property. In addition, the school district will not be responsible for the condition of any confiscated device upon its return to the owner.

*Please read the School District of Pickens County's ***Back to School*** handbook issued to all students for further information. https://www.pickens.k12.sc.us/page/handbook

STEALING

Stealing is a serious offense. The school administration and the Pickens City Police Department or the Pickens County Sheriff's Department will deal with students who are caught stealing.

CHEATING/ACADEMIC DISHONESTY

Pickens Middle School students are expected to complete their own work. They are not to take or give answers on tests, class work, homework, or complete any other assignments for another student. All of this is considered academic dishonesty/cheating. Academic dishonesty/cheating will not be tolerated at Pickens Middle School. Any student committing academic dishonesty/cheating will be disciplined according to the following:

1st offense – students will be warned by the teacher; a zero or retake will be given for the work; and the student's parents will be notified by the teacher.

2nd offense – disciplinary action by a school administrator; a zero or retake will be given for the work; and the student's parents will be notified.

3rd offense - disciplinary action by the school administration; a zero or retake will be given for the work; the student's parents will be notified, and the student(s) will be placed on a district behavior contract.

As a point of clarification, please note that all students involved in academic dishonesty (receiving or giving the information) are subject to the above disciplinary actions. Also, copying information from published works such as books, periodicals, the Internet, or other informational sources without proper documentation is also considered academic dishonesty or cheating. In addition, the inappropriate use of AI on school work can be subject to the same above consequences.

SEXUAL HARASSMENT POLICY

The School District of Pickens County does not tolerate sexual harassment of any kind. Sexual harassment is defined as any unwanted sexual or gender-based behavior that occurs when one person has informal power over the other. This behavior may be verbal, non-verbal, or physical.

Examples of Sexual Harassment include:

1. Behavior that has the purpose or effect of unreasonably interfering with a student's school performance or that creates an intimidating, hostile, or abusive school environment
2. Sexual innuendos, gestures, and comments
3. Humor or jokes about sex or females/males in general
4. Displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content. (Refer to Board Policy Code JI.)

LUNCH DETENTION

Teachers or a school administrator may assign lunch detentions. Students are to report to the designated location for detention when dismissed for lunch. Failure to serve lunch detentions will result in a more severe punishment. Five lunch detentions during the semester will result in one day of ISS.

PUNISHMENT

The extent of punishment in any situation will depend upon such factors as the seriousness of the infraction, the total number of offenses, repeated offenses, and if prior warning was given to the student. Levels of punishment range from lunch detention, In-School Suspension, Out of School Suspension, and, in the most extreme cases, expulsion.

REPORT CARDS

Report cards are distributed four times a year. Grades are reported on cumulative records and are permanently filed. The following numerical grading system is used:

A = 90-100	D = 60-69
B = 80-89	F = 0 - 59

C = 70-79

FIELD TRIP POLICY

Students may be disqualified from field trip participation for misbehavior. This includes students who have a discipline record that contains an out-of-school suspension. The principal must then verify that this out-of-school suspension was earned for bona fide inappropriate behavior.

Bona Fide Inappropriate Behavior Can Include:

-Physical Violence or Aggression: Fighting, initiating physical assault, or acting in an insulting/provoking manner toward students or staff.

-Disruptive Conduct: Engaging in disorderly, boisterous, or disrespectful behavior that interferes with the trip or, in the case of bus travel, disobeying the driver.

-Harassment, Intimidation, or Bullying: Gestures, written, verbal, or physical acts—including sexual harassment—that create a hostile environment or cause fear.

-Substance Use/Possession: Alcohol, tobacco, or illegal drug possession or use.

-Property Violations: Vandalism or theft.

-Safety Violations: Possession or ignition of explosives or weapons.

-Severe Misbehavior: Any action deemed a Class III offense (e.g., serious sexual misconduct, major vandalism, severe safety threats)

A student may be disqualified due to attendance if the student has already exceeded the maximum number of unlawful absences allowed in a specific course.

A student may be disqualified for grades if the student is failing a course that is required for promotion to the next grade and that course would be missed due to the field trip.

If a student is disqualified from participating in a field trip for behavior, attendance, or grades, the school will offer the student an alternative curriculum at school for the time of the field trip.

FERPA Rights Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/Legal guardians or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/Legal guardians or eligible students who wish to ask the school to amend a record should write to the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent/legal guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/legal guardian, student, or other volunteer assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows.

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