



# WMS Student Handbook

2025-2026

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## **Attendance**

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17<sup>th</sup> birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### **Unlawful Absences**

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

### **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

### **Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

### **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

### **Student Arrival and Dismissal**

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

## **Student Behavior Code**

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

### **Levels of offenses**

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

#### **Disorderly conduct - Level I**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language

- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school's food service program)
- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Criminal conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery

- extortion
- any other acts as determined by the Board

**NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.**

**The principals must recommend students for expulsion if they have committed offenses which are underlined above.** If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

## **Dress Code**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1<sup>st</sup> Offense: Warning/Parent Contact

- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Referral for Additional Discipline

## **Transportation**

### **Discipline**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

#### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

#### **Level I Consequences**

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

#### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

#### **Level II Consequences**

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

### **Discipline of Students with Disabilities**

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

### **Procedures for Transporting 4k, 5k and 1st Grade Students**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student address unique number
Student designee name (4th grade or above)	
Route number	

### **Parent Responsibilities:**

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the

parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident:                 Warning to parent by school with review of future consequences
- Second Incident:             3 days off the bus
- Third Incident:               5 days off the bus
- Fourth Incident:             10 days off the bus
- Fifth Incident:                Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

### **Anti-Bullying and Safe Schools**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

#### **Reporting Bullying, Harassment & Discrimination**

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

#### **Investigation**

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

#### **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504

coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is [Section504@greenville.k12.sc.us](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto:TitleVI@greenville.k12.sc.us). Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

## **Title IX Complaints (Sex-Based Discrimination/Harassment)**

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

### **Reporting & Investigation**

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

## **Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student’s course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

**Uniform Grading Scale**

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

**The SC Grading Scale is as follows:**

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[SC Uniform Grading Scale](#)

**Prekindergarten**

<ul style="list-style-type: none"> <li>● Personal and social growth</li> <li>● Approaches to learning</li> <li>● Physical development and health</li> <li>● Language arts and literacy</li> <li>● Mathematics</li> </ul>	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
--	---

**Kindergarten and First Grade**

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

**Academic Skills Indicators:**

Reading Writing and Language Communication Science Mathematic s Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard  <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
---	--

**Successful Learner Characteristics:**

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
--	--

**Related Arts Indicators:**

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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**2<sup>nd</sup>-12<sup>th</sup> Grade**

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

**Grading Floors**

**Z**

**Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

**Middle School Students (Grades 6-8)**

A floor of 50 will be applied to all grades for middle school students (6-8)

**High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a

district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

### **Directory Information**

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

## **Parent's Right to Know timely**

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

## **Student Use of Technology**

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology.

While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

## **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

Dear Woodmont Middle School Community,

Welcome to the new school year at Woodmont Middle School! I am thrilled to begin this journey with you as your Principal. As a proud STEAM (Science, Technology, Engineering, Arts, and Mathematics) school, we are dedicated to providing a high-quality education that prepares our students for future success.

This year, we will focus on fostering a positive and inclusive environment, emphasizing collaboration, creativity, and critical thinking. Our goal is to nurture the unique talents and abilities of each student. Additionally, ensuring the mental and physical safety of our students is of utmost importance to me.

I encourage you to take an active role in your child's education. Open communication between home and school is essential, so please feel free to reach out with any questions, concerns, or ideas.

We have several exciting events planned, including meet-and-greet sessions to discuss our goals and aspirations for the year. Your input is invaluable, and I look forward to working together to make this year exceptional.

Thank you for your support and partnership. Here's to a fantastic year filled with growth and positive experiences.

Warmest regards,

Kyle D. Pearson  
Principal  
Woodmont Middle School

## **WMS Student Handbook Table of Contents**

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## Appendix A: WMS Dress Code Guidelines

**Dress Code (The School District of Greenville County and Woodmont Middle School Minimum Standards) DRESS CODE (POLICY JCDAF) Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school.** Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related --may not be worn or brought to school. Items that violate the dress code policy may be confiscated.

**Pants/Shorts/Skirts/Skorts:** Must be worn at the waistline. Sagging (wearing below the waist) will not be allowed. If worn properly, pants, shorts, skirts/skorts should not need to be held in place by the student's hands. The length of properly worn shorts, skirts, and skorts must at least meet the length of the student's naturally hanging arms/fingertips OR no higher than 2 student ID lengths above the knee. Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type-pants/shorts may not be worn as outer garments. If such items are worn, a blouse, dress, shirt or sweater must be long enough to meet the top of the inseam. No holes above the fingertip/2 ID length on pants. All holes above this must be patched before arriving at school. NO undergarments should be visible whatsoever. Undergarments are considered any clothing item worn **under** the outer garment. For garments that have holes, the holes must not show skin above the natural hanging arm/fingertips or above the knee higher length of the student ID. Pajama pants will not be allowed.

**Shirts/Blouses/Dresses:** No tube tops, halter tops, or spaghetti strap tops. Tank top straps must meet the length of one student ID. The sides of the tank tops should not droop to the point where skin under the tank is exposed. Sheer or see-through shirts are not allowed without an undershirt that meets the ID rule. Blouses or dresses should not expose the midriff and/or cleavage while standing or seated. Dresses must meet the length of the student's fingertips and/or the length of 2 student IDs above the knee. Bra straps and bra sides may not be visible.

**Shoes:** Proper shoes must be worn at all times. Bedroom shoes, house slippers, or footwear resembling such will not be allowed.

**Accessories:** No head covering which includes bandanas, hats, caps, toboggans, earmuffs, hoods on coats, shirts, or sweatshirts, and hair nets may be on or cover the head while in the building or classrooms. (No do-rags or hair wraps.) Sunglasses covering the eyes may not be worn in the building or classroom. Curlers, combs, and picks may not be worn in the hair. Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leashes, chains, etc. Items that could be used as a weapon may not be worn or brought to school. Headphones/earbuds are not allowed at any time while in the building. Water bottles with sealable tops are allowed. No cups with straw lids, example Stanleys or Yetis with straws.

**Miscellaneous:** Jackets, sweatshirts, sweaters and other layered clothing will be permitted over appropriately worn shirts/blouses meeting the dress code requirement (ID visible). Pajamas, bedroom slippers, and similar lounge wear may not be worn. The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit

students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will assign discipline points and either require the student to change or place the student in ISS until a change of clothing is available or for the remainder of the school day. Students will also be informed not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior and in violation of the District's Behavior Code. Defiance or refusal to change clothing and repeated offenses may result in out of school suspension.

**NOTE: Administrators will make the final decisions regarding appropriate and inappropriate dress of students.**

## **Appendix B: WMS Personal Electronic Devices (Cell phones/smartwatches/technology usage)**

Students are to use the main office telephone for emergencies only. If a teacher sends a student to the office to use the phone, the pass must include: **reason to use the phone**, time the student is released from class, and teacher signature. Students are prohibited from using cell phones during the school day. **Cellular devices should be turned off or silent AND kept in the bookbag from the moment students enter the building that day and should not be turned on or used until after the 3:15 dismissal bell.**

The teacher may allow students to use the classroom telephone only in extreme situations. Teachers should never allow students to call home to tell parents they are ill or need medication. Students who require medical attention of any type including feminine issues should be sent to the nurse's office.

School Disciplinary Response to violation of this policy will be an automatic referral with a progressive response from administration as follows:

1. Warning, parent contact
2. Referral - ISS (one day) (parent meeting)
3. Referral - ISS (two days)
4. Referral - ISS (three days)
5. Referral - OSS (one day) (parent meeting)
6. Referral - OSS (two days)
7. Referral - OSS (three days)
8. Referral- Recommendation for expulsion

Smartwatches/Apple Watches

**\*\*Any smartwatch device that allows any function outside of displaying the current time, used for any other means other than time will be considered a phone violation\*\* For example; an apple watch does not have to be physically touched in order for the time to be seen.**

## Appendix C: Tardy/Early Dismissal Procedures/Car Rider/Afterschool Pick Up

The school day for Woodmont Middle School is from 8:30 A.M. to 3:15 P.M.

**The building will open at 7:30 A.M. Students should not arrive before 7:30 A.M.**

Students arriving prior to 8:30 A.M. will be admitted to designated holding sites. Students will be directed to the appropriate areas when school begins. Classrooms open at 8:20 A.M. and **students are expected to be in their homeroom no later than 8:30 A.M.** If you arrive at the front entrance of the school after 8:30 A.M., you must go by the office to obtain a pass to class. You will be considered tardy for that class.

Students will be dismissed by groups according to the schoolwide dismissal system. All students should be off school grounds by 4:00 P.M. unless in bus holding or under the supervision of school staff. The school office closes daily at 4:00 P.M. **Car riders must be picked up by 4:00 P.M., as school supervision ends at this time.**

### **Early Dismissals**

An early dismissal from school requires a signed note from a parent. This note must be given to the office upon arrival to school and include:

1. Student's name.
2. Specific reason for early dismissal.
3. Specific time for early dismissal.
4. Telephone number where the parent may be reached.

The parent or legal guardian with whom the student lives must meet the student in the office. Early dismissals are excused for the reasons which apply for an excused absence. Early dismissals count as an absence in all classes missed. If early dismissals come before 2nd period, an absence for that day will be recorded. **Note: Early dismissals after 2:45 PM must be approved by an administrator. Repeated attempts to dismiss students after 2:45 PM will be denied.**

**Students who stay for activities/athletics (any practice/meeting/event after normal school day hours) must be picked up within 30 minutes of the event/practice conclusion. Students who are picked up after this time could be prohibited from further participation in these activities.**

## Appendix D: Visitors and Volunteers

### **Visitors**

All visitors must report to the main office before proceeding to any other part of the building or campus. **Visitors must have a photo ID** and will sign in on Simple Track. Visitors must wear a name tag while on the campus. **Please note: All school policies, procedures, regulations and rules apply to all visitors.** These procedures are in place for the safety of the students and staff. Trespassers will be prosecuted.

***Parents are encouraged to come to WMS and eat lunch with their child if they are able to do so. Please note that NO outside food or drink will be permitted to be dropped off or brought into the school.***

## Volunteers

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must have an application and clearance before interacting with children in the schools and/or at school events. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

**LEVEL I - *This level requires the presence and supervision of a GCS employee at all times.*** Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center and participate in school activities such as lunch with their student as long as staff members are present.

**LEVEL II – *This level allows interaction with students without a GCS employee present.*** Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. Examples of volunteering with this status might include activities such as mentoring and/or *chaperones for field trips*.

## **Appendix E: Medications**

### **Health Room and Medications:**

Students reporting to the nurse for illness must remain in the health room until released by the nurse to return to class or to go home. If the health room is not open, then students will report to the office for assistance.

All medication must be brought to school by a parent; this includes cough drops and headache type medications. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school. These forms can be downloaded from the WMS website. Any medication to be given for longer than ten (10) days must have a Physician Authorization Form completed. **Permission forms do not carry over from the previous school year. New forms must be completed each school year.**

Parents must provide emergency medication for any student with a life-threatening allergy or illness with the Parental and Physician's Authorization Forms completed. It is the parent's responsibility to notify the bus driver of the medical situation, if the student rides a bus.

Any student who uses an inhaler at school must have Parental and Physician's Authorizations completed and on file in the health room.

No over the counter medications such as Tylenol, Aspirin, Neosporin, and Calamine lotion are kept in the health room. **All medication must be provided by the parent, and only medication with the Parental Authorization Forms completed will be administered.**

## Appendix F: Athletics

### Academics: -

**Eligibility for Tryouts** - Grades will be reviewed for all students requesting to try out for any sports team. Failing grades from the previous semester will disqualify the student from tryouts. Any student “placed” in the next grade and not “academically promoted” are ineligible from participating in school sponsored athletics. Grades may be reviewed at the end of semester one to determine eligibility for semester two.

**During the Season** - WMS Student-Athletes are expected to maintain the highest academic standards. Participation in athletics is based on academic success; grades less than 60 **will** result in a loss of competition time for the student.

**Other Academic needs** - At Woodmont Middle, any student in a Related Arts Performance-based class, academic class, or service organization with a performance commitment will be excused from athletic expectations. All academic requirements take priority over athletic opportunities and those commitments will be given priority. *All Coaches* are expected to plan for situations that arise and make adjustments. No athlete will be penalized for fulfilling academic commitments (this includes going to tutoring).

*Per Greenville County Schools Athletic policy - Coaches may have additional grade requirements that have been approved by the AD and the Principal. At the beginning of the season. the coach will provide a copy of these requirements to players and parents.*

### Discipline:

**Eligibility for Tryouts** - Discipline can be reviewed for all students requesting to try out for any sports team. Coaches can consider any student's discipline record.

Woodmont Middle School recognizes the benefit of extra-curricular activities in regards to student behavior and accountability.

**During the Season** -Student-athletes are expected to show appropriate and mature behavior at all times. Student-athletes who are unable to display appropriate and mature behavior may be issued DP Points by teachers. **(Please see student handbook about DP points.)**

Student-athletes who receive ISS or OSS will follow this process:

#### A. In-School Suspension (ISS)

A. First offense- Coach's discretion

B. Second offense- One game suspension to be served the next game/match/competition. ***(During such times, the student is expected to practice and travel with the team but may not be eligible to play in games)***

C. Third offense- Suspension from competition for the remainder of the current season

#### B. Out of School Suspension (OSS)

A. First offense- One game suspension to be served the next games/matches/competitions. ***(During such times, the student is expected to practice and travel with the team but may not be eligible to play in games)***

B. Second offense - Suspension from competition for the remainder of the current season.

Per Greenville County Schools Athletic policy - Coaches may have additional discipline requirements that have been approved by the AD and the Principal. At the beginning of the season, the coach will provide a copy of these requirements to players and parents.

**All WMS Athletic Tryouts & Practices Are Closed.** Parents, Grandparents, siblings, and Guardians are NOT permitted to attend and observe any tryout; this is for the safety of our coaches, children and faculty. No unauthorized entrance through side doors of Gym 1 is permitted at any time. For outside/spring sports, attendance is closed to the above-mentioned persons. All persons must wait in the parking lot for their athlete; please do not enter gated athletic fields unless prior permission has been granted.

All middle school practices in all middle school sports are limited to two hours. Practices will begin at 4:00 PM and be over no later than 6:00 PM. No profanity by athletes directed at any player, coach, official, or parent is permitted for any reason. Appropriate dress/attire is mandatory at all times. No bare chests or clothing that is inappropriate. Any athlete in an inappropriate dress will be required to change or leave the facility. Protective gear must be worn at all times. If a student fails to wear protective gear required, they may be sent home and not permitted to return until properly outfitted. All students are required to follow all rules and procedures as directed by the coach.

**Athlete Pick Up Guidelines:** At Woodmont, the safety of our athletes is our first and most important responsibility. Is the commitment of the Athletic Director and Coaches to never leave any athlete alone on the premises unsupervised waiting to be picked up. All Coaches are required to stay with their players until all of them have been picked up. No player should be left alone at any time to wait for their parents. **ALL student athletes must be picked up no later than 30 minutes at the conclusion of the event. Any student who is picked up after the 30 minute window will be subject to athletic consequences and could result in removal from the team.**

**Parents** - Parents/guardians are not permitted to attend or interfere with any part of practice or games at any time. ALL conditioning and practices are closed to the public. Parents are encouraged to model good sportsmanship regarding WMS's athletes and the athletes on the opposing team. "Sports Rage" is unacceptable. Parents are not permitted to consult or coach any player during games. Any parent interfering with the game may be asked to leave the facility. Any profanity by a parent-directed at a player, coach, or official will not be permitted. If this occurs, parents may be asked to leave the facility.

Parents/guardians are to review and go over the Woodmont Middle School ATHLETIC HANDBOOK and be aware of the policies that are in place.

***Please look over the Woodmont Middle School ATHLETIC HANDBOOK for additional information.***

## Appendix G: Breakfast and Lunch Information

The Community Eligibility Provision (CEP) is a school meal funding option from USDA that enables a school to provide free meals to all students, without the necessity of completing applications for individual eligibility.

This year, CEP in South Carolina has expanded to include students who receive Medicaid benefits. The expansion of the CEP program means that all students in our school will receive free lunch during the 2023-24 school year. We will also continue to offer free breakfast daily. Parents do not need to take any action to qualify for the free meals. Our school is eligible to remain in the program through at least the 2026-27 school year.

Car riders who wish to eat breakfast must arrive to WMS no later than 8:15 AM.

Make sure to have your ID badges ready. We can look you up by typing in your name. We do not mind doing so, however, being able to scan your ID badge ensures that the lines are moving as fast as possible.

We are all looking forward to seeing you all this year and providing you with delicious meals!

## Appendix H: Food and Beverage

- No outside food or drink is permitted on campus (i.e. Starbucks, McDonalds)
- Water will be the only “outside” beverage permitted to be carried/consumed by students. Water bottles with sealable tops are allowed. No cups with straw lids, example Stanleys or Yetis with straws
- NO eating in ANY location on campus outside of the cafeteria and/our outdoor classroom
- Any lunch brought from home to school must be brought in and kept in a lunch box/bag
- School store sales will take place on every other Friday

## Appendix I: Health and Wellness Education

### 7<sup>th</sup> Grade Comprehensive Health Education:

A goal of Greenville County Schools is to provide parents/guardians with information to help make decisions regarding the sexual health & responsibility education of your child. The district’s age appropriate, abstinence-based sexual health & responsibility education unit overview can be found on the district's website under the Students & Parents heading, or at your child's school. If you do not want your child to participate in the sexual health & responsibility education class or a specific portion of the class, you must bring the signed exemption form to the school in person. By School Board Policy and SC Comprehensive Health Education Law, students who choose to be exempt from the comprehensive health unit will be required to complete other health-related self-study lessons. *Use link here for more information:*

<https://sites.google.com/a/greenvilleschools.us/gcs-health-physical-education/middle-school-health>

## **Social Emotional Learning Lessons:**

Greenville County Schools and Rethink Ed have partnered to provide you access to our online Social and Emotional (SEL) program. Our SEL program provides videos and activities for both adults and children to support your social and emotional wellbeing. You will have access to strategies and tools that will help you and your child recognize and manage emotions, build stronger relationships, and develop skills to lead happier and healthier lives. See link here to view the districts landing page for additional information and resources:  
<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=sellelessons>

## **Appendix J: School Counseling Services/Administrative Team**

The Woodmont Middle School Counseling Department provides support services to students, staff, and parents. Counselors also promote the academic, career, personal, and social development of our students through individual counseling, small groups, and classroom guidance activities.

Additional support services include school registration, scheduling and withdrawing students, maintaining student records, working with the testing program, etc.

Parents wishing to schedule a teacher conference or speak with their child's counselor should use the contact information below.

6th grade (6.1 & 6.2)	Chad McGee	864-355-8512
6th grade (6.3) & 504s	Sharon Smith	864-355-8500
7th grade	Gayna Smith	864-355-8537
8th grade	Madison Williams	864-355-8537

If you would like to make our administrative team aware of a situation, please email the grade level assistant principal or call him/her to schedule an appointment. Please leave a detailed message (including your students name) in order for them to assist you. We are here to support you and your family! We look forward to getting to know and working with you this school year.

Jim Deese - 6th Grade Administrator

(864) 355-8522 [jideese@greenville.k12.sc.us](mailto:jideese@greenville.k12.sc.us)

Lauren Johnson - 7th Grade Administrator

(864) 355-8525 [lejohnson@greenville.k12.sc.us](mailto:lejohnson@greenville.k12.sc.us)

Tonya Woods - 8th Grade Administrator

(864) 355-8519 [twoods@greenville.k12.sc.us](mailto:twoods@greenville.k12.sc.us)

Kyle D. Pearson - Principal

(864) 355-8510 [kdpearson@greenville.k12.sc.us](mailto:kdpearson@greenville.k12.sc.us)

## **Appendix K: Backpack Information/Student Progress/LiveSchool**

## **Parent Backpack**

This platform provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Apply or register your student to Special Focus schools and programs (Virtual Program, Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

For more information, visit: <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>.

## **LiveSchool**

LiveSchool is a platform used by Woodmont Middle School to track students' congratulatory points (CPs) as affirmation for positive behaviors and disciplinary points (DPs) for Level I infractions. Signup for LiveSchool parent account information will be distributed to all parents at the beginning of the school year but may be requested by the parent/guardian of the student at any point during the school year. Please contact your grade level administrator for assistance with LiveSchool.

### Congratulatory Points (CPs)

CPs fall under the areas of our PBIS system of Wildcat RRRs (Ready, Respectful, and Responsible). Specific behaviors are designated in the LiveSchool rubric. Students can earn a predetermined value of points for academic achievement, displaying acts of kindness, completion of work, helping others, and other positive acts. Congratulatory points accumulate in the student's LiveSchool account balance but do not offset consequences assigned for accumulation of disciplinary points.

### LiveSchool Store

Students can "spend" or "cash in" their CPs on the second and fourth Friday of each month.

### Disciplinary Points (DPs)

DPs may be assigned by staff for infractions of Level I behaviors. When a staff member assigns a DP, he/she is expected to make parental contact. Parental contact may include:

- A comment in the LiveSchool app (if parent account has been activated)
- Backpack message
- Email
- Phone call

Accumulation of DPs: See Appendix O, Code of Conduct.

## Appendix L: Daily Bell Schedule

Grade Level 6	
Periods	Time
1st Pd FLEX	8:30-8:57
2nd pd - Core 1	9:00-9:58
3rd pd - Core 2	10:01-10:59
4th pd - Core 3	11:02-12:35
Lunch Window	11:45-12:35
5th pd - Core 4	12:40-1:38
6th pd - 6RA 1	1:41-2:27
7th pd - 6RA 2	2:30-3:15

Grade Level 7	
Periods	Time
1st Pd FLEX	8:30-8:57
2nd pd - Core 1	9:00-9:58
3rd pd - Core 2	10:01-11:35
Lunch Window	10:45-11:35
4th pd - 7RA 1	11:40-12:25
5th pd - 7RA 2	12:28-1:13
6th pd - Core 3	1:16-2:14
7th pd - Core 4	2:17-3:15

Grade Level 8	
Periods	Time
1st Pd FLEX	8:30-8:57
2nd pd - 8RA 1	9:00-9:46
3rd pd - 8RA 2	9:49-10:34
4th pd - Core 1	10:37-11:34
5th pd - Core 2	11:37- 1:15
Lunch Window	12:30-1:15
6th pd - Core 3	1:18-2:14
7th pd - Core 4	2:17-3:15

## **Appendix M: Personalized Learning Information**

### **Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

### **Student Acceptable Use**

This section is dedicated to provide GCS students with guidance on acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer questions regarding copyright concerns to their teachers, media specialist or a school administrator.

### **Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment.

1. The District reserves the right to review any email sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.

5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
  6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
  7. Destroying or tampering with any computer equipment or software.
  8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
  9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
  10. Violating any state or federal law or regulation, board policy or administrative rule.
- Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

### **Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **GCS Internet Safety and Other Terms of Use**

#### **General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for other lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.

2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

**Damage:**

Students will be assessed a fine for damages and losses of school district technology.

## **Appendix N: School ID Requirements/Procedures**

As part of our school district's continuing efforts to provide a safe learning environment, all middle school students and staff are required to wear a photo ID that is visible, recognizable, and intact.

Students must wear their ID badge whenever they are on campus, on field trips, or school functions. Students must not cover their picture with anything. That is, the ID badge should not be broken, defaced, or decorated. Student ID badges will be used to purchase lunch and check out media books and textbooks.

An ID badge and grade-level lanyard will be provided free of charge to students at the beginning of the school year.

6th grade: Blue ID Lanyards 6.1 Red 6.2 Green, 6.3 Purple  
7th grade: Gray ID Lanyards 7.1 Red, 7.2 Green, 7.3 Purple  
8th grade: Black ID Lanyards 8.1 Red, 8.2, Green, 8.3 Purple

During the first week of school, administrators and teachers will remind students if their ID is not properly displayed. After this orientation period, students not wearing their ID badge will encounter consequences in accordance with district policy. This is part of our safety procedures and is handled similarly to dress code violations. As a result, if your child does not have his/her ID badge consistently, it would impact our ability to provide a safe environment we know you want and expect.

IDs must be worn on the outermost layer of clothing with the assigned grade level lanyard. They must be worn around the neck. IDs must have a clearly visible picture and bar code on one side and a car or bus rider sticker on the other side. Failure to comply with these expectations will be documented in LiveSchool and result in progressive disciplinary action in accordance with district policy.

### **Replacement Fees**

One ID is provided free of charge at the start of the school year.

- If students do not have an ID, they will be charged \$5.00 and be given one. After the 4th charge, they will go to ISS until someone can pay the balance under \$20.
- Replacement IDs are \$5.00 and include a new lanyard. Lanyards are always available for sale for \$1.

## Appendix O: Woodmont Middle School Code of Conduct

In order to ensure greater uniformity in handling student discipline, the following code has been adopted by the faculty and administration at Woodmont Middle School. This code complies with the South Carolina school discipline laws.

Discipline points (DPs) will be assigned through our LiveSchool platform based on the outline below, but administration may change the amount of points assigned depending on the severity of the infraction. Parents and guardians must be aware of their child's behavior in order for them to work with teachers and administrators to make effective changes in that student's behavior. For this reason, parents are strongly encouraged to sign up for weekly recaps through our LiveSchool platform. Login information will be distributed to all parents at the start of the school year. Contact the school if you need assistance.

**10 Discipline Point Accumulation** Consequences will be assigned for each accumulation of 10 discipline points within any given week. Parents will be notified through LiveSchool, Backpack message, suspension letter, and/or phone/personal conference with student's parents or guardian. Students who are assigned ISS will complete academic assignments. In addition, they may perform manual labor such as picking up litter on the school grounds, sweeping, mopping, etc. under the supervision of the ISS teacher or other school personnel. If poor behavior continues, the administration may assign additional day(s) of ISS or suspend the student out-of-school. Students displaying incorrigible behavior will be placed on a disciplinary contract and if the behavior does not improve, may be recommended for expulsion.

**Note:** Cell phone, Bluetooth earbud, dress code, and ID violations are entered into LiveSchool but do not have a value and are handled by the grade level administrator in accordance with district policy.

### **Tardy to Class**

1st Offense: Warning

2nd Offense: Parent Contact

3rd Offense: Referral to Administration ISS (1-Day)

4th Offense: Referral to Administration ISS (2-Days)

### **Cutting class**

1st Offense: Parent contact, 2 ISS

2nd Offense: 1 OSS

3rd Offense: 2 OSS

### **Level I – Disorderly Conduct**

Disorderly conduct is defined as those activities engaged in by students which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to activities within the school, but also to student conduct on school bus transportation vehicles, and all school sponsored activities.

**Level I** - acts of disruptive conduct may include, but are not limited to the following: Cell phone violation, Profanity/inappropriate comment, Making obscene gestures (which include writing and drawing pictures), Cheating or Dishonesty in any form, Inappropriate physical contact/displays of affection,

Throwing/propelling objects in class, etc. Loitering in hallways, restrooms, or outside after homeroom begins, during classes, or after school is dismissed, Failure to report to the area authorized at the beginning and the end of school, Rudeness to school personnel, Class disruption/interference with instruction, Failure to carry out directions, Excessive talking or misbehaving, Dress code violation (violation must be corrected or student will be sent to ISS), Horseplay, Rudeness to a fellow student, Excessive noise in hallways during classes or class change, Throwing litter on the floors or school grounds, Other disorderly acts as determined by local school authorities.

**Level II – Disruptive Conduct** Disruptive conduct is defined as those activities engaged in by students which are directed against persons or property, and the consequences of which tend to endanger the health and safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The provisions of this regulation apply not only to activities within the school, but also to student conduct on school transportation vehicles, and other school sponsored activities. Continued escalation of Level 1 Disorderly Conduct will elevate consequences to Level 2.

Level II acts of disruptive conduct may include, but are not limited to the following: Loitering on school grounds during the school day, Smoking or intent to smoke/possession of tobacco products, lighters, matches, etc. Throwing objects with intent to do bodily harm or disturb class, Cutting class, leaving the class without permission, or leaving school grounds without permission, Insolence or disrespect toward any school personnel, Indecent language or gestures, Deliberate failure to attend classes after reporting to school, Trespassing or illegally blocking school property, Unlawful assembly, Refusal to obey school personnel or agents whose responsibilities include supervision of students, Fighting, Possession or use of unauthorized substances, as defined by law or board policy, Improper use of technology, Other acts as determined by local school authorities

The types of disciplinary action that will be taken for acts of disruptive conduct will be one to ten days of ISS or OSS. If this behavior continues, the number of days of suspension may increase with each offense. Parents will be contacted at each offense and a conference may be required. A disciplinary contract may be required if the behavior persists. If the contract is broken, the student will be suspended for not less than three days or more than ten days and may be referred to the school board for expulsion.

**Level III – Criminal Conduct** Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another person's property or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to activities within the school, but also to student conduct on school transportation vehicles, and other school-sponsored activities.

Level III - Acts of criminal conduct and the number of points that will be given for each offense may include, but are not limited to the following: Sexual offenses/harassment, Arson/possession or use of fireworks, Assault and battery, Theft, possession or sale of stolen property, Blackmail, threats, personal abuse, intimidation of pupils or school personnel or inciting a riot, Creating false alarms such as fire alarms, 911 call, etc. Vandalism (major), Other acts as determined by local school authorities, Furnishing or selling unauthorized substances, as defined by board policy, Furnishing, selling or

possession of controlled substances (drugs, narcotics or poisons) while in or within a radius of one-half mile of school grounds, \*\* Possession of any kind of dangerous weapons such as firearms, knives, etc.

\*\* In accordance with the Safe School Act, law enforcement officials will be notified and expulsion recommended.

The types of disciplinary action that will be taken for acts of criminal conduct will be one to ten days of OSS. If appropriate, school officials may contact law enforcement authorities. In addition, a discipline contract may be drafted and signed by the student, parent and administration. If the contract is broken, the student may be referred to the school board for expulsion.

## **Appendix P:**

### **Woodmont Middle School Late Work Procedures**

In order for Woodmont Middle School staff to support students in their learning, the evaluation of completed work partnered with feedback for growth is essential. This process is layered with communication, differentiation, as well as timeliness. In order for students, even in the event of a known absence, to have access to this feedback, the work they complete needs to be returned to the teacher in a timely manner. The following criteria will outline Woodmont Middle School's philosophy as it pertains to late and/or missing work:

- The late work procedures are intended to support students who have been absent from school, not students who were present but have failed to meet a deadline for turning in work.
- The late work procedures may not be applicable to students who have failed to complete any classwork during time provided by the teacher. In other words, if a teacher provides time for students to do something in class and he/she chooses not to do that work believing they will do it later, the teacher does not have to extend the late work procedures to them. It should be communicated home that late work will not be accepted in this situation.
- Work assigned is expected to be completed by the assigned date due.
- It remains the responsibility of the student to turn in work even if late.
- Classwork will become homework if attempted but not completed during the class period. That work is due the next day's class meeting. If turned in during or before the next class meeting, the student will receive credit for the learning shown.
- Any work not turned in will have the Greenville County Schools grade floor applied (GFA/NHI) which equals a 50%.
- Teachers will handle unique situations on a case-by-case basis, and have the autonomy to determine whether they will accept work beyond the due date.

Make-up Work from Absences

- All work missed during any absence will initially be reported as Absent or ABS. The work must be completed and returned to the teacher the number of days of the absence plus one upon the students return to school. If the deadline is not met, an NHI or GFA will then be applied.
- Students are responsible to get makeup work from their teacher(s). This can be done in advance of a known absence.
- Provisions to make up school work missed during extended absences can be worked out with the teacher(s)/team concerned.

### **Woodmont Middle School Redo/Retake Procedures**

Learning is a process. We recognize that not all students learn at the same pace and that while mastery of skills or standards remains the primary goal for all students they require additional attempts in order to achieve success. The following criteria will outline Woodmont Middle School's philosophy as it pertains to Redo's and Retake's:

- Redo's/Retake's will apply towards major grades. Major grades include labs, tests, and projects. Any major grade that cannot be replicated should have an alternative assignment available at the same value. If a student is provided an open-note test or allowed to use something such as a completed study guide as a resource a Redo/Retake should not be necessary.
- Redos/Retakes will be allowable for 100% of Woodmont Middle students who want to improve their grade regardless of the score of their initial attempt
- Students who complete a Redo or Retake work will receive full credit for the work completed. No percentage penalties will be reflected on a child's grade because they did not show mastery in their initial attempt
- Students will have the opportunity for a minimum of one (1) Redo or Retake per major grade. The teacher may determine if added Redo/Retake opportunities are available
- Students will be expected to initiate the process for Redo/Retake. Teachers/teams will utilize a universal Google Form request to initiate the process and will communicate their individualized Redo/Retake opportunity to students and parents
- Students should be expected to show improvement independently or with teacher's assistance and will display academic integrity
- Redo's/ Retake's for each quarter will be concluded each grading period in such a time to allow for evaluation of the work and feedback on the work submitted.
- Teachers will handle unique situations on a case-by-case basis and will use discretion on any assignment intended to be applied to a particular grading period
- Because of students' ability to complete Redo's/Retake's, Extra Credit is unnecessary. Students should take advantage of these opportunities and improve upon standards assessed, existing work attempted, or existing assignments offered
- Students will have Redo/Retake opportunities for 5 days from the time an assignment is recorded in the gradebook to initiate the Redo/Retake process. Teachers must account for the end of the grading period when

giving major assignments so that ALL students are given equal opportunity for the Redo and Retake policy. No major assessments should be given after week eight of the grading period.

***Administration reserves the right to approve amendments to the above in special circumstances.***