



**BEECH SPRINGS MIDDLE SCHOOL**

# **STUDENT HANDBOOK**

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Dear Panther Nation,

Welcome to the 2026-2027 school year at Beech Springs Middle School. This handbook contains important information about our school's policies, procedures, expectations, and resources. Please note that the student handbook is a living document that may be updated periodically to reflect any changes in our school's policies and procedures. I encourage you to take the time to read and understand the contents of this handbook thoroughly. If you have any questions or concerns, please do not hesitate to approach your teachers, counselors, or any other school personnel for assistance.

We look forward to partnering with you this year to provide educational experiences that allow our students to reach their maximum potential. Family and community involvement are an integral part of students' success and we value the relationships that we have with each one of you. We ask you to continue to support our efforts by ensuring your child

- arrives to school on time each day ready to learn,
- reads daily to improve their reading skills and gain knowledge,
- shares their school experiences with you,
- completes homework assignments,
- knows that you expect them to succeed in school and become college or career ready.

Additionally, I would love to extend an invitation to you to become involved in our school through volunteering in classrooms, attending special events, and joining our Community In Action (CIA). United, we hold the power to create a profound impact in the lives of the students at Beech Springs Middle School. Our collective effort can bring about positive changes that will shape their futures. As we stand together, we are stronger and more capable than we could ever be alone. Remember, we are not just making a difference - we are making a lasting impact.

Let us work together to make this year a memorable and productive one. Now, let's go be great!

Go Panthers,

Mr. Chad Maguire  
Principal

## **Vision, Mission, and Core Values**

### **Mission**

Beech Springs Middle School prepares students to thrive in a global society by providing exceptional educational experiences in a safe, caring and inclusive environment.

### **Vision**

To inspire students to discover their potential, pursue their passions, and shape their future.

### **Motto**

So that students know who they are, what they want, and why they want it.

### **Mantra**

Go be great.

### **Beliefs**

Beech Springs Middle School is clearly focused on helping children in their personal and academic development by equipping them with the necessary tools to develop world class knowledge and skills, and life and career characteristics to succeed in a competitive global marketplace.

#### **We Believe:**

- That every child matters
- In providing equitable, educational experiences
- In building positive relationships with all stakeholders
- In embracing diversity to create an inclusive environment
- In challenging our students to become engaged members of society
- Public education is the foundation of a thriving community and global society
- In providing a safe, caring and nurturing environment
- Educating every child is both a responsibility and a privilege
- That social and emotional well-being is as important as instruction
- In developing and enhancing student potential through purposeful and rigorous instruction
- In providing each student with authentic educational experiences to prepare them for college, career and life choices in an ever-changing global society
- In recruiting, hiring, empowering and retaining highly qualified staff
- In adapting to the ever-changing demands of society
- In the importance of stewardship of resources

School Office Hours: 7:00 AM to 4:00 PM

School Attendance Hours: 8:15 AM to 3:20 PM

School Colors: Purple and Silver

School Mascot: Panther

#### About Beech Springs Middle School:

Beech Springs Middle School opened in July 2024 after transitioning from Beech Springs Intermediate School. The school is committed to providing a comprehensive educational experience, featuring a wide variety of extracurricular activities to engage students. With its new status and expanded programs, Beech Springs Middle School aims to foster both academic and personal growth among its students.

#### Grade Levels:

Beech Springs Middle School serves students in the 6th through 8th grades. With a focus on progressive education, each grade level's curriculum is designed to meet the developmental needs and interests of the students.

#### Facilities:

The school boasts state-of-the-art facilities that support a holistic learning experience. These include well-equipped classrooms, science and computer labs, a well-stocked library, art studios, music rooms, Esports arena, and a dedicated sports complex with playing fields and indoor sports facilities.

#### Teaching Staff:

Beech Springs Middle School takes pride in its highly qualified and experienced teaching faculty. The educators are dedicated professionals who are passionate about teaching and committed to inspiring students to become lifelong learners.

#### Academics:

The school offers a comprehensive and challenging academic program that encompasses a wide range of subjects. The curriculum integrates traditional teaching methods with modern instructional approaches, emphasizing critical thinking, problem-solving, and creativity. We are an AVID school.

### **Beech Springs Middle School Team**

Mr. Chad Maguire, Principal

Mr. Robert Dunkin, Assistant Principal, Last Names A-L

Mr. Joshua Greene, Assistant Principal, Last Names M-Z

Mrs. Kelsi Inman, Guidance Counselor, Last Names A-L

Ms. Lacy Parker, Guidance Counselor, Last Names M-Z

Officer Neil Wooten, School Resource Officer

Mrs. Kyle Cantrell, Library Media Specialist

Mrs. Yolonda Moore, Receptionist

Mrs. Cindy Stevens, Attendance Clerk

Mrs. Nikki Thomas, PowerSchool Clerk

Mrs. Tina Bellaire, Bookkeeper

Mrs. Chloe Bunton, School Nurse

Mrs. Hanna Thigpen, Athletic Director



## 2026-2027 Middle School Bell Schedule

### GRADE 6 SCHEDULE

| PERIOD | TIME          | CLASS         |
|--------|---------------|---------------|
| 1      | 8:15 – 9:00   | Related Arts  |
| 2      | 9:03 – 10:02  | Core          |
| 3      | 10:05 – 11:03 | Core          |
|        | 11:05 – 11:45 | Lunch         |
| 4      | 11:48 – 12:18 | FLEX          |
| 5      | 12:21 – 1:06  | Related Arts  |
| 6      | 1:09 – 2:08   | Core          |
| 7      | 2:11 – 3:10   | Core          |
|        | 3:10 – 3:20   | Daily Wrap Up |

### GRADE 8 SCHEDULE

| PERIOD | TIME          | CLASS         |
|--------|---------------|---------------|
| 1      | 8:15 – 9:14   | Core          |
| 2      | 9:17 – 10:02  | Related Arts  |
| 3      | 10:05 – 11:04 | Core          |
| 4      | 11:07 – 11:42 | FLEX          |
|        | 11:45 – 12:25 | Lunch         |
| 5      | 12:28 – 1:27  | Core          |
| 6      | 1:30 – 2:15   | Related Arts  |
| 7      | 2:18 – 3:17   | Core          |
|        | 3:17 – 3:20   | Daily Wrap Up |

### GRADE 7 SCHEDULE

| PERIOD | TIME          | CLASS         |
|--------|---------------|---------------|
| 1      | 8:15 – 9:14   | Core          |
| 2      | 9:17 – 10:16  | Core          |
| 3      | 10:19 – 11:04 | Related Arts  |
| 4      | 11:07 – 12:06 | Core          |
| 5      | 12:09 – 12:39 | FLEX          |
|        | 12:41 – 1:21  | Lunch         |
| 6      | 1:24 – 2:24   | Core          |
| 7      | 2:27 – 3:13   | Related Arts  |
|        | 3:13 – 3:20   | Daily Wrap Up |

### RELATED ARTS SCHEDULE

| PERIOD | TIME          | CLASS         |
|--------|---------------|---------------|
| 1      | 8:15 – 9:00   | 6th Grade     |
| 2      | 9:17 – 10:02  | 8th Grade     |
| 3      | 10:19 – 11:04 | 7th Grade     |
| 4      | 11:07 – 12:18 | Planning      |
| 5      | 12:21 – 1:06  | 6th Grade     |
| 6      | 1:30 – 2:15   | 8th Grade     |
| 7      | 2:27 – 3:13   | 7th Grade     |
|        | 3:13 – 3:20   | Daily Wrap Up |

*\*In addition to one large planning block, planning time is spread throughout the school day.*

**July**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**August**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**September**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

**October**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**November**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**December**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |



## 2026-2027 Calendar

Modified Year - Round Calendar

**July**  
2 Fourth of July Holiday Observed  
30-31 Staff Development Days

**August**  
3-5 Staff Development Days  
6 First Day of School  
24 Board Meeting

**September**  
7 Labor Day Holiday  
9 Interim Reports  
23 Early Release Day  
28 Board Meeting

**October**  
2 Staff Development/Make-Up Day  
9 45<sup>th</sup> Day  
13 Report Cards  
15-16 Fall Break  
26 Board Meeting

**November**  
2 Staff Development/Make-Up Day  
3 Election Day Holiday  
12 Interim Reports  
23 Board Meeting  
25-27 Thanksgiving Holidays

**December**  
18 Student Half Day/End of First Semester  
21-31 Christmas/Winter Holidays

**January**  
1 Christmas/Winter Holidays  
4 Staff Development/Make-Up Day  
5 Students Return  
6 90<sup>th</sup> Day  
7 Report Cards  
18 MLK Holiday  
25 Board Meeting

**February**  
3 Early Release Day  
9 Interim Reports  
15-19 Mid-Winter Break  
22 Board Meeting

**March**  
15 Staff Development/Make-Up Day  
19 135<sup>th</sup> Day  
22 Board Meeting  
24 Report Cards

**April**  
5-9 Spring Break Holidays  
26 Board Meeting  
27 Interim Reports

**May**  
24 Board Meeting  
27 Student Half Day  
28 Last Student Day/Student Half Day  
31 Memorial Day Holiday

**June**  
1 Staff Development Day/Report Cards  
17 Juneteenth Holiday

|  |                            |
|--|----------------------------|
|  | First & Last Day of School |
|  | Staff Development Day      |
|  | Holidays                   |
|  | Student Half Day           |
|  | Early Release Day          |

Days missed due to inclement weather will be made up through a learning day, teacher workday, or at the end of the school year.

**January**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**February**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |

**March**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**April**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**May**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**June**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## **Policies and Conduct**

### **School Traffic: Drop Off / Pick Up**

Student Arrival --- Students should be dropped off no earlier than 7 AM. We respectfully request that the students coming to Beech Springs Middle School exit their vehicle when the vehicle is in the right hand lane, nearest to the sidewalk. We do not want students crossing a lane of traffic to enter the school. Students should also not be dropped off in the parking lot, where they would have to cross two lanes of traffic to enter the school.

Student Dismissal --- Students must be picked up no later than 4 PM. We understand that emergencies will occur, but students who are consistently picked up late may participate in a meeting with administration to ensure a plan for dismissal that works, possibly including bus transportation.

### **Media Policy**

Occasionally our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast, transmission, and/or electronic display by the news media or school and district public relations officials. All releases will be performed in accordance with school district policy and privacy laws. As such, only directory type information will be provided. This information includes name, school, grade level, teacher, participation in officially recognized activities, etc. If you have any questions or concerns, please contact the school principal.

### **Outside Food**

To ensure student safety regarding food allergies and dietary restrictions, food brought from outside the school for student consumption will be commercially prepared and packaged or sealed. When applicable, food will be labeled with specific ingredients or the ingredients easily accessible online. However, this policy does not restrict the food that a parent/legal guardian may provide for his/her child's consumption at school.

Parents/guardians are permitted to bring in food for their child's lunch, however there should be NO outside food deliveries arranged by parent or student (e.g. Doordash, etc).

Students are not allowed to have any canned drinks or glass drinking bottles.

### **Parent-Teacher Conferences**

Parent-teacher conferences may be arranged by both parents and teachers. If the parent wishes for a conference with a teacher, a principal, or guidance counselor, the parent should contact the school to arrange such a conference. Teachers and administrators will contact parents when conferences are necessary.

### **Parent Opportunities**



Beech Springs Middle School will have an active Community In Action (CIA) group. Information to join and volunteer is available at registration, Meet the Teacher, or in the front office. Nominations for School Improvement Council are made at registration. Dates for SIC meetings as well as goals and the school's strategic plan can be found on the school website.

### **PowerSchool Parent Portal**

(online access to student grades)

Parents and guardians of students in Spartanburg School District Five will be able to view student progress through PowerSchool, the District's student information system. PowerSchool brings together teachers, students, parents and administrators in a web-based data system. Parent access to the PowerSchool Parent Portal will be by unique login ID (username) and password. Parents can assess their child's information via the following link: <https://www.spart5.net/page/parent-portal> Login information is available through contacting the guidance secretary, Julie Jackson at [julie.jackson@spart5.net](mailto:julie.jackson@spart5.net).

### **Privacy of Student Records**

Personally identifiable student records are not open to public inspection. Any member of the general public desiring to inspect student records must obtain the written consent of parents, legal guardians, students of legal age, or post-secondary students whose identifiable information appears in such records. Any questions concerning student records should be addressed to the school principal.

The revised Family Rights and Privacy Act became a federal Law in December 1974. The law is designed to protect the accuracy and privacy of student educational records. With reference to this law, please note the following: (Required notification items according to FERPA)

Parents and eligible students (18 and older) have the right to inspect and review the student's educational records. Parents or eligible students have a right to request that a school correct records which they believe to be inaccurate or misleading. All requests should be made in writing to the school principal or other identified school official. The school official will make arrangements and notify the parent of the time and place that the records may be inspected. Upon request, records will be released to other schools to which the student is transferring.

Unless a written request is submitted to the contrary, schools may release, without consent, the following types of directory information contained in your student's educational records: name, sex, race, address, telephone listing, date and place of birth, dates of attendance, number of days absent, participation in officially recognized activities and sports, weight and height (if member of athletic team), degrees and awards received, the most recent previous educational agency or institution attended.

Definition of school official shall be any person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel), a person serving on the school board, a person with whom the school has contracted to perform a specific task.

### **Electronic Communication Devices**

For purposes of this policy, electronic communication devices are defined as any telecommunications device (including cellular telephones, smart watches, etc.) that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor or someone else. **Students cannot use electronic devices during the instructional day unless approved by a school administrator.**

The district/school is not responsible for devices that are lost, stolen, or broken while being used on school premises. All students must comply with the district/school Acceptable Use Policy regarding the use of electronic/digital devices. **The creation of videos/pictures is not allowed without prior approval from an administrator.** No device may be used in any area where personal privacy of others must be respected, i.e., restrooms, dressing rooms, etc.

### **Individuals with Disabilities Education Act and Homebound Services**

South Carolina Law (Section 59-63-80 and 59-63-90) requires school districts to inform parents and/or legal guardians of the rights of students with special health needs. Students who qualify for services related to Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA), and/or homebound regulations may be entitled to an Individual Health Care Plan. For additional information about Individual Health Care Plans, you may contact your school nurse or the District Health Services Coordinator. The following web site will supply additional information as well:  
<https://ed.sc.gov/policy/federal-education-programs/>

### **Textbooks**

Students are issued a textbook in several of the four core subjects and are financially responsible for any lost or damaged textbooks. Students may also be charged a fee for damaging the barcode of any of the textbooks.

**Lost Books:** Reach out to the administration for the cost of lost books.

### **Fees Owed**

Any student owing a fine or restitution to the school must make a settlement satisfactory to the school administration prior to a report card being issued or a transcript being mailed for that student.

### **Lunch Fees**

The fees for both breakfast and lunch are communicated to students at the beginning of the school year. This also includes fees for reduced rates.

### **Student Identification Cards**

All students are required to wear their student ID card with a lanyard around their neck at all times while on campus. This is a safety procedure required by all staff and students in our D5 schools. Failure to wear an ID will result in disciplinary action. Students who forget to bring their ID to school must sign in to Raptor and get a temporary ID sticker.

The ID card must not be defaced. The picture and the barcode have to be in good condition to be scanned in the Cafeteria and the Media Center. **Replacement cards are made each day at the cost of \$15.00 for a lanyard, ID card, and case.**

### **Middle School Homework Regulations**

Homework serves as a vital link between schools, families, and the broader community. Research has indicated that homework improves student scholastic achievement and attitude. Homework includes any class related assignment to be accomplished outside of class. Homework should be well-designed, purposeful, and serve as an extension of in-class learning. The term "homework" does not include make-up assignments, remedial work which requires expert instruction and supervision, or extra-credit work. Homework in grades 6-8 will vary daily.

### **Time Limits on Homework**

No more than a total of one to two hours of homework per day should be given. It is recommended that in the major subject areas teachers should limit homework assignments to thirty minutes per day. Students taking high school credit classes may have more homework. Please talk with the teacher or administration if there is a concern with the amount of homework given.

### **eLearning Day, School Closing, or Delay of School Day**

When possible, District administrators, along with Superintendents from all Spartanburg County Districts, try to make inclement weather decisions the night before to allow parents, families and employees as much advance notice as we can. Notification will be sent out through an automated phone call. If a decision cannot be made until morning, the District tries to make that decision no later than 6:00 a.m. Parents, families, and employees will be notified immediately through an automated phone call.

Notification will also immediately be sent out through the District Five mobile app, our Facebook and Twitter pages, and our District and school websites. Local TV stations, including WYFF, WSPA, FOX, and WLOS, along with the Spartanburg Herald Journal, will also be notified.



## **Administration of Oral Medication**

Prior to administering any oral medication prescribed by a physician, the following procedures must be followed: A signed and dated statement from the prescribing physician giving specific information concerning the medication administration must be on file. Adjustments in previously prescribed medications will be accepted over the telephone from the doctor or nurse. A written statement from the parent or guardian must be on file outlining the medication, time of administration, and dates to be administered. The prescribed medication, the physician's statement, and parental statement must be delivered to the principal or school nurse.

## **Health Room**

In accordance with the SC Exclusion Law for Communicable Disease, SC Code Sections 20-7-2980, 44-1-110, 44-1-140, and 44-29-10, District Five Schools provides a list of the conditions requiring exclusion from school. This list is located in each school office for the community. Sick students are to report to the health room after obtaining a pass from their classroom teacher. The school nurse will contact the designated person to come for the sick student according to the health room form completed by each student. The school nurse will release students only to the persons listed on that form or to the parent or guardian. The responsible person must report to the front office to sign the student out of the building. Medication will not be provided by the school nurse. It is advisable for students to bring a change of clothes to leave in their locker to have available in case of an emergency.

## **Medication Regulations**

Medication adjustments of dosage, such as Ritalin, may be taken over the telephone from the physician by the school nurse. Any oral non-prescription medication, or cough syrup, will not be administered by any school personnel on school property without a prescription. No ointments or lotions, such as Calamine or Caladryl lotion, etc. will be applied by any school personnel on school property. Topical antiseptics and cleansers, such as alcohol, peroxide, etc., may be administered by school personnel or volunteers on school property. The school nurse will be available to discuss any medication questions with school personnel, parents, or physicians. The district health coordinator will coordinate any needed standing orders with the physician and school personnel.

## **Administration and Regulations**

- DO-- bring all prescription medicines in the original container with labels.
- DO-- bring a doctor's note or prescription for all over the counter medicines such as Tylenol.
- DO-- let the school nurse know of any changes in current medications. She will need a new prescription or can conference with the doctor's office.
- DO-- complete a medication form for all medicine your child will be taking.
- DO-- discuss any questions with the school nurse or district health coordinator.
- DO NOT-- bring any prescription medicine in a different bottle.



- DO NOT-- bring Tylenol, aspirin, toothache medicine, cough syrup or any other non-prescription medicine without a doctor's note or prescription.
- DO NOT-- bring any ointments, or lotions, such as Calamine or Caladryl, etc...
- DO NOT-- send medicines that are to be given once a day unless the doctor requests a specific time during school hours.
- DO NOT-- send medicines ordered 3 times a day that can be given before or after school. This increases the risk of having to send them to and from school with your child.( i.e. Amoxicillin three times a day.)

### **Procedures for Returning Student Medication**

The parent/guardian is responsible for transporting any medication to or from school. ALL STUDENT MEDICATIONS REMAINING AT SCHOOL WILL BE DESTROYED THE DAY AFTER SCHOOL IS DISMISSED FOR THE YEAR.

### **Collection of Money**

All fees must be paid by the date set for the activity. All checks should be made payable to Beech Springs Middle School, contain a physical address, and telephone number. Refunds of money will not be made unless extenuating circumstances exist as determined by the principal. Returned checks will be processed through the Envisions check recovery system. A one-time electronic fund transfer from your account along with a \$30 collection fee will be charged.

### **Student Insurance**

Insurance is available for students at the beginning of each school year. Insurance coverage is provided by an independent company. Any student who has an accident at school should report it immediately to his teacher or the school nurse. Insurance claim forms are available from the school nurse. Parents must purchase insurance for proper coverage directly with the insurance company.

### **Lost and Found**

All lost items should be reported to the front office. All found items should be turned into the Lost of Found Room near the cafeteria.

### **Media Center Guidelines for Students**

Media Center hours are Monday thru Friday 8:15 a.m. until 3:20 p.m.

### **Media Center Expectations**

- Books are checked out for a two-week period.
- Books may be renewed on or before the due date.
- Late books have a three day grace period.
- Fines of \$0.10 per school day are due after the grace period.
- Magazines are checked out for a 3 day period.



- ID cards are required to check out books.
- Overdue notices and fine notices will be sent to your homeroom teacher.
- Students must sign in and out of the media center on the notebook provided. The Media Center Staff is responsible for student supervision in the Media Center.

### **Media Center Behavior Expectations**

Students will:

- Maintain a respectful voice volume so that others in the media center can conduct work without disruptions.
- Take care of materials checked out and always check out materials before leaving the media center. Discipline for taking materials out of the media center will be dealt with under the discipline code.
- Students must have a media pass to come to the media center. This pass must state their specific purpose in the media center. Students who do not have a pass will be considered in an off-limits area without permission.

### **Academic Policies**

#### **Grading Policy**

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. Additionally, in Spartanburg District 5, students in grades six through eight will be subject to the scale set out below:

**Grade Point Conversion Chart  
10 Point Scale**

| <b>Numerical Average</b> | <b>Letter Grade</b> | <b>College Prep Weighting</b> | <b>Honors Weighting</b> | <b>AP/IB/Dual Credit Weighting</b> |
|--------------------------|---------------------|-------------------------------|-------------------------|------------------------------------|
| 100                      | A                   | 5.000                         | 5.500                   | 6.000                              |
| 99                       | A                   | 4.900                         | 5.400                   | 5.900                              |
| 98                       | A                   | 4.800                         | 5.300                   | 5.800                              |
| 97                       | A                   | 4.700                         | 5.200                   | 5.700                              |
| 96                       | A                   | 4.600                         | 5.100                   | 5.600                              |
| 95                       | A                   | 4.500                         | 5.000                   | 5.500                              |
| 94                       | A                   | 4.400                         | 4.900                   | 5.400                              |
| 93                       | A                   | 4.300                         | 4.800                   | 5.300                              |
| 92                       | A                   | 4.200                         | 4.700                   | 5.200                              |
| 91                       | A                   | 4.100                         | 4.600                   | 5.100                              |
| 90                       | A                   | 4.000                         | 4.500                   | 5.000                              |
| 89                       | B                   | 3.900                         | 4.400                   | 4.900                              |
| 88                       | B                   | 3.800                         | 4.300                   | 4.800                              |
| 87                       | B                   | 3.700                         | 4.200                   | 4.700                              |



|      |    |       |       |       |
|------|----|-------|-------|-------|
| 86   | B  | 3.600 | 4.100 | 4.600 |
| 85   | B  | 3.500 | 4.000 | 4.500 |
| 84   | B  | 3.400 | 3.900 | 4.400 |
| 83   | B  | 3.300 | 3.800 | 4.300 |
| 82   | B  | 3.200 | 3.700 | 4.200 |
| 81   | B  | 3.100 | 3.600 | 4.100 |
| 80   | B  | 3.000 | 3.500 | 4.000 |
| 79   | C  | 2.900 | 3.400 | 3.900 |
| 78   | C  | 2.800 | 3.300 | 3.800 |
| 77   | C  | 2.700 | 3.200 | 3.700 |
| 76   | C  | 2.600 | 3.100 | 3.600 |
| 75   | C  | 2.500 | 3.000 | 3.500 |
| 74   | C  | 2.400 | 2.900 | 3.400 |
| 73   | C  | 2.300 | 2.800 | 3.300 |
| 72   | C  | 2.200 | 2.700 | 3.200 |
| 71   | C  | 2.100 | 2.600 | 3.100 |
| 70   | C  | 2.000 | 2.500 | 3.000 |
| 69   | D  | 1.900 | 2.400 | 2.900 |
| 68   | D  | 1.800 | 2.300 | 2.800 |
| 67   | D  | 1.700 | 2.200 | 2.700 |
| 66   | D  | 1.600 | 2.100 | 2.600 |
| 65   | D  | 1.500 | 2.000 | 2.500 |
| 64   | D  | 1.400 | 1.900 | 2.400 |
| 63   | D  | 1.300 | 1.800 | 2.300 |
| 62   | D  | 1.200 | 1.700 | 2.200 |
| 61   | D  | 1.100 | 1.600 | 2.100 |
| 60   | D  | 1.000 | 1.500 | 2.000 |
| 59   | F  | 0.900 | 1.400 | 1.900 |
| 58   | F  | 0.800 | 1.300 | 1.800 |
| 57   | F  | 0.700 | 1.200 | 1.700 |
| 56   | F  | 0.600 | 1.100 | 1.600 |
| 55   | F  | 0.500 | 1.000 | 1.500 |
| 54   | F  | 0.400 | 0.900 | 1.400 |
| 53   | F  | 0.300 | 0.800 | 1.300 |
| 52   | F  | 0.200 | 0.700 | 1.200 |
| 51   | F  | 0.100 | 0.600 | 1.100 |
| 0-50 | F  | 0.000 | 0.000 | 0.000 |
| 50   | WF | 0.000 | 0.000 | 0.000 |
| 50   | FA | 0.000 | 0.000 | 0.000 |

The grade shall be a fair representation of the student's performance on a variety of measures over time, including summative assessments, final exams, unit tests, course projects, and classroom work.

### Extra Help Opportunities

Beech Springs Middle School believes strongly in the success of every child. The school will pursue every avenue to help children experience success. We make no apologies for this attitude; therefore, we have provided a number of means to help our students succeed: a goal-focused FLEX time, free tutoring sessions for students in danger of failure, a state-mandated MTSS intervention system for students who are below grade-level in math and reading, and the provision of college tutors for students enrolled in our AVID programs.

### **Attendance Policy**

Attendance is taken each class period. Upon returning to school after an absence, a student must bring a note from home. Responsibility for making up the work lies entirely with the student. The student should make an appointment with the teacher(s) to set up a schedule to complete missed work. All incomplete work should be made up. Students are allowed 5 parent/guardian notes per semester. All absences above 10 require a medical note for the absence to be excused. Excessive absences will result in an F/A (failure due to attendance). Attendance is taken and credit is received period by period. Excessive tardies and dismissals will cause you to lose credit in periods missed. School attendance problems are best resolved between parent(s), student, and school officials. Lack of cooperation by a parent/guardian and/or unimproved attendance will result in referral to the District Attendance Supervisor. Attendance supervisors are required by the S. C. Compulsory Attendance School Law (Section 59-65-10), to enforce the law; which states every child of school age must be enrolled and regularly attending school. By law, a total of five (5) unlawful absences may be referred to Family Court or appropriate authorities if a student has a history of poor attendance, for a review that could result in serious consequences.

### **District Procedures for Attendance**

In order to encourage and assist students in attending school regularly, the district plan for improving students' attendance will include, but not be limited to, the following:

- On the 3rd consecutive unlawful absence or the 5th unlawful absence, the school attendance clerk will mail a letter to the parent/guardian. The principal or his/her designee may require a School Intervention Team meeting with the parent/guardian and student (when appropriate).
- After 2 additional unlawful absences, the district attendance supervisor will review the Intervention Plan and take appropriate action.
- During the School and District Intervention Team meetings the following will be discussed:
  - Methods to resolve causes of absences
  - An intervention plan to be signed by a parent and student (when appropriate)
  - Sanctions to be taken in the event unlawful absences continue
  - Referrals to family court for students who continue to be unlawfully absent from school.

Lawful absences include: Students will be considered lawfully absent when a District Five absence form is returned within 3 days for one of the following reasons:





- The student is ill and his/her attendance in school would endanger his/her health or the health of others.
- There is a serious illness in his/her immediate family as verified by medical excuse.
- There is a death in the immediate family. Documentation must be provided.
- There is a recognized and approved religious holiday of his/her faith (must be verified and approved by the principal (s) prior to the event.
- The parent/guardian sends a written request prior to the absence and the principal feels the reason justifies the child not being in school.
- A medical professional provides a valid excuse for the student's absence (attach the excuse to a district absence excuse form.)

Students will be considered unlawfully absent when:

- The student does not provide a signed valid district absence excuse form within 3 days of the absence.
- The student is willfully absent from school without the knowledge of his/her parent/guardian.
- The student is absent without acceptable cause with the knowledge of his/her parent/guardian.
- The unlawful excuses will be referred to the school administration for appropriate disciplinary action.

Parents who vacation with school age children during the school year should notify the school of these plans. The school days missed will be unlawful, but the student will be allowed to make up his/her work. Check with your individual school on time limits for completing work. Parents are advised that after ten (10) parent notes, medical notes will be required. In addition, the principal or his/her designee will be responsible for implementing and expediting the homebound programs for students experiencing a prolonged illness or injury requiring them to be absent from school.

## **Tardy Procedures**

Parents must accompany students to the office in order for a tardy to be excused. Students are only permitted three excused tardies per semester.

Students arriving after 8:15 will need to stop by the front office for a pass. After 3 unexcused tardies to school, students will be assigned after-school detention for 1 hour. If the student has three more unexcused tardies to school, the student will be assigned additional hours of after-school detention, etc. \*This procedure will begin again for the second semester.

Consequences for missing tardy detention:

1st time: Warning

2nd time: Warning

3rd time: Behavior Intervention

**Class Tardies** - Students who are not in the classroom when the tardy bell rings will be classified as tardy. Procedures and consequences for being tardy to class will follow the same procedures and consequences for being tardy to school. Teachers will enforce the tardy rule. Students are expected to be on time to all classes.



## **Early Dismissal**

A student may be dismissed early from school by presenting a written request to his/her homeroom teacher. The request should contain the following information: the student's name, homeroom, time of dismissal, reason, parent or guardian's signature, and a telephone number where the parent or guardian may be reached. ANY STUDENT BEING DISMISSED EARLY MUST BE SIGNED OUT IN THE FRONT OFFICE BY THE RESPONSIBLE PERSON. We do not dismiss students through the front office within the last twenty minutes of school, barring an emergency, due to front office dismissal procedures.

## **Missing Work Policy**

Students are expected to complete and turn in all assignments by the due date in PowerSchool. To ensure accountability and provide opportunities for improvement, the following policy applies to missing work:

### **1. Completion Window:**

- Students have a 10-school day window from the due date to complete and submit any missing work.
  - i. During the first five school days, the assignment can be submitted for full credit.
  - ii. If the assignment is submitted on late days 6 through 10, the student can earn a maximum score of a 70.

### **2. Gradebook Entries:**

- If an assignment is incomplete or not turned in by the due date, the teacher will enter a "1" in the gradebook.
- If the assignment remains incomplete after the 10-school day window, the "1" will be changed to a "0" to indicate that the assignment can no longer be made up for credit.

### **3. Major Assessment Retakes:**

- Students requesting to retake a major assessment must have no missing assignments for the unit.
- This means that students may need to turn in assignments to qualify for a retake. However, if an assignment is turned in after the 10-school day window, it will not receive a grade, but it will fulfill the requirement of having no missing work for the unit.

This policy is designed to encourage timely completion of work while providing a clear framework for students and parents to understand the impact of missing assignments on overall academic performance and opportunities for assessment retakes.

## **Retake-Revision Policy for Major Assessments**

To support student learning and mastery of content, our school offers a retake-revision policy for major assessments. The details of this policy are as follows:



**1. Retake Opportunity:**

- Students are allowed one opportunity to retake a major assessment.
- i. Students are NOT allowed to retake Midterm or Final Exams.

**2. Retake Form Requirements:**

- Students must complete a Retake Request Form to be eligible for a retake.
- The form requires that students have no missing work for the unit.
- The student must have a conference with his/her teacher.
- Students must provide evidence of growth in the content area before the retake (e.g., additional study, tutoring, practice problems).

**3. Submission Deadline:**

- The completed Retake Request Form must be submitted within 2 school days after grades for the assessment are posted.

**4. Sick Students:**

- If a student is sick, they need to fill out the form digitally or email the teacher to request a retake.

This policy ensures that students are adequately prepared for retakes and have taken steps to improve their understanding of the material. It also helps maintain fairness and consistency in the retake process.

### **Promotion and Retention Plan**

A plan providing guidelines for the promotion or retention of students has been adopted by the District Five Board of Trustees. The Education Improvement Act requires that each school system develop a specific policy for promoting or retaining students.

Parents/guardians, teachers, and students need to be aware that all future decisions concerning promotion and retention will be based on the policy. It is essential that all those persons affected by the policy become familiar with the requirements for a student to be promoted to the next grade. Following is an overview of the policy as it pertains to the present level of your student(s):

- Students who fail English or math will be retained or required to successfully complete summer school for promotion.
- Students who fail Science and Social Studies may be retained or required to successfully complete summer school for promotion.

Appeal procedures for grades kindergarten through two and four through eight: If a parent/legal guardian's wishes conflict with the recommended action of the school with regard to promotion/retention, the parent/legal guardian should submit a letter of appeal to the district administration by July 1. The appeal will be considered by a committee consisting of the assistant superintendent of instruction, director of elementary/secondary education, and a school psychologist. The district committee will render a promotion/retention decision in writing to the parent/legal guardian. Should the parent/legal guardian wish to appeal the decision of the district committee to the superintendent, they should submit a letter of appeal to the superintendent. The superintendent will make a final determination regarding the appeal.



## **Special Education and Promotion/Retention**

Whether or not the promotion/retention policy will apply to any special education student enrolled in a special education program, will be decided by his/her Individual Education Program. If the IEP states that the special education student will participate in the district's promotion and retention plan, the student must meet requirements described in this policy. If an identified special education student's IEP states that he/she will not participate in the district's promotion and retention plan, the student will not be required to meet the standards set forth in this policy.

## **Code of Conduct**

### **Standards of Conduct and Behavior**

Students at Beech Springs Middle School are expected to show respect at all times and places for teachers, students, administrators, visitors, and property. The following discipline plan is to be used and enforced by all teachers and administrators. The levels are arranged from the least serious to the most serious misconduct. The provisions of this plan apply not only to within school activities, but also to student conduct on school buses and other school sponsored activities.

All students are expected to follow these five expectations:

- Respect yourself, your peers, and faculty/staff members.
- Be on time and come prepared for class.
- Follow all instructions given by the faculty/staff.
- Keep your hands to yourself.
- Be mindful of threatening statements, even if joking, in person or over text.

### **Lunchroom Behavior**

- Talk in a conversational manner.
- Respect others by keeping your place in line.
- Keep lines orderly and straight.
- Go promptly to class after lunch.
- All food must be eaten in the cafeteria. Food should not be taken outside or to other parts of the building.
- Students need to have their ID cards ready when entering the lunch line.
- All tables, chairs and floor must be clean before leaving the cafeteria.
- Students should not move chairs to other tables.

### **Off-Limits Areas**

Students should remain on campus at all times. While on campus, students should remain in designated areas. Students should not be behind the gym, behind buildings,, or in wooded areas. At recess, all students are expected to remain in the designated recreational area.

**Off-limits areas are as follows:**



- Designated areas in classrooms and gym
- Teacher parking lot
- Designated Off-Limit Restrooms
- In flowers or shrubs
- Gym / locker rooms without permission
- Teacher workrooms
- Fine Arts or Athletic Lockers at undesignated times
- Straying onto any hall that is not a direct route to student's next class
- Byrnes Freshman Campus
- Byrnes Athletic Complexes
- Other areas may be added as needed

## **Potential Consequences**

### **Before-School and After-School Detention**

Students may be assigned to before-school detention or after-school detention for violating the Standards of Conduct and Behavior. Before-school detention or After-school detention will be one hour in duration. Students will be required to remain quiet during detention. Misbehavior during after-school detention will result in a reassignment for the following day of detention. If misbehavior continues during the reassignment the student will be assigned to In-School Suspension.

### **In-School Suspension**

The purpose for In-School Suspension is to allow students the opportunity to discuss ways to improve their decision-making and methods to prevent further infractions. Students are also required to be on task when they are assigned to In-School Suspension. Students receive assignments in In-School Suspension from the teacher and are held accountable for completing the assignments. In-School Suspension may prevent students from participating in certain school activities. Administration reserves the right to assign ISS based on the circumstances of the infraction.

### **Out of School Suspension**

Students may be assigned Out-of-School Suspension for violating the Standards of Conduct and Behavior. During an Out-of-School Suspension assignment, students are not permitted to attend school or to be on the school campus until the suspension ends. Out-of-School Suspension also prevents students from participating in certain school activities.

### **Expulsion**

Students may be recommended for expulsion for demonstrating severe disruptive behavior. If a recommendation for expulsion is upheld, students are no longer permitted to attend school for the remainder of the school year. Students and parents can request permission to attend the school the following school year.

*Teachers and Administrators have the flexibility to address inappropriate behavior with other behavior interventions such as restorative practices, lunch detention, team meeting, and parent conferences.*

## **Alcohol and Drug Policy**

No student shall:

- Knowingly or intentionally possess, on school premises, school buses, or at official functions, narcotics, drugs, marijuana, depressants, stimulants, hallucinogenic drugs, or other controlled substances, and drug paraphernalia, unless obtained from or pursuant to a valid prescription or ordered by a practitioner.
- Knowingly or intentionally possess, on school premises, school buses, or at official functions, beer, wine or distilled liquors.
- Possess, on school premises, school buses, or at school functions, any uncontrolled medicine or prescribed medicine without reporting the fact of possession to the principal or nurse upon arrival at school. The amount of any uncontrolled medicine or prescribed medicine may be limited by the principal and/or nurse.

Any person, who violates the provisions of Section 1 and 2 of the foregoing paragraphs, shall be suspended and the principal shall recommend expulsion for the remainder of the school year to the District Board of Trustees. Any person who violates Section 3 of the foregoing paragraphs may be suspended or expelled or subject to such other lesser penalty as shall be determined to be appropriate.

School rules prohibit the distribution of any material, (including narcotic drugs, marijuana, depressants, stimulants or hallucinogenic drugs, uncontrolled and prescribed drugs, medicines, beer, wine or liquors), at school without the written permission of the principal. Violation of this rule may result in suspension, expulsion or such other lesser penalty as may be appropriate.

Students who come to school, or any school function, in an intoxicated condition or under the influence of alcohol or drugs, or conduct themselves in a disorderly or boisterous manner may be arrested for a misdemeanor under Section 16-17-530 S.C. code, as well as suspended and/or expelled from school.

If a student violates this alcohol or drug policy, the principal is asked to contact the legal guardian and the local police and to suspend the student from school. Any alcohol or drugs taken from a student will be turned over to the police.

Students who are addicted to or dependent upon controlled substances may seek advice concerning such problems and obtain treatment without fear of arrest or being reported to law enforcement authorities.

## **Electronic Device Policy (Board Policy JICJ)**

- Students cannot use or access their electronic device during the school day (8:10-3:20). Policy applies to: all wireless electronic communication devices, including by not limited to cell phones, AirPods, smartwatches, tablets, gaming devices etc.
- For safety reasons, students should never wear headphones in the school building.



## Middle School Code of Conduct

**Administrative Discretion Clause:** The consequences outlined in this handbook represent the minimum disciplinary actions that may be taken in response to violations of school policies and behavioral expectations. These guidelines are intended to establish consistency and fairness; however, they do not limit the authority of school administrators to implement additional or more severe disciplinary measures when warranted by the nature or severity of an incident. Administrators will exercise professional judgment on a case-by-case basis, taking into account all relevant factors, including but not limited to the student's disciplinary history, the impact on the school environment, and the safety and well-being of others. District and school leadership reserve the right to impose consequences beyond those listed as necessary to maintain a safe and effective educational setting.

Behavior Interventions, included but are not limited to, writing an apology letter, sitting out of an activity, setting social boundaries, partial ISS, before school detention, after school detention, lunch detention, and recess detention.

### Category I Offenses

| Offense              | State/District Definition                                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aiding Others        | PRF- Provoking a Fight. If a student records a fight to share it or encourage others to view or attend it, it could be classified as promoting, aiding, or inciting disruptive behavior. |
| Bus Violation        | Failure to adhere to established procedures and policies for the safe transport of students (Refer to the transportation policy).                                                        |
| Cell Phone Violation | Use of cellular/digital phone and/or audio/visual electronic\ devices (including smart watches) is prohibited during the instructional day.                                              |
| Cheating             | Deceptive acts which include, but not limited to, plagiarism, falsification (information, assignments, and/or signatures), and violation of software regulations or copyright laws.      |
| Cutting/Skipping     | Any unauthorized activity absence during the school day after the student is on school grounds. Any unauthorized class or homeroom absence during the school day.                        |
| Detention Violation  | Failure to attend a teacher-issued detention, refusal to comply with detention rules, and/or reporting to detention without appropriate materials.                                       |
| Dishonesty           | Deceive or mislead for personal advantage.<br>Also, any private enterprise without the consent of school officials is considered dishonest behavior.                                     |
| Disruptive Behavior  | Behavior, physical or verbal, which disturbs or interferes substantially with maintaining an environment conducive to learning.                                                          |
| Dress Code           | Failure to follow the Student Dress Code as established by Board policy (Refer to JICA and JICA-R )                                                                                      |
| Gambling             | Act of risking money or other possession(s) for possible gain or to bet on an                                                                                                            |





|                                  |                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | uncertain outcome.                                                                                                                                                                                                                                                                                                                                              |
| ID Violation                     | Failure to possess or properly display school-issued identification as required by school regulations.                                                                                                                                                                                                                                                          |
| Inappropriate Behavior/Horseplay | Other acts of misconduct that pose a disruption as determined by school officials; Intentional rough or boisterous play which could cause injury during school or school-related activities; throwing objects; selling or bartering any item<br><br>Also includes: 015 Inappropriate Affection, 022 Inappropriate Physical contact, 420 Disrespect, 024 Running |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Language                                   | Communication towards another student used to degrade, disrespect, or that is abusive in nature whether by signs, symbols, or gestures.                                                                                                                                                                                                                                                                                                                                                            |
| Littering                                                | Willfully leaving trash or debris on school property.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Loitering                                                | Standing or waiting around idly or without an apparent purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Obscene Language/Gesture                                 | Any verbal or physical act <u>toward a student</u> which strongly offends and is unacceptable to reasonable standards of decency and morality.                                                                                                                                                                                                                                                                                                                                                     |
| Off Limits                                               | Unauthorized presence in a restricted area.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Property Misuse                                          | Use of school property for unauthorized purposes to include minor computer violations.                                                                                                                                                                                                                                                                                                                                                                                                             |
| Refusal to Obey/Defiant; failure to complete assignments | Willful defiance to comply with all appropriate or reasonable direction(s) of teachers, school resource officers, substitute teachers, student teachers, teacher assistants, bus drivers, volunteers and all other school personnel who are authorized to give such direction(s) during any period of time when students are subject to the authority of such school personnel; includes student not following rules or having food/drink in an unauthorized area; failure to complete assignments |
| Tardy                                                    | This code should be used if a school needs to record a disciplinary action for a student who has an excessive number of tardies.                                                                                                                                                                                                                                                                                                                                                                   |
| Truancy                                                  | Three Consecutive unlawful absences from school or a total of five unlawful absences                                                                                                                                                                                                                                                                                                                                                                                                               |
| Unauthorized (use of an electronic) Device               | The unacceptable use of electronic devices including beepers, digital phones, IPADs or any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor.                                                                                                                                                                                                                                                                   |
| Unauthorized Picture/Video                               | Students are prohibited from taking pictures or videos on school premises without the explicit consent of school staff                                                                                                                                                                                                                                                                                                                                                                             |
| Forgery                                                  | Changing original documentation with the intent to deceive others to include, but not limited to, filling in blanks, falsifying a signature, etc.                                                                                                                                                                                                                                                                                                                                                  |



|                                            |                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------|
| Failure to Comply with Disciplinary Action | FCS-Comm Serv/Work Detail FTR- Other FDE- Detention FIS- In-School Suspension            |
| Other                                      | Other acts of behavioral misconduct as determined and communicated by the administration |

### Category II Offenses

Category II Offense consequences could include, but are not limited to OSS, SRO involvement, Alternative School placement, expulsion, restitution, and other consequences as approved and communicated by the administration.

| Offense                                                                   | State/District Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bite/Pinch/Spit                                                           | Intentional acts which are intended to inflict pain or emit bodily fluids.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Bullying*<br>(Refer to Policy JICFAA);<br><br>Hazing<br><br>Cyberbullying | <p>A gesture, an electronic communication, or a written, verbal, physical or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that:</p> <ul style="list-style-type: none"> <li>• a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physical or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or</li> <li>• has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.</li> <li>• has a power imbalance between parties and offenses have taken place over time</li> </ul> <p>Hazing is any activity that causes physical or emotional harm, embarrassment, or discomfort to someone as a way to join or be accepted into a group. It can include making someone do dangerous, humiliating, or unpleasant things, and it is not allowed under any circumstances.</p> |
| Harassment*<br>(See Policy JICFAA)                                        | <p>A gesture, an electronic communication, or a written, verbal, physical or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that:</p> <ul style="list-style-type: none"> <li>• a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physical or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or</li> <li>• has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| Intimidation*<br>(See Policy JICFAA)                                      | Physical, verbal, written or electronic action which immediately creates fear of harm, without displaying weapon and without subjecting the victim to actual physical attack. (This category only includes verbal incident that causes fear. It                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p>does not include insubordination, lack of respect, defiance of authority, etc.)<br/> <u>Federal definition-C030.</u></p> <p>Sub codes: WRT – Written ; VRB – Verbal</p>                                                                                                                                                                                                                                                                    |
| Verbal Confrontation/ Altercation | Student engages in a verbal confrontation with another person                                                                                                                                                                                                                                                                                                                                                                                 |
| Computer Violation                | Accessing inappropriate websites, unauthorized systems, or tampering with equipment. This violation includes, but not limited to, accessing, creating and distributing inappropriate materials, drawings, and documents which may interfere with the learning environment. Additionally, students are not allowed to share their login information with others. Students will be held accountable for any inappropriate use on their account. |
| Cutting School                    | Unjustifiable absence from school.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Fighting*                         | The act of two or more persons involved in a physical conflict such as hitting or kicking another person. A student who is attacked may use reasonable force in self-defense, but only to the extent to free himself/herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.                                         |

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| Hit/Kick/Push                  | To forcibly strike a person with the intent to inflict harm or pain.                                                                                                                                                                     |
| Inappropriate Physical Contact | Unwanted touching of another person without his or her consent.                                                                                                                                                                          |
| Larceny/Theft                  | Intentionally taking personal property or another without consent or legal right without the use of force (Policy JICDA-R)                                                                                                               |
| Leaving School                 | Departing campus without authorized permission.                                                                                                                                                                                          |
| Major Disruption               | Behavior which causes an excessive disruption during the school day or at school activities that may involve law enforcement.                                                                                                            |
| Profanity                      | Any communication used to degrade, disrespect, or that is abusive in nature, whether by signs, symbols, or gestures.                                                                                                                     |
| Abusive language to staff      | Abusive language towards staff refers to any verbal, written, or digital communication that is offensive, derogatory, threatening, or harassing, aimed at faculty members, undermining their dignity and creating a hostile environment. |
| Sex Violation                  | Conduct of a sexual or indecent nature toward another person                                                                                                                                                                             |
| Threat                         | A threat is any verbal, written, or physical action intended to cause fear, harm, or intimidation to another person or group. This includes, but is not limited to,                                                                      |

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|                                                    | statements or gestures that indicate an intention to cause physical injury, property damage, or emotional distress. Threats can be communicated directly or indirectly and can occur in person, online, or through other forms of communication. The school takes all threats seriously, and such behavior will result in disciplinary action.                                                                                                                                                                                                                                                                                               |
| Tobacco                                            | The use of smoking cigarettes, cigars, etc. and using smokeless products:<br><br>ESD-Electronic Smoking Devices<br>TOB-Tobacco Products<br>VAP-Vaping Products                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Alcohol/Liquor Law Violation; Use of an intoxicant | Alcohol is defined as any potentially intoxicating liquid or substance (see district policy JCBAD-JCDAC)<br><br>This offense includes the consumption of alcohol off-campus and the student presents himself/herself on school property and a school official detects the physical characteristics of alcohol consumption such as odor, slurred speech, erratic behavior, bloodshot/glassy eyes, etc.                                                                                                                                                                                                                                        |
| Trespassing                                        | (§16-11-620) Any person who, without legal cause or good excuse, enters into the dwelling house, place of business, or on the premises of another person after having been warned not to do so or any person who, having entered into the dwelling house, place of business, or on the premises of another person without having been warned fails and refuses, without good cause or good excuse, to leave immediately upon being ordered or requested to do so by the person in possession or his agent or representative shall, on conviction, be fined not more than two hundred dollars or be imprisoned for not more than thirty days. |
| Illegally occupying                                | Illegally occupying or blocking school property in any way with the intent to deprive others of its use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Vandalism (Minor)                                  | The intentional and malicious destruction of or damage to the property of another.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Confined Space Violation                           | It is against school policy for students to be found in confined or restricted spaces, such as bathroom stalls, or other enclosed areas, with another students without proper authorization.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Repeated refusal to comply                         | With directives from school personnel or agents (such as volunteer aides or chaperones)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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| Unlawful Assembly          | Unlawful assembly is a gathering of people with the intent to commit a crime or engage in conduct that poses a clear and present danger of violence or public disorder.                                                                                                                                               |
| Disrupting lawful Assembly | Disrupting lawful assembly refers to intentionally interrupting or obstructing a peaceful and legally sanctioned gathering, meeting, or event.                                                                                                                                                                        |
| Other Offense (minor)      | Other acts as determined and communicated by the administration<br><br><b>Note:</b> Students should refrain from any actions, drawings, or expressions—verbal or nonverbal—that reference violence or weapons in any way that may be considered disruptive, threatening, or inappropriate for the school environment. |

### Category III Offenses

Category III Offense consequences include, but are not limited to OSS, SRO involvement, Alternative School placement, expulsion, restitution, and other consequences as approved and communicated by the administration.

| Offense                                 | State/District Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aggravated Assault; Assault and Battery | An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.<br><br>This offense includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A “severe laceration” is one that should receive medical attention. A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender. |
| Arson                                   | An unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Bomb Threat                             | Communicating a report, while knowing or having reason to know the report is false, that there is located on any school premises or at school-sponsored activities a device designed to cause damage or destruction by explosion, blasting, or burning.<br><br>This offense includes placing any device, with the intent of perpetrating a hoax that would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage.                                                                                                                                                                                                                                                                                                                                    |

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| Burglary   | (§16-11-311) (A) A person is guilty of burglary in the first degree if the person enters a dwelling without consent and with intent to commit a crime in the dwelling, and either: (1) when, in effecting entry or while in the dwelling or in immediate flight, he or another participant in the crime: (a) is armed with a deadly weapon or explosive; or (b) causes physical injury to a person who is not a participant in the crime; or (c) uses or threatens the use of a dangerous instrument; or (d) displays what is or appears to be a knife, pistol, revolver, rifle, shotgun, machine gun, or other firearm |
| Theft      | Theft, Possession, or sale of stolen property with a value of more than \$500.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Contraband | Any property that is illegal or unacceptable to produce or possess on the property of the Spartanburg 5 School District or at any school-related activity. This offense includes items which could reasonably cause <u>major safety concerns or imminent danger</u> in the school.<br><br>Possession or use of unauthorized substances, as defined by law and/or local school board policy                                                                                                                                                                                                                              |

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| Drug Distribution       | Except as authorized by state law, it is unlawful for any person (1) to manufacture, distribute, dispense, deliver or purchase; or to aid, abet, attempt or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver or purchase a controlled substance and (2) create, distribute, dispense, deliver or purchase; or to aid, abet, attempt or conspire to create, distribute, dispense, deliver or purchase; or to possess with the intent to distribute, dispense, deliver or purchase a counterfeit substance.                                                                                                                          |
| Unauthorized Substances | Furnishing or selling unauthorized substances, as defined by law and/or board policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Drug Possession         | The possession of drugs as identified in 21 U.S.C § 812 (C). This offense does not include alcohol or tobacco.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Drug Usage              | The use of drugs as identified in 21 U.S.C § 812 (C). This offense does not include alcohol or tobacco.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Extortion               | (§16-17-640) Any person who verbally or by printing or writing or by electronic communications: (1) accuses another of a crime or offense; (2) exposes or publishes any of another's personal or business acts, infirmities, or failings; or (3) compels any person to do any act, or to refrain from doing any lawful act, against his will; with intent to extort money or any other thing of value from any person, or attempts or threatens to do any of such acts, with the intent to extort money or any other thing of value, shall be guilty of blackmail and, upon conviction, shall be fined not more than five thousand dollars or imprisoned for not more than ten years, or both, in the discretion of the court. |
| Fire Alarm              | Deliberate initiation of a false fire alarm on school premises or at school activities which may lead to evacuation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| Fireworks                 | Detonation of pyrotechnics, incendiary devices, or materials intended to result in an explosion and/or fire on school property, at school-sponsored events, or any activity representing Spartanburg 5 School District. Pyrotechnics and incendiary devices include, but not limited to, explosives, explosive-making materials, chemicals, explosive caps, smoke devices, sparklers, Snap Pops etc.                                                                                                                                                                                                                                                                                                                             |
| Vandalism (Major)         | Major- Damage beyond repair (item must be replaced). See district policy JICDA-R                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Forced Sexual Offense     | <p>Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.</p> <p>This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent or physical incapacity), and/or forcible fondling (child molestation).</p> |
| Fraud                     | (§16-13-510) (A) It is unlawful for a person to commit the offense of financial identity fraud or identity fraud.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Gang Activity             | Engaging in initiations, hazing, intimidations, or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Illegal use of Technology | (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities; maliciously transmitting sexual images of minors, other than images of the student or images transmitted with the uncoerced consent of the individual in the images)                                                                                                                                                                                                                                                                                                                                                                                                |

| Description       | Definition                                                                                                                                                                                                          |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Threatening       | Threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family.                                                                                             |
| Homicide          | Killing of one human being by another                                                                                                                                                                               |
| Indecent Exposure | (§16-15-130) It is unlawful for a person to willfully, maliciously, and indecently expose his person in a public place, on property of others, or to the view of any person on a street or highway                  |
| Kidnap/Abduction  | Unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This offense includes hostage taking. |



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| Non-Forcible Sex Offense | Unlawful, non-forcible sexual intercourse (36A36B); or, Unlawful sexual exposure (36C). Non-forcible sexual intercourse or other sexual acts with a person who is under the statutory age of consent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Other Serious (Criminal) | Any other crimes committed by a student not specified in this document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Pornography              | Possession, sale, and/or distribution of explicit sexual materials that are intended to arouse sexual excitement in its audience. This includes electronic transmission of obscene writings, drawings, photographs or videos – all media (e.g. CD/DVD, cell phones or external USB drives).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Prostitution             | To unlawfully engage in or promote sexual activities for profit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Robbery                  | Taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sexual Harassment        | Repeated or deliberate unwelcome sexual comments, advances and/or sexually-motivated physical contacts. Sexual harassment consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under any of the following circumstances. • Submission to such conduct is made either expressly or implicitly a term or condition of a student's education. • Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student. • Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment. (Policy JI) |
| Sexual Extortion         | (S.C. Code Section 16-15-430)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Simple Assault                 | An unlawful act of violent injury to another, unaccompanied by any circumstances of aggravation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Vehicle Theft                  | Taking of a motorized vehicle with the intent to deprive the owner of the property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Weapons (Refer to Policy JICl) | <p>A weapon is any device designed or used to threaten or to inflict bodily harm or damage. The possession, use, or transfer of "look alike" weapons. (see district policy JICDA-R)</p> <p>possession, use, or transfer of weapons [a "weapon" is 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); an incendiary or explosive device, including ammunition for a weapon such as bullets, shotgun shells, etc.; or any other type of device or object which may be used to inflict bodily injury or death]</p> <p>This category also includes carrying in a concealed manner a dirk, slingshot, metal knuckles, razor, or other deadly weapon usually used for the infliction of personal injury.</p> |





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|  | <p>Other Weapons</p> <ul style="list-style-type: none"> <li>-Handguns</li> <li>-Rifles/Shotguns</li> <li>-Other Firearms</li> <li>-Knife Blade &gt; 2 inches (state)</li> <li>-Knife Blade &gt;2.5 inches (federal)</li> <li>-Knife Blade less than 2 inches (The code was created for districts to use to maintain a complete student discipline record.)</li> </ul> |
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### **Bus Conduct Expectations**

- Be courteous.
- Profanity is prohibited.
- Do not eat or drink on the bus. Keep the bus clean.
- Violence is prohibited.
- Remain seated.
- No large band instruments on the bus if they take up a seat.
- Smoking or use of smoking devices is prohibited.
- Keep your hands and head inside the bus.
- Do not destroy property.
- For your own safety, do not distract the driver through misbehavior.
- The bus driver may assign seats.

### **Misbehavior On The Bus**

The penalty will be at the discretion of the principal. It may include removal from the bus for one to ten days or permanent removal from the bus. Serious misbehavior on the bus may also be cause of punishment up to and including suspension or expulsion from school.

The South Carolina Code of Laws Section 56-67-240 specifically addresses the topic of conduct where bus passengers are concerned. 59-67-240 - Other duties of the driver: discipline of pupils for misconduct.

"The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all pupils are dismissed by the school faculty and safely aboard the bus. He also shall take particular notice along his route in the mornings and give pupils within sight a reasonable time in which to board his bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly, to the governing head of the school to or from which the pupils are transported, any misconduct or any violation of the driver's instructions by any person riding in the bus."

"District Boards of School Trustees in this state may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus for violating instruction of the driver."





Neither the Board of Trustees, Superintendent, nor the District Five Administrators will tolerate behavior that might lead to an accident or injury on our buses. The privilege of riding a bus will, when necessary, be denied as the safety of the District Five students is of utmost importance.

### **Transportation Eligibility Status**

Improper bus conduct will be dealt with according to the following levels at the discretion of the principals:

1st Violation - Warning

2nd Violation - 3 days bus suspension

3rd Violation - 1 week bus suspension

4th Violation - 2 weeks bus suspension

5th Violation - 3 weeks bus suspension

After 5th violation, students may be recommended for permanent bus suspension.

Students who ride the bus under suspension will automatically proceed to the next bus suspension level. IT IS THE CHILD'S RESPONSIBILITY TO DELIVER A COPY OF THE BUS INCIDENT REPORT TO HIS/HER PARENT OR GUARDIAN. The State Department of Education has requested that all parents and adults be notified that it is unlawful for any person other than law enforcement, medical, school, or State Department of Transportation to stop or get on a South Carolina school bus for any reason. The penalty for violating this law ranges from a \$100 fine and/or 30 days imprisonment up to a \$1000 fine and/or 90 days imprisonment. If you need to speak with the driver of a bus, please do so through the window beside the driver.

Additionally, the State Department has adopted a policy which requires students found guilty of acts of vandalism be required to pay damages up to \$500 per incident. Therefore, students may be assigned seats on the bus. Drivers will inspect the bus daily. Those students responsible for damage or vandalism will be held responsible for actual repair costs.

Students must ride only their assigned bus and may only get off at their assigned bus stop. However, a parent/guardian may contact a school administrator 24 hours in advance to request that a student get off at another stop on the route if he/she cannot meet the student at the stop. If approved, school administration will inform the transportation office of the change. Notes or calls from students will not be accepted. Bus riders may not have another student ride the bus home with them.

### **Dress Code**

Spartanburg School District Five respects students' rights to express themselves in the way that they dress. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. All students who attend



Spartanburg School District Five are expected to adhere to the Dress Code. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body size/type. Enforcement for students in grades K-5 should be limited to the Basic Principle and Must Wear items outlined below. The primary responsibility for our students' attire resides with the student and their parent(s) or guardian(s).

**Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in such a way that the rear end and private areas are fully covered with opaque (non-sheer) fabric at all times. All items listed in the "must wear" and "may wear" categories below must meet this Basic Principle.

1. Students Must Wear:

- A Shirt (with fabric covering from one armpit to the other armpit, with straps, and touches the top of the pants) AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts) AND
- Shoes (must be safe for the school environment, no bedroom shoes or slippers unless approved by the principal).

2. Students May Wear:

- Religious headwear.
- Fitted pants, including opaque leggings, yoga pants, and "skinny jeans" as long as the rear end/private areas are covered by the accompanying top. Ripped jeans, as long as underwear, private areas and rear end are not exposed.
- Visible straps on undergarments worn under clothing and above the shoulder.
- Athletic attire.

3. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vests, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals undergarments (visible straps are allowed at the shoulder).
- Swimsuits (except as required in class or athletic practice).



- Accessories that are considered dangerous or could be used as a weapon.
- Any hats, head coverings or hoods (except as a religious observance).
- Pajamas, sleepwear, loungewear
- Costumes or any parts of costumes including masks

**Dress Code Enforcement:** School administrators and teachers should be trained to understand the purpose/spirit of the dress code and how to enforce it with the least impact on student learning and self-confidence. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below:

- Students will only be removed from spaces, hallways or classrooms as a result of a dress code violation of the Basic Principles or Section 3 above. Students will be given the opportunity to put on their own alternative clothing or report to a holding area until a parent can bring alternative clothing. Dress Code violations will not be treated as a disciplinary action unless the student a) refuses to cooperate with remediation of the problem; b) violates behavioral rules; or c) becomes a repeat offender of more than 3 Dress Code violations in one school semester.
- Students should not be shamed or required to display their body in front of others in school (including students, parents, or staff). “Shaming” includes but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - accusing students of “distracting” other students with their clothing.

Every effort will be made by school staff and administration to enforce the Dress Code in a way that does not embarrass, degrade, or discriminate against any student. Students who feel they have been subject to discriminatory enforcement of the Dress Code should contact their grade level administrator.

### **Athletic Department**

It is the mission of the Middle School’s Athletic Department to provide a comprehensive athletic program that seeks to enhance the academic standards, the personal development, and the self-esteem of our student-athletes, our middle schools, and our communities. The Athletic Departments of both middle schools strive to provide the young people who participate in athletics as well as those who support them, the opportunity to be associated with an organization that works diligently to teach values, build character, and set itself apart as a source of pride for the entire community. The Athletic Departments seek to promote the personal development of every participant in our program. Academic excellence, personal honesty, and self-discipline are expected from everyone in our program. The Athletic Departments believe that our athletic teams should be a credit to the academic institution they represent. Our athletes will conduct themselves with dignity and class at all times. We will strive constantly to earn and maintain the respect of our fans and supporters, as well as that of our opponents.

### **Rules Governing Athletic Participation at BSMS**

## Eligibility

Students who pass the sixth and seventh grades by academic promotion are considered to have established academic eligibility as required by the South Carolina High School League.

Students who receive disciplinary action may have participation/eligibility for athletics affected. Student athletes will receive a detailed policy form from the Athletic Department.

## Guidelines in Physical Education

NO STUDENT CAN BE EXCUSED FROM PHYSICAL EDUCATION WITHOUT A MEDICAL DOCTOR'S STATEMENT. If a student cannot participate, a doctor's excuse must be submitted to the P.E. teacher. Excuses from home are not acceptable.

No phones are ever allowed in the locker rooms.

## Safety and Security

### Physical Security Measures

- Security cameras are in strategic locations to monitor activities and deter potential threats to our students and staff
- Visitors may only access our school building through the Front Door. All other exterior doors are locked at all times.
- Emergency exits are clear and accessible and we conduct regular drills to practice evacuation procedures.
- Weapons detectors are in use during the school day at the Front Door. Weapons detectors are also in use at the back door during morning bus arrival.

### Emergency Response and Preparedness:

- Training staff and students on emergency response protocols, including lockdown procedures and evacuations
- Establishing dedicated emergency response teams with specific roles and responsibilities.
- Conducting regular emergency drills to familiarize everyone with appropriate actions during crises.
- Fire drills are conducted unannounced once each month. When the fire alarm sounds, students should move silently and orderly to their designated exit. Students should exit the building and remain outside until asked to return to their classrooms. Students should return to class in the same manner in which they exited. If the fire alarm sounds during lunch, recess, or in-between classes, students should report to the teacher of the class they were previously in. Lockdown drills are conducted on a random basis. Students will respond to the "Locks, Lights, Out of Sight" prompt from the school's protocol.



## Visitor Management

- All visitors to Beech Springs Middle School are to report directly to the main office. They must sign in, present a photo ID, and receive a visitor's pass before going anywhere in the building.
- People listed in the child's PowerSchool Pick Up list are allowed to come eat lunch with students in the cafeteria. If they bring in outside food, they will be asked to eat in a Conference Room so that it does not create a disturbance in the cafeteria.
- Food Delivery: Parents/guardians are permitted to bring in food for their child's lunch; however, there should be NO outside food deliveries arranged by parent or student (e.g. Doordash, Uber Eats, etc). Food delivery is forbidden. No Beech Springs employee is responsible for any food deliveries, other than those brought up by a legal guardian.

## FLEX Time

FLEX Time is an innovative educational initiative designed to provide students with an additional 30 minutes each week dedicated to core subjects: English, Math, Science, and Social Studies. The primary objectives of FLEX Time are to close learning gaps and extend learning opportunities for all students. Extra time in core subjects allows for targeted interventions and personalized support, ensuring students who need additional help can catch up. For students who are on track or ahead, FLEX Time provides enrichment activities and deeper explorations of subject matter, fostering a more profound understanding and a love for learning.

**Monday to Thursday:** Each core subject (English, Math, Science, and Social Studies) will have an additional 30 minutes scheduled throughout the week.

**Friday:** Students will engage in school clubs during FLEX Time, promoting social skills, teamwork, and personal interests.

## Rotating Schedule

On the first day of the week (Monday), students will start their day with their first core class (ABCD). On the second day of the week (Tuesday), students will start their day with their second core class (BCDA). On the third day of the week (Wednesday), students will start their day with their third core class (CDAB). On the fourth day of the week (Thursday), students will start their day with their fourth core class. (DABC). On the fifth day of the week (Friday), students will start their day with their first core class (ABCD). Benefits of the rotating schedule include: Students do not miss seat time/information from the same class weekly for tardies or early dismissals. Students/Teachers are different at different times of the day. At some point, the best time of day for the student and teacher align.

## Middle School Athletic Discipline Regulations

**ISS/OSS** (In Season) ISS = full day assignment

The ISS/OSS rules apply to any combination of those suspensions.



**1<sup>st</sup> Offense:** Discipline will be at the discretion of the coach.

**2<sup>nd</sup> Offense:** A one game suspension from the next scheduled contest will be served. This applies to regular season or playoff games.

**3<sup>rd</sup> Offense:** Dismissal from team for the remainder of the season, playoffs included.

**On the overall 5th offense during the school year, an in-person conference will occur between the athlete, athletic director and parent to understand that one additional offense (ISS or OSS) will result in dismissal from the athletic program until June 1.**

\*If an athlete is dismissed from a team, he/she may not begin training for any other team until the team they were dismissed from concludes competition.

**Please note:** If you play a sport with a 'Rebel' logo (lacrosse, softball, baseball, golf, soccer, track), you agree to follow the high school discipline policy. This is different in that if you get 2 ISS/OSS during a season, you are dismissed from the team.

**Quitting:** An athlete who quits one sport will not be allowed to practice with another sport until the team that he/she quit completes the season, playoffs included.

### **Field Trip Eligibility Policy**

To ensure that field trips remain a positive and rewarding experience for students who demonstrate appropriate behavior throughout the school year, the following discipline-based eligibility criteria will be in effect:

#### **Level One Discipline Infractions**

Students who receive three (3) or more Level One referrals during a semester will be disqualified from participating in field trips for the remainder of that semester.

Referrals will reset in January, allowing students the opportunity for a fresh start in the second semester.

#### **Level Two and Level Three Discipline Infractions**

Any Level Two or Level Three infraction at any point during the school year or receives an out-of-school suspension will result in the student being disqualified from all field trips for the entire school year, regardless of the semester in which the infraction occurred.

This policy is intended to reinforce positive behavior and uphold expectations for student conduct during all school activities, including off-campus events.

### **Study Station Overview**



The Study Station is a designated time (recess) during the school day that provides students with a structured opportunity to complete missing assignments. Its primary goal is to support academic success by allowing students to catch up on incomplete or overdue work in a focused environment. This dedicated time fosters responsibility, reduces academic stress, and ensures students stay on track with their coursework, ultimately contributing to better overall performance and engagement.

### DISTRICT FIVE STUDENT ABSENCE EXCUSE

Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_

Reason for Absence(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Date Received by Teacher \_\_\_\_\_ ☐ Excused ☐ Unexcused

\_\_\_\_\_  
Attendance Clerk Signature

*Attach medical excuse when appropriate.*

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### DISTRICT FIVE STUDENT ABSENCE EXCUSE

Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_

Reason for Absence(s) \_\_\_\_\_



Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Date Received by Teacher \_\_\_\_\_ ☐ Excused ☐ Unexcused

\_\_\_\_\_  
Attendance Clerk Signature

*Attach medical excuse when appropriate.*

### DISTRICT FIVE STUDENT ABSENCE EXCUSE

Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

\_\_\_\_\_  
Date(s) of Absence(s)

\_\_\_\_\_  
Reason for Absence(s)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Date Received by Teacher \_\_\_\_\_ ☐ Excused ☐ Unexcused

\_\_\_\_\_  
Attendance Clerk Signature

*Attach medical excuse when appropriate.*

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### DISTRICT FIVE STUDENT ABSENCE EXCUSE

Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

\_\_\_\_\_  
Date(s) of Absence(s)

\_\_\_\_\_  
Reason for Absence(s)

\_\_\_\_\_



Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Date Received by Teacher \_\_\_\_\_ ☐ Excused ☐ Unexcused

\_\_\_\_\_  
**Attendance Clerk Signature**

*Attach medical excuse when appropriate.*

**BEECH SPRINGS MIDDLE SCHOOL  
STUDENT - PARENT HANDBOOK  
2026-2027**

This handbook has been provided for your convenience in understanding the rules, regulations, procedures and activities of Beech Springs Middle School. Beech Springs reserves the right to make changes, but parents and students will be given written notice prior to the enactment of any new or amended policy. Please read and study this handbook with your child; sign and return this page to your child's homeroom teacher. Failure to sign and return this page does not exempt the student from the rules and regulations of Beech Springs Middle School and of District Five Schools. Thank you for your cooperation.

I have read and understand the Beech Springs Middle School Handbook and Policies. Return this signed form to your Homeroom Teacher.

- ✓ Medications Regulations
- ✓ Tardy & Early Dismissal Policy
- ✓ Standards of Conduct and Behavior
- ✓ Student Absence Excuse
- ✓ Code of Conduct

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date