Middle School

Student Code of Conduct/Handbook



Absences

If a student is absent, it is his/her responsibility to check Canvas/Google Classroom in each class to find the work they have missed. Students have the number of days they were absent plus one extra day to complete and turn in work. For example, if the student missed two days of school, he/she has two days plus one to turn in missing work, in addition to any current work when they return. This includes early dismissal. For further example, if a student is absent on Monday, the work they missed would be due on Wednesday (one day for absence plus one extra day). If a student is absent on Thursday and Friday, the work they missed is due on Thursday of the following week (two days for their absences plus one extra day). Attendance and tardies will be updated in PowerSchool within 24 hours.

Academic Honesty

Any student caught cheating will have their assignment taken, they will be required to retake an assignment, and they will receive ½ credit for each correct answer. Cheating is defined as plagiarizing, misrepresenting their work, or using unauthorized resources.

Accelerated Reader (AR)

Accelerated Reader will be used as an incentive-based, non-punitive program. AR tests will not be counted as a grade unless the book is read and taught in the classroom. Quarterly and yearly rewards will be given.

Agendas

Agendas should be on student's desks in every class. They should write the homework for each class in the appropriate box daily. Parents should check for behavior updates and notes from teachers.

Arrival/Dismissal

Students may not enter the school before 7:45 am. First bell rings at 7:55 am. Late bell rings at 8:00 am. Dismissal is 3:10 pm for bus riders and 3:15 pm for car riders and extended day.

Morning care is available beginning at 7:00 am. Use the back entrance to the cafeteria behind the school for morning care.

Extended day is available from 3:15 – 6:00 pm. Pick up your child(ren) from extended day using the front office (main entrance) of the school.

Contact Allison Steffens for information about morning care/extended day at the middle school: Allison_Steffens@orangegrovecharter.com

Elementary students are not permitted in the middle school extended day program, and vice versa.

Athletic Eligibility

Student athletes must maintain passing grades (greater than 60) in all subjects to play in games/matches/competitions.

Balloons

Due to allergies, no balloons will be permitted in school.

Bullying

Bullying, harassment, or intimidation, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, and volunteers will demonstrate appropriate behavior by treating others with civility and respect, and will refuse to tolerate bullying, harassment, or intimidation. Persons who incite others to bully or who gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts.

It is prohibited for any student to bully, harass, or intimidate another person by means of any gesture or written, verbal, electronic (cyber bullying), emotional, or physical act that takes place on school property, at any school-sponsored function (on or off school property), or on a school bus and that:

- Is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity, OR a mental, physical or sensory disability OR any other distinguishing characteristic

AND

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or staff member or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property

OR

- Has the effect of insulting or demeaning any student, group of students, staff member or group of staff members in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

All school employees are required to report alleged violations of this regulation to the principal or designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this

regulation. Reports by students may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report and will conform to the law and OGCS policies regarding due process. OGCS will provide students with a safe means of reporting incidents of bullying, harassment, and intimidation.

The principal and/or designee is responsible for determining whether an alleged act constitutes a violation of this regulation. In doing so, the principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

OGCS prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, or intimidation. The consequence and remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures. Should reprisal or retaliation take place outside the jurisdiction of OGCS, OGCS will cooperate to the fullest with law enforcement authorities.

Consequences and appropriate remedial actions for a student found to have falsely accused another as a means of bullying, harassment, or intimidation range from behavioral interventions and/or consequences up to suspension or expulsion.

Buses

Buses are an extension of the school. All rules relating to student conduct will be enforced on the buses. Cell phones are not to be out on the buses. Buses are a privilege that can be taken away. Orange Grove owns and operates their own school buses. Please refer to the routes and stops located on our website. Students may utilize any stop on any route.

Car loop

Students and parents may not cross the car loop anywhere besides where a crosswalk is. Students may not cross any crosswalk without the presence of a parent. If parents are parking to pick up their child, they must park their car in a designated parking spot, get out, and walk to their child.

Cell Phones

All personal electronic devices, defined as any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video, must remain off and stowed away during school hours. This includes, but is not limited to cell phones, smartwatches, tablets, and gaming devices.

In addition, students may not wear or access personal electronic device accessories.

If a cell phone, personal electronic device, or accessory is seen or heard:

1st offense: It will be confiscated and a parent must come get it.

2nd offense: It will be confiscated and a parent must come get it, not before one week from when it was confiscated.

3rd offense: It will be confiscated and returned at the end of the school year.

If explicitly required by a student's IEP, Medical Plan, or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP, Medical Plan, or 504 plan.

Change of Address

The school office must have a current address and telephone number for each child at all times. We also require the names of 2 neighbors or relatives we may contact if we are unable to reach parents in case of an emergency. Please notify the school of your new address in writing and change it in PowerSchool. This can be done by a note through your child's teacher or in person in the school office.

Chromebooks

Please refer to the chromebook agreement (separate document) for rules and regulations regarding use and misuse of student chromebooks. Violations of the chromebook agreement will result in:

1st offense – Chromebook stays at school for one week
2nd offense – Chromebook stays at school for one month
3rd offense – Chromebook stays at school for remainder of school year

Communication of Student Progress

Students will have at least one grade added in PowerSchool per week per class.

Consequences

All students will have a semesterly behavior chart in their agenda. Students who receive warnings/discipline for behavioral offenses will move through the following consequences (per semester):

- Consequences 1-8: Lunch & Recess Detention
- Consequences 9-12: After school detention from 3:15 - 3:45
- Consequences 13-16: Morning detention from 7:15 am - 7:55 am

- Consequences 17+: Administration Discretion

Any serious offense will result in a discipline referral.

Discipline

Progressive Discipline Plan

Dress Code

Tops	Bottoms	Shoes	Athletes
Colors: Red, white, light blue, navy, and black. Undershirts must be school colors as well. Solid colors only (no patterns, stripes, or large logos). Logos on tops should not be larger than a credit card. No spaghetti straps. Any shirt provided by or purchased directly from Orange Grove may be worn as uniform. No clothing from other schools is permitted, except on style days. ¼ zip pullovers are permitted in solid school colors (red, white, light blue, navy, and black). Anything full-zip is	Colors: Red, white, navy, khaki, grey, and black. Solid colors only (no patterns, stripes, or large logos). Dress code bottoms are pants, skirts, skorts, jumpers, or shorts. All bottoms should be worn at the waist. Fluttershorts are not permitted, even on style day. Traditional sweatpants and denim are only permitted on style days or with teacher/admin. permission. No bottoms may be worn that have rips, tears, or holes that expose skin above mid-thigh. Length of bottoms	Health laws require students to wear shoes at all times. All shoes must have a back or ankle strap. Flip flops, backless sandals, bedroom shoes, slippers, and shoes with wheels are not permitted. Shoes with laces must be tied at all times.	Orange Grove athletes shall be in professional attire as described by coaches and administration on game days. Sleeveless, see-through, and/or mesh tops shall be worn with an appropriate shirt underneath. Athletes who play on high school teams are permitted to wear proper attire on their sport's game days only.

considered a jacket and is not to be worn in the school. Only official Orange Grove issued hooded sweatshirts are permitted. Hoods may not be worn inside. Hats shall not be worn in school unless approved for health or religious reasons.	should reach mid-thigh. Clothing shall not reveal bare skin between upper chest and mid-thigh. Leggings may be worn only under dresses, skirts, shorts, or skorts. They must be solid color: Red, white, navy, grey, or black. Clothing must not be too tight or too loose as deemed by administration.		

Prohibited attire:

- Clothing or other attire with words or images depicting or relating to tobacco, drugs, or alcohol.
- Clothing or other attire displaying inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.
- Clothing or other attire displaying profanity, obscenity, violence, weapons, symbols of hate, or offensive content.
- Clothing, jewelry, accessories, and/or manner of grooming which indicates or implies gang membership or affiliation.
- Loungewear and/or pajamas.
- Shirts, tops, or dresses that are backless, strapless, halter-style, cut-out, bare-shouldered, or spaghetti straps.
- Extreme clothing, attire, and/or personal appearance that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard.

Out of dress code notices should be given by the teacher for the first and second offenses. Third offense should be sent to the office. There are two exceptions to the uniform policy:

- **Style Day**: Students pay $1 and can show their style provided they are dressed in a manner appropriate for school (pants worn correctly, nothing revealing or obscene). Pajamas are prohibited even on style day. Leggings are also prohibited unless worn with shorts, a skirt, or a dress.

- **Field Trips**: Students may be out of dress code only if teachers have approved a dress change for the trip.

The administration has the discretion to determine proper or improper dress. Students who are found to be in violation of the dress code are subject to disciplinary action.

Extra-Curricular Activities

If a student is absent from school, he/she may not participate in any extra-curricular activity (including athletic game and/or practice) or field trip that day, during or after school.

Field Trips

Field trips are a privilege. Students who do not earn the ability to go on field trips (including camps and overnight trips), will stay at school.

Gum

No gum in school.

Homework

Homework will be posted no later than 4:00 pm.

Late Work

Late work will be accepted for up to two days of school after an assignment is due. Twenty percent will be taken off of the final grade. For example, if a student turns in an assignment one or two days late and earned a 90% for the work, 20% would be taken off of that for a final grade of 70%. Anything after two days late will not be accepted and will be a zero in the gradebook. Students who have excused absences are given the number of days they missed plus an additional day to submit late work without a penalty.

Medication

School personnel will administer medications only pursuant to district policy and regulation.

No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Permission will be granted only after careful review by the administration in consultation with the registered professional school nurse and the student's parent/legal guardian and physician or legal prescribing party. A Health Management Plan must be completed.

Any medication found in a student's possession (except as described above) will be confiscated by school officials. At the principal's discretion, the student may be sent home, a police report made, and/or disciplinary action taken.

Music

Students may not stream music or play any downloaded music in school.

Parent/Student Portal/Power School

All parents and students will have a login and password to Parent and Student Portal, online access to your student's grades. Parents and students are encouraged to monitor their academic progress through Parent and Student Portal. There will be at least one new grade in PowerSchool per week per subject.

Parent-Teacher Organization

The main purpose of the PTO is to promote communication between parents and teachers and support the educational program. Please show your support by participating in PTO events, attending PTO meetings, and volunteering your time at the school. Contact Terri_Neal@orangegrovecharter.com for any questions regarding PTO.

Restrooms

Restrooms should be used during transition (between classes) or at teacher discretion.

Rewards

Students who have a clean agenda, meaning no consequences for the semester, will be invited to participate in an Agenda Reward. These rewards may include: ice cream bar, cupcake bar, lunch outside, cookout, extra recess, homework pass, etc. Any additional ideas may be considered.

Searches of Persons and Property Without Probable Cause

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects.

School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

Any weapons, alcohol, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student recommended for disciplinary actions. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified.

Security

All exterior doors are to remain locked. No exterior door should ever be propped open. All parents/visitors must enter through the main office and provide valid identification before entering the building or signing a student out.

Sexual Harassment

Orange Grove Charter School is committed to maintaining a learning environment for all students that provides for fair and equitable treatment, including freedom from sexual harassment.

It is prohibited for any student, male or female, to harass another student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, teacher, or any other person present in school facilities or at school functions.

Examples of activities, which could constitute sexual harassment, include but are not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual’s body or overly personal conversation
- Sexual jokes, stories, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual’s body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent
- Displaying sexually suggestive objects

Any student who believes that he/she has been subjected to sexual harassment by another student, teacher, administrator, adult, or agent of OGCS should file a complaint of the alleged act immediately with the school's designated complaint manager, the assistant principal or the principal. The complaint should be made in writing.

False charges of sexual harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

Social Media

Social media posts made outside of school grounds and hours, but impact students during school, may be subject to disciplinary action.

Soda/Energy Drinks

Students may not drink soda or energy drinks in school, unless on special occasions or deemed appropriate by the teacher.

Student Records

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Recognition/Awards

Awards Ceremonies take place semesterly. The following awards will be given:

- A/B Honor Roll: Any combination of A's and B's
- A Honor Roll: Average of 90 or above with no grade lower than a B
- Principal's List: All A's
- Good Citizen
- Most Improved

Surveillance

NOTICE – You are under surveillance once you come on to school property and into the building.

Technology

Students must follow the Technology Agreement and Chromebook Agreement provided and return the signed portions during the first week of school to their homeroom teacher. Students will not be connected to the Wi-Fi until these agreements have been signed and returned.

Truancy

A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

1. School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
    a. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
    b. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
3. When a student accumulates seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
4. In the event that unlawful absences continue following the Truancy Intervention conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

Weapons

No firearms, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event.

This prohibition shall apply on school grounds, in school buildings, on buses or at school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons.

A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with State and Federal law.

Violators will incur not only school disciplinary action but also penalties under the law.

Alcohol, Drugs, and other Substances

No student shall be in possession of, use, manufacture, sell, dispense, or distribute a controlled substance, a counterfeit controlled substance, an imitation controlled substance (as defined by State law), an illegal drug or narcotic, or chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

A student shall not be under the influence of any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.