



# SPRINGFIELD MIDDLE SCHOOL 2017-2018

**WELCOME TO MUSTANG COUNTRY!**

(803) 548 – 8199    [www.sfms.fortmillschools.org](http://www.sfms.fortmillschools.org)

**Keith Griffin**  
Principal

**Christy Matkovich**  
Assistant Principal

**James Wilke**  
Assistant Principal

**THIS PLANNER BELONGS TO:**

**NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

<b>User Names and Passwords</b>	
<p style="text-align: center;"><b>Google Docs/Chromebook</b></p> Username: _____ Password _____	<p style="text-align: center;"><b>Parent Portal</b></p> Username: _____ Password _____
<p style="text-align: center;"><b>USA Test Prep</b></p> Username: _____ Password _____	<p style="text-align: center;"><b>TTM</b></p> Username: _____ Password _____
<p style="text-align: center;"><b>Digits</b></p> Username: _____ Password _____	<p style="text-align: center;"><b>Discovery Tech Book</b></p> Username: _____ Password _____
<p style="text-align: center;"><b>Social Studies</b></p> Username: _____ Password _____	<p style="text-align: center;"><b>Other</b></p> Username: _____ Password _____

All district programs are operated without discrimination on the basis of race, sex, religion, national origin, or handicap in compliance with Title VI, Title VII, Title IX, section 504 and all other applicable Civil Rights Laws. The Director of Special Services has been designated to coordinate activities related to nondiscrimination. The director may be contacted at Fort Mill School District No. 4, 2233 Deerfield Dr., Fort Mill, S. C. (803-548-2527)

# HONOR AND INTEGRITY ABOVE ALL

## MISSION OF SPRINGFIELD MIDDLE

The mission of Springfield Middle School is to provide a safe, inviting environment in which students are encouraged to become educated, well-rounded individuals ready to accept their roles in an ever-changing society.

### TO THE STUDENTS

Welcome to Springfield Middle School! We are excited about our school and are glad that you are going to be a part of our student body. You can benefit from all that middle school has to offer by having a positive attitude, taking part in school activities, and participating in your classes. Teachers, administrators, and all other staff members are here to help you achieve your educational goals as you proceed through middle school. This handbook will acquaint you with school information and regulations. **You are responsible for knowing the contents of this handbook.**

Springfield Middle School students have

# MUSTANG

# P.R.I.D.E.



**P**erseverance  
**R**espect  
**I**ntegrity  
**D**iscipline  
**E**ffort

#### Perseverance

- Re-read directions and think through problems before asking for help.
- Use extra time to seek help from the teacher and be a self-advocate.
- Stay on task in class and work to complete each task on time.
- Be patient and willing to work hard.
- Do not give up – show commitment, pride, and a positive attitude when completing tasks. (GRIT!)

#### Respect

- Show kindness to others and be considerate of other people.
- Respect other students' comments, opinions, and ideas.
- Make eye contact. Say please and thank you.
- Know staff members' names and address them politely.
- Respect our school facility, materials, and supplies. Keep the bathrooms clean and use for the intended purpose.

#### Integrity

- Abide by the SMS Honor Code. (Honor and Integrity above all!)
- Always be the best person you can be.
- Display good sportsmanship- win or lose.
- Do the right thing with or without a reward.
- Stand up for yourself and do not allow others to be bullied. Tell a trusted adult.

#### Discipline

- Follow ALL classroom protocols and school rules, especially when you have a substitute teacher.
- Move quickly and quietly between classes.
- Maintain an organized notebook and agenda.
- Keep your hands to yourself.
- Do not talk while another person is talking.

#### Effort

- Try your **best** all day, every day.
- Complete your homework each night
- Answer all written questions with complete sentences.
- CLEAN UP trash in the cafeteria even if it is not yours.
- If at first you don't succeed, try, try again!

## COMMUNICATION BETWEEN PARENTS AND SCHOOL

Regular communication between the home and school is an excellent way to support your student. Report cards are sent home at the end of each nine-week period. Also, our Parent Portal allows you to review grades/attendance whenever you like – if you are not registered for this, please ask our receptionist how to register. Occasionally, parent conferences are needed to provide more information. Conferences must be scheduled; if you would like to schedule one, please call the school, e-mail the teacher, or send a note. Your student will bring home a communication folder every Friday with documents/newsletters/updates for you to review. Every teacher maintains a website where class assignments and homework may be viewed. Our teams also email a weekly update to parents on Fridays with information about the next week's activities. You and your child may use these emails to plan study time. Our school website ([sfms.fortmillschools.org](http://sfms.fortmillschools.org)) is regularly updated with information. You should also register at [Peachjar.com](http://Peachjar.com) for up-to-date information about school and district activities.

## SCHOOL VISITORS

All visitors in the building, including parents and volunteers, must sign in at the office and receive a visitor pass. Students may not have school-aged visitors including out of town relatives. Any visitor other than a parent, grandparent, or guardian must be approved by the principal.

## AFTER SCHOOL ACTIVITIES

A student who is involved in school activities is a well-rounded student. We have many clubs and activities with which students may become involved. Sports, band, chorus, and academic activities are available. Note that students must attend school for at least half of the school day in order to participate in an extracurricular activity that day. All sports are governed by the South Carolina High School League and are available for grades 7 and 8. Eligibility is determined by the SCHSL in conjunction with school board policy. **Students must be picked up no later than 30 minutes after the termination of all school functions. Failure to abide by this policy may result in the student not being allowed to attend after school activities.**

## SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Listen to television and radio announcements for FORT MILL SCHOOL DISTRICT # 4 (not York County) schools. The school district website, [www.fortmillschools.org](http://www.fortmillschools.org) will have information related to closing of schools. **Please tell your child beforehand what he/she should do in case of early school closing.** The FMSD and SMS will contact all homes when there is a closing with the aid of our school messenger system. Please keep phone numbers and email addresses current.

## SCHOOL HOURS

School hours are from 8:05 AM to 3:20 PM. Students may enter the building each morning at 7:30 AM and may go to the grade level hallway at 7:40 AM. The homeroom bell rings at 8:05 AM. All students should be seated in homeroom by the 8:10 AM bell. **Students are marked tardy if not in their seats at 8:10 AM.**

## TARDY TO SCHOOL

To avoid the loss of instructional time, students must arrive at school on time. If a student arrives too late to be able to be in his homeroom seat at the 8:10 AM bell, he/she is considered tardy and the parent must accompany the student to the front office to sign in. The following are the consequences for being late to school during each nine-week period:

- 3<sup>rd</sup> tardy – warning
- 4<sup>th</sup> tardy – Lunch detention and parent notification
- 5<sup>th</sup> tardy – Lunch detention and parent notification
- 6<sup>th</sup> tardy – Lunch detention and parent conference
- 7<sup>th</sup> tardy and for every tardy thereafter – After school detention

## EARLY DISMISSAL

**Students will not be dismissed from school between 3:00 PM and 3:20 PM.**

Whenever possible, medical and dental appointments should be made after school hours. Students will not be called from class until the parent arrives to sign them out. Please try to time your dismissal between class periods so we don't have to interrupt a class to page your child. Students may not leave school and return unless they have a

doctor's note or administrative approval. Only the people listed on file at school will be allowed to remove a student from school. A picture ID may be requested. Exceptions to these rules must be cleared by the administration.

### **AFTER SCHOOL DISMISSAL**

All students are to exit the building immediately after they are dismissed. Car riders will report to the front of the school where they will sit and watch for their ride. The front office will close at 4:20 PM.

### **ABSENCES**

The following absences will be excused:

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

**Five days may be covered by parent notes during the school year.** Make-up work must be turned in within 5 days of the student's return to school. Students should give absence notes to homeroom teachers. **Accrued student absences may not exceed ten (10) days (excused or unexcused) during the school year. Absences in excess of ten days may result in the student's loss of credit for the year.**

### **PERFECT ATTENDANCE**

To be counted present, a student must be in school at least three and one-half hours. If a student is tardy more than three (3) times each nine weeks, he/she will not be considered as having perfect attendance for that nine weeks. If the student is tardy more than six (6) times during the school year, he/she will not be eligible for perfect attendance for the year. To be eligible for perfect attendance, a student cannot be dismissed early more than five (5) times.

### **CAFETERIA**

The cafeteria serves breakfast and lunch. Students will have an ID number assigned to them which they will use when food is purchased. Prices are listed below:

Student breakfast	\$1.35	Free and reduced meal applications are processed each year at the district office. An on-line application can be found on the district website. Please turn applications in as soon as possible at the beginning of the school year.
Reduced Price breakfast	\$ .30	
Student lunch	\$2.50	
Combo lunch	\$3.00	
Reduced Price lunch	\$ .40	

### **CLASSROOM ACTIVITIES/CELEBRATIONS – ACCEPTABLE FOOD GUIDELINES**

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

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

### **PROGRESS REPORTS AND REPORT CARDS**

Report cards are sent home after each nine week grading period. Report card envelopes should be signed and returned. At the end of the school year, if a student owes any fees, final report card and new schedule may be withheld until all fees are paid.

**Grading Scale**

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

## **HOMEWORK POLICY/ “R” CARD**

Homework serves several purposes: It allows students to independently practice content taught in class. It is also an essential opportunity for students to refine their character, becoming equipped with essential emotional and behavioral skills such as responsibility, autonomy, perseverance, and time management. Major projects and tests are scattered throughout the semester as teachers work collaboratively to integrate the curriculum. If your child is having a problem with the difficulty level of homework, please schedule a conference with his/her teacher(s). Students are responsible for making up missed work when absent from school. This also applies when a student is on a school related trip.

To help students become **responsible** for completing homework, we use the “R Card” located within this agenda. When a student misses a homework assignment, the teacher will sign and date the R Card. After three R Card signatures, the parent will be notified and the student’s assistant principal will be informed.

### **PROMOTION GUIDELINES**

If a student fails one core (academic) class, he/she will be promoted. The team could recommend summer school.

- If a student fails two cores classes, and at least one is language arts or math, he/she may go to summer school for one of the classes. If the student passes, he/she will be promoted.
- If a student fails three core classes, the student will be retained unless there are extenuating circumstances. He/she may go to summer school and take math and language arts to be promoted.
- If a student fails four core subjects, he/she will be retained. However, extenuating circumstances could exist such that the principal feels it would be in the best interest of the student to promote him/her.

### **SUMMER SCHOOL**

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

### **FERPA INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. For further information regarding your rights under FERPA, please refer to the “For Parents” section of the school district’s webpage at [www.fortmillschools.org](http://www.fortmillschools.org).

### **CLASSROOM INTERRUPTIONS**

Class interruptions shall be limited to emergencies. During instructional time, general announcements and paging of students will not take place. Students will be paged to the office only at lunch and after school to retrieve items/messages. Non-emergency interruptions, such as visits from salespersons, or other unauthorized persons are not allowed. Parents may visit a classroom when invited by the teacher or after prior approval has been given by the principal. **THE SCHOOL DOES NOT ACCEPT DELIVERIES OF FLOWERS OR BALLOONS FOR STUDENTS.**

### **ADDRESS, TELEPHONE NUMBER CHANGE AND WITHDRAWAL**

Please notify the school office immediately upon any change of address or telephone number. In case of emergency, we need to locate parents quickly. If your student is withdrawing from SMS, a withdrawal form must be completed. You can get this form in our front office. All books must be returned and all fees paid before the transfer will be complete.

### **TELEPHONE**

Telephones in the office are for emergency use only. Students should make arrangements for rides before they come to school. All school events are announced well in advance in order to make arrangements.

### **INTERNET ACCESS AND USAGE**

Internet accessibility is provided to SMS students to support the instructional program. Written parental permission is required and will remain on file in order for the student to be granted access to the Internet at school. Students are expected to exercise responsibility for the appropriate use of the Internet. Failure to comply with this request will result in denial of access to the Internet and/or disciplinary action.

## **LOCKERS/BOOKBAGS**

Each student is assigned a locker and must purchase a combination lock from the school (no personal locks allowed.) The combination to the student's lock must be given to the homeroom teacher. Keep your locker closed and locked at all times - the school is not responsible for the contents in the student's locker. Lockers are the property of the school and are subject to inspection by school personnel. **All book bags/backpacks must be stored in lockers during the day; these items are not allowed in classrooms.** Lockers are approximately 12" X 30" and will not accommodate larger book bags. A 12" high locker shelf fits our lockers nicely and helps with organization.

## **LOST AND FOUND**

Please write your child's name on all personal articles including lunch boxes, jackets, gym clothes, etc. Items found with a name will be returned to students. We do maintain a lost and found in our cafeteria; however, items left over nine weeks will be donated.

## **BUS TRANSPORTATION**

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

## **TEXTBOOKS**

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

## **HEALTH ROOM/MEDICATIONS**

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

### **Permission for School Administration of Prescription Medication**

Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given a prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form. This form can be found on the school district website under "Departments: Student health services: Student nursing services" or you may pick up a copy from the nurse's office. A form must be submitted for each medication. A parent or guardian should deliver the medicine and the permission form to the school nurse. The medicine **MUST** be in its original container with the pharmacy label on it. The label should list the child's name, dosage instructions and the name of the medication. We cannot accept medicines loose in plastic bags. If a prescription medicine is needed while your child is on a field trip, you must bring a separate supply to school on the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your pharmacy. We cannot accept medicines loose in plastic bags.

### **Permission for School Administration of Non-Prescription Medication**

Non-prescription medications (over the counter medicines) are medicines that you can buy without a written prescription. In order for a child to be given non-prescription medicines at school, the child's parent/guardian must sign a permission form. This form can be found on the school district website under "departments: student health services: student nursing services" or you may pick up a copy from the nurse's office. A form must be submitted for each medication.

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

### **ACCIDENT INSURANCE**

Accident insurance is available to cover the student while at school and while traveling to and from school. It is strongly suggested that you consider this coverage for your child while at school. Information will be sent home at the beginning of the school year. The school will not pay medical bills for injuries that occur at school.

### **DRESS CODE**

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

Students will dress in appropriate attire. Students are expected to dress in clothing that abides by the district dress code policy. No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

In the interests of health, safety, cleanliness, decency and decorum, students will follow these guidelines:

- Proper shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn.
- No revealing or see-through clothing
- Tank tops should be 3" wide on the shoulder and fit tightly under the arm
- Students may wear shorts, dresses, skirts, etc. whose length is no shorter than four inches above the knee.
- Tops must be long enough that they can be tucked into pants or shorts.
- No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building by students upon arrival and until dismissal.
- No pants or jeans with holes, tears, or tatters showing skin or underwear above the knee
- Undergarments should not be visible.
- Pants are to be worn around the waist (no baggy, sagging pants will be allowed)
- No pajamas/bedroom shoes
- No chains
- No jewelry is permitted which could be deemed a safety hazard such as length of the necklace, type of ring, jewelry with spikes, etc.
- No logos or clothing that promote alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, or profanity.

### **DRESS CODE CONSEQUENCES**

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the principal will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed below:

- **First offense** - change clothes - in-school suspension (ISS) until clothing is changed (or brought from home)
- **Second offense** – change clothes - ISS until clothes are changed - administration will discuss with parent - lunch detention assigned
- **Third offense** – change clothes; ISS until clothes are changed - administration will discuss with parent - after school detention will be assigned
- **Subsequent offenses** – ISS - administration discretion

## STUDENT BEHAVIOR

Springfield Middle School will provide a positive educational environment for all students. If a student is corrected by a school employee, that student is expected to abide by the adult's request. Disruptive behavior is unacceptable and will result in disciplinary action according to the school-wide discipline plan. All students will be subject to the regulations and disciplinary procedures in the Fort Mill Student Discipline Policy. At SMS, everyone is respectful.

- Running, pushing, shoving, picking, hitting, and rowdiness are unacceptable behaviors
- Name calling and harassment will not be tolerated
- Gum is not allowed at school
- Students should not be out of class without a note or pass from a staff member
- Students must be on time for class
- Obscene or abusive language is not allowed
- Knives, weapons, bullets, caps, or explosives are not to be brought to school. If you arrive at school and realize you have accidentally brought an item to school, take it to the office immediately.
- Students are not to bring nuisance items to school (laser pointers, toys, handheld games, etc.). The school will not be responsible for these items.
- Classroom disruptions will not be tolerated
- Public display of affection is not acceptable at school
- Do not bring valuable items or extra money to school – we are not responsible for these items
- Students are expected to follow his/her schedule as assigned

**Each student is responsible and accountable for his/her actions in the following areas: talking, writing, typing, drawing, text messaging and cyber-bullying.**

## CONSEQUENCES FOR POOR CHOICES

The following lists the level of consequences that teachers and administrators use when disciplining students. For a detailed description of each level, please contact your child's grade level administrator for a discipline handbook.

**Level 1 - Verbal Warning/Reprimand/Reminder**

**Level 2 - Intervention/Classroom Level**

ISS- Time out

**1<sup>st</sup> Visit:** Parent contacted by referring teacher

**2<sup>nd</sup> Visit:** Parent contacted by referring teacher

**3<sup>rd</sup> Visit:** Parent contacted by referring teacher and ISS notifies guidance to arrange guidance conference

**4<sup>th</sup> Visit:** Referral to School Administration

Written note home; telephone call to home/appropriate adult; loss of privileges

**Level 3 – Conference/Intervention**

**Level 4 - School Level Detention/After School Detention\*\*/ In-School Suspension (Per administrator's discretion)**

**Level 5 - Suspension (Out-of-School 1-5 Days) OR Level 6 - Suspension (Out-of-School 6-10 Days)**

**Level 7 - Expulsion**

\*\*After school detention will be held on Tuesdays and Thursdays from 3:30 to 4:45. Bus transportation may be arranged if a parent is unable to pick up at 4:45.



## Disciplinary Actions for Major Offenses

Major offenses that may result in suspension or expulsion are stated in the following School Board policy (JICDA-R):

Students are required to conduct themselves, at all times and places, in a manner that will not be contrary to the best interest of themselves or the school. Conduct of the student in any manner which materially disrupts classwork or involves substantial disorder or invasion of the right of others is a basis for suspension or expulsion. This code applies to any of our students whether on this campus or any other Fort Mill School campus or properties of this district.

1. **THEFT** – Minor thefts or first offenses will be at the discretion of the principal. Serious thefts or repeated offenses may result in expulsion of the student.
2. **PHYSICAL ABUSE OF A STUDENT** – Penalties for fighting among students will be left to the discretion of the principal. Suspension may be involved. A student who attempts to use, or uses, a lethal weapon (knife, ice pick, blackjack, firearm, pipe, belt buckle, etc.) will be suspended immediately and the principal will file a request for expulsion of the student. Specifically prohibited are the following: any threat, physical or verbal, directed towards another student; fighting, brawling, or any conflict that would create a precarious situation within the jurisdiction of the school.
  - **Fighting** – no student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. A student who is attacked may use reasonable force in self-defense, but only to the extent to free himself 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.
  - **Brawling** – Two or more students must not assault or attack or cause physical injury to another student or behave in such a way as could reasonably cause physical injury to another student.
3. **POSSESSION OF LETHAL WEAPONS** – No student will bring to school and/or possess at school lethal weapons, such as knives, guns, brass knuckles, blackjacks, razor blades or facsimiles or objects used for the purpose of a weapon, etc. If any device is presented as a weapon, this will be considered a violation. Any suggestion from a student that he/she has a weapon will be considered a violation. A student who commits such offenses will be subject to suspension and/or expulsion.
4. **DAMAGE TO SCHOOL PROPERTY** – Students who damage school property will reimburse the school for the cost of damages incurred and may be subject to suspension or expulsion.
5. **ASSAULT OR THREAT TO SCHOOL PERSONNEL** – Any student who attempts to assault, threatens to assault, or assaults a member of the school personnel will be subject to permanent expulsion. This will include spitting on or toward a teacher.
6. **DRUGS AND ALCOHOL** – Possession, use, selling, or distribution of any illegal drugs or substances by any student while on school property or while engaged in any school sponsored or school connected activity is grounds for expulsion of such student. If, because of mitigating factors, an expulsion is felt to be inappropriate, such student shall be suspended for 10 days and shall be expelled from all extra-curricular sports and band activities for the remainder of the school year. This policy applies also to any substance that is represented to be or is substantially similar in color, shape, size or markings of a controlled substance. Drug paraphernalia are included under this policy.
7. **BLACKMAIL/THREATS/INTIMIDATION** – Any student who attempts to blackmail or intimidate a student or a teacher, or who makes bodily intimidating threats, including verbal, written, electronic messages, or drawings will be subject to suspension or expulsion.
8. **SEXUAL HARASSMENT** – Inappropriate verbal or physical conduct of a sexual nature is prohibited. This includes suggestive comments, gestures, slurs, innuendos, and propositions. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.
9. **OTHER** – An act or acts which are not covered by these regulations and which are of such nature as to pose a threat to the physical or mental welfare of the students, the teachers, and other school personnel or which create a disruption in the orderly operation of any phase of the school program or any of its services or which cause destruction or defacement of any school property will subject offenders to suspension or expulsion. **These acts may include, but not limited to, committing arson, pulling fire alarms, making bomb threats, or dialing 911. In addition, the following acts or behaviors will be subject to the above consequences:**
  - **Deliberate failure to attend classes** is a serious offense. You may not leave school grounds for any reason without checking out through the office, including before school starts in the morning.

- **Horseplay** will not be tolerated and may result in suspension.
- **Any public display of affection** including petting or kissing on school property or during school sponsored activities is strictly forbidden.
- **Inappropriate use of internet**, including social media, at school or out of school which may cause a school disruption.

In order to maintain positive student interaction and to ensure the safety of all students at school, we have instituted the rule of **ZERO TOLERANCE**, which states: Anyone who is involved in a physical fight, regardless of who “started” the fight, will be suspended from school.

**Police will be called by the administration whenever appropriate.**

\* **OTHER** – An act or acts which are not covered by these regulations and which are of such nature as to pose a threat to the physical or mental welfare of the students, the teachers, and other school personnel or which create a disruption in the orderly operation of any phase of the school program or any of its services or which cause destruction or defacement of any school property will subject offenders to suspension or expulsion.

## **CELL PHONES/ELECTRONIC DEVICES**

- Electronic devices including cell phones may be brought to school and used before or after school to communicate with parents.
- Cell phones must be **turned off and left in the student’s locker** from 7:40 AM until 3:20 PM.
- Students may use electronic devices during breakfast (7:40-8:00) in the cafeteria, however a breakfast meal must be purchased from the cafeteria.
- Phones may not be used during the day unless an employee of SMS gives permission, even to call or text parents. Certain devices may be used in the classroom for educational purposes while under the supervision of a teacher.
- Headphone usage follows the same guidelines.

## **MIDDLE SCHOOL CELL PHONE INFRACTIONS**

**1st Violation:** warning and confiscation of phone until the end of the day

**2nd Violation:** lunch detention and confiscation of phone until the end of the day

**3<sup>rd</sup> & 4<sup>th</sup> Violation:** after school detention and confiscation of phone until the end of the day

**5<sup>th</sup> Violation and beyond:** one day of ISS for each offense and a plan for future cell phone use at school involving a conference with the parent.

Violation and refusal to give school employees the electronic device will result in additional punishment and will result in no less than one day of in-school suspension.

Disclaimer: Students will be given more serious consequences for the following inappropriate uses: inappropriate taking of pictures or videos, texting or messages, any use to threaten anyone or anything at SMS, or any major violation of our district’s acceptable use policy. Any acts which are not covered by these regulations and which are of such a nature as to pose a threat to the physical or mental welfare of students, teachers or other school personnel or which create a disruption in the orderly operation of any phase of the school program may result in suspension or expulsion. The school will not be responsible for any lost or stolen items. **Texting parents or others from the school without permission is a violation.**

## **RISK ASSESSMENTS**

The safety and security of all students is of the utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## HONOR AND INTEGRITY ABOVE ALL

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

### HONOR CODE

We consider academic dishonesty a serious violation of school rules. Each student is responsible for his or her own work. The following statements are what are considered to be academic dishonesty:

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

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

### CONSEQUENCES FOR ACADEMIC DISHONESTY

1. First Offense
  - a. Referral to assistant principal (AP), parent notification, and student's teachers notified.
  - b. Failing grade for the test or assignment.
  - c. Two school detentions assigned.
  - d. One-page, hand-written reflection by student regarding their dishonest academic behavior. Signed by student, parent(s) and returned to the referring teacher.
  - e. Referral will be mailed home.
  - f. Students in Student Council, Beta Club, WEB leaders, office/media center aides or any other leadership position will be placed on probation.
  - g. Students in school sponsored athletics will have their coaches notified, will be placed on probation, and have consequences with the coach.
2. Second Offense
  - a. Referral to assistant principal (AP), parent notification, and student's teachers notified.
  - b. Failing grade for the test or assignment.
  - c. The student is assigned ISS for one school day and a parent conference is required.
  - d. Referral will be mailed home.
  - e. Students in Student Council, Beta Club, WEB leaders, office/media center aides or any other leadership position will be removed from their position.
  - f. Students in school sponsored athletics will have their coaches notified, will be placed on suspension, and have consequences with the coach.
3. Third Offense
  - a. Referral to assistant principal (AP), parent notification, and student's teachers notified.
  - b. Failing grade for the test or assignment.
  - c. One-day suspension from school and parent conference is required.
  - d. Student will lose academic and citizenship honors.
  - e. A notification of chronic academic dishonesty will be placed in student's cumulative file and discipline record.
  - f. Students in school sponsored athletics will have their coaches notified, will be placed on suspension, and have further consequences with the coach.

## **SCHOOL BOARD POLICY ON HARASSMENT, INTIMIDATION OR BULLYING**

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

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

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

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

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

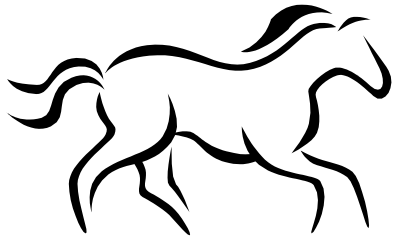
The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

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

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

The superintendent will also ensure that a process is established for discussing the district policy with students.

Adopted  
2/5/07



**M**ake Questions  
(From the Title and after  
Surveying)

**U**se Tools  
(Number the Paragraphs,  
Key Words, Context  
Clues, Stems, etc.)

**S**urvey the Text Features  
(Underline or Highlight)

**T**hink while Reading  
(Analyze the Content of  
the Article; Make Notes)

**A**nsWER the Questions  
(Previously Asked)

**N**ame the Main Idea  
(Circle or Box it)

**G**ather Evidence as Proof  
(For Answers to questions)

**S**ummarize  
(Restate the Important  
Content/Main Idea)

## **THINK**

### **Mustang Writing Rules: Mustangs Write Well!**

Did you:

- ✓ Write in complete sentences
- ✓ Quote text when required
- ✓ Write neatly and legibly

Follow Rules for Capitalization:

- ✓ Beginning of a sentence
- ✓ Proper nouns (school vs. Springfield Middle School, store vs. Peach Stand)
- ✓ Names
- ✓ Cities, states, countries, months, day of the week

Use correct punctuation

- ✓ In a list of 3+ items
- ✓ In a letter (salutation/closing)
- ✓ In dates
- ✓ City, state/city, country (Fort Mill, SC / Paris, France)
- ✓ With introductory phrases/transition words

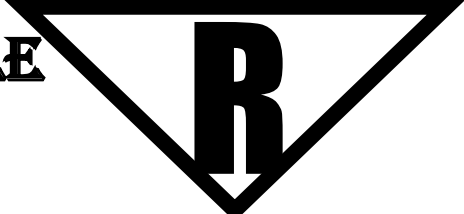
Use Transition Words to smoothly connect ideas:

- ✓ First, next, finally, however

Check Spelling:

- ✓ Use a dictionary or look inside the handout/quiz/test for how to correctly spell words

Student Name: \_\_\_\_\_ 6<sup>TH</sup> (1<sup>ST</sup> QTR) 7<sup>TH</sup>/8<sup>TH</sup> (1<sup>ST</sup> SEMESTER)

**RESPONSIBLE**  **LEARNER**

**MATH**  
\_\_\_\_\_ HW #1: DATE: \_\_\_\_\_  
\_\_\_\_\_ HW #2: DATE: \_\_\_\_\_  
\_\_\_\_\_ HW #3: DATE: \_\_\_\_\_  
\_\_\_\_\_ HW #4: DATE: \_\_\_\_\_  
(Email Parent/cc Admin)  
\_\_\_\_\_ HW #5: DATE: \_\_\_\_\_  
(Email Admin/Parent Conference)

**LANGUAGE ARTS**  
\_\_\_\_\_ HW #1: DATE: \_\_\_\_\_  
\_\_\_\_\_ HW #2: DATE: \_\_\_\_\_  
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**SCIENCE**  
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**SOCIAL STUDIES**  
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**RELATED ARTS 2:** \_\_\_\_\_  
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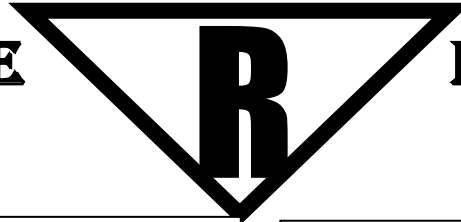
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**Parent Signature:** \_\_\_\_\_

Student Name: \_\_\_\_\_

6<sup>TH</sup> (2<sup>ND</sup> QUARTER)

**RESPONSIBLE**



**LEARNER**

**MATH**

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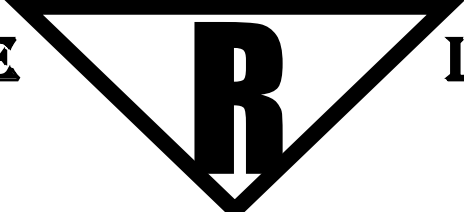
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**Parent Signature:** \_\_\_\_\_

Student Name: \_\_\_\_\_ 6<sup>TH</sup> (3<sup>rd</sup> QTR) 7<sup>TH</sup>/8<sup>TH</sup> (2<sup>nd</sup> SEMESTER)

**RESPONSIBLE**  **LEARNER**

**MATH**  
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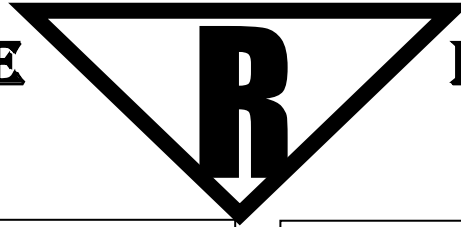
**Parent Signature:** \_\_\_\_\_



Student Name: \_\_\_\_\_

6<sup>TH</sup> (4<sup>th</sup> QUARTER)

**RESPONSIBLE**



**LEARNER**

**MATH**

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**Parent Signature:** \_\_\_\_\_



# Fort Mill School District

## 2017-2018 Academic Calendar

2233 Deerfield Drive, Fort Mill, SC 29715 | Phone: (803)548-2527 | www.fortmillschools.org

**\*\* First Day of School (Grades 1-12): Aug 17** **\*\* Please note staggered Kindergarten start schedule by birth month.**  
**Last Day of School: May 25 (-1/2 Day)** **... Subject to weather make-up days (SC Law H.3890).**

**\*\* Kindergarten ONLY First Day Staggered Start Schedule**

- Aug 17: Jan, Feb, Mar Birthdays Attend ONLY (Full Day)
- Aug 18: Apr, May, Jun Birthdays Attend ONLY (Full Day)
- Aug 21: Jul, Aug, Sep Birthdays Attend ONLY (1/2 Day)
- Aug 22: Oct, Nov, Dec Birthdays Attend ONLY (Full Day)
- Aug 23: ALL Kindergarten Students Attend (Full Day)

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		

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

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30*	31				

S	M	T	W	T	F	S
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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		

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						

**Student & Staff Holidays - No School**

Sep 4 - Labor Day  
 Nov 22-24 - Thanksgiving Break  
 Dec 22-Jan 2 - Winter Break  
 Jan 15 - Martin Luther King Day\*  
 Feb 19 - Presidents' Day\*  
 Apr 2-6 - Spring Break  
 May 28 - Memorial Day\*

\* Indicates potential weather make-up day.

**Teacher Work & Professional Days  
No School For Students**

Aug 9-11, 14-16 Jan 3\*  
 Oct 30\* Mar 30\*  
 May 29\*

\* Indicates potential weather make-up day.

**Instructional Full & Noted - 1/2 Days -**

-1/2 Day - 1/2 Day Dismissal Times

- Aug 21 (E/Upset) - Elementary - 11:00 am  
 - Dec 21 - Middle - 11:35 am  
 - May 25 - High - 12:10 pm

**End Of Term & Reporting Dates**

30th Day - Sep 28 100th Day - Jan 24  
 45th Day - Oct 19 120th Day - Feb 22  
 60th Day - Nov 10 135th Day - Mar 15  
 86th Day - Dec 21 150th Day - April 13  
 172 day (End of 1st Semester) 180th Day - May 25  
 1/2 Day (End of 2nd Semester)

**Report Card Dates**

Grades K-8  
 Q1=Oct 25, Q2=Jan 5, Q3=Mar 21, Q4=May 25\*\*

Grades 9-12  
 M1=Oct 4, M2=Nov 15, M3=Jan 5  
 M4=Feb 28, M5=Apr 18, M6=May 25\*\*

\*\* Year end report cards are mailed home for grades 9-12

**High School Graduation: May 26**

Fort Mill High School: 10:00 am  
 Nation Ford High School: 2:00 pm  
 - Winthrop Coliseum, Rock Hill, SC -

**SC State Law H.3890 - Weather Make-Up**  
May 30\*

Board of Trustees Approved March 21, 2017  
 Based on approved L.288 I use only adjustment to SC Start Date Law

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			

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			

S	M	T	W	T	F	S
				1	2	3
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13	14	15	16	17	18	19
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27	28*	29*	30*	31		

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	First & Last Day of School (Last day of school is a 1/2 day)		Instruction Day - Students in School (please note - 1/2 day instruction)		Student & Staff Holiday - No School For Staff or Students		Teacher Work Day - No School For Students		Potential Weather Make-Up Day - Typically the first available weather make-up day after a school closure, if any. See H.3890 details below.
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School delays, early dismissals, and cancellations are communicated via the district's School Messenger calling system and are also posted on the district's website: [www.fortmillschools.org](http://www.fortmillschools.org). SC State Law H.3890 requires that 3 statutory weather make-up days must be used before a school board is granted the right to waive up to 3 remaining weather make-up days. Therefore the calendar, including the last day of school, is subject to change in the event of severe weather or other unforeseen circumstances.