

**Boiling Springs  
Middle School  
2020-2021**



**“Be the BEST at what you do, Every Day!”**

August 13, 2020

Dear Bulldog family,

We are excited to welcome you as a member of the BSMS family!

The beginning of each new school year brings numerous emotions. It is our hope you are ready for an exciting year as we continue to be "Leaders of the Pack". Our school staff has prepared all summer for your arrival, and we believe you are in for the best school year ever.

Boiling Springs Middle School has numerous opportunities for you to become an active member of our student body. We offer a full slate of athletic teams and numerous opportunities in the fine arts. Clubs and organizations are available for you to join as well. I encourage you to get involved quickly.

Our main focus is to continue our academic excellence at BSMS. Our teachers and staff are eager to take you to the next level in all subject areas. You must do your part by being an active learner.

You will be introduced to our L. E. A. D. principles and I look forward to seeing you display these throughout the year.

If you have questions or concerns, please see a member of our school community for assistance. We are here to serve all of our students and parents.

Sincerely,

Mr. Andy Rogers,  
Principal



***INTRODUCTION***

**This book is organized in alphabetical order. It is a digest of policies and regulations.**

**For the students to fully understand school policies and regulations, it is imperative that this handbook be read thoroughly by all. Students are responsible for understanding and following these policies.**

**Spartanburg County School District Two does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.**

***MISSION STATEMENT:***

***Our Mission is to serve students by empowering them to realize their maximum potential while engaging in rigorous, relevant, real-world learning opportunities within a caring, collaborative, and creative environment.***

***VISION:***

***Our Vision is to be the premier school in which to live and learn, ensuring all students are prepared for life's opportunities by providing a safe and positive culture with excellence in academics, athletics, and the arts.***

## **BELIEFS**

### **We believe**

- **All students can learn.**
- **Education is everyone's responsibility.**
- **All people are entitled to a safe and supportive environment.**
- **Everyone is unique and has value.**
- **Individuals must be prepared for a global society.**
- **Learning is a life-long process.**
- **Decisions must be based on what is best for all students.**

## **LEARNER STANDARDS**

**The desired results in student learning for all students who exit Boiling Springs Middle School at the end of eighth grade are as follows:**

- **Students will be competent in basic skills.**
- **Students will be innovative problem solvers.**
- **Students will be able to use technology effectively.**
- **Students will be quality producers and performers.**
- **Students will be self-directed learners able to succeed in a changing society.**
- **Students will take responsibility for their personal well-being.**
- **Students will be effective communicators.**
- **Students will possess the ability to get along with others.**
- **Students will be contributing citizens.**

**EXTRACURRICULAR ACTIVITIES**  
Offered at BSMS

***Art Club***

***Band***

***Baseball***

***Basketball***

***Battle of the Brains***

***Cheerleaders***

***Chorus***

***Fellowship of Christian Athletes***

***Football***

***Junior Beta Club***

***Lego League***

***Math Counts***

***Orchestra***

***Soccer***

***Softball***

***Spanish Club***

***Student Council***

***Volleyball***

***Wrestling***

## **ABSENCES AND EXCUSES**

Students are expected to attend school regularly and present a valid written excuse, signed by a parent/guardian or present a medical excuse for all absences. Students arriving late or leaving early also need to present a note for the missed periods. A valid excuse must list the date of absence, the reason, and the telephone number and signature of the parent/guardian. The excuse must be presented to the first period teacher or the front office.

### **A. Lawful Absences shall include the following:**

1. Students who are ill and whose attendance in school would endanger their health or the health of others.
2. Students who have a serious illness or death in the immediate family.
3. Recognized religious holidays of their faith.
4. Students who are suspended "in-school" will be counted present.

### **B. Unlawful/Unexcused Absences shall include:**

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent beyond 10 days without a medical excuse. Only 10 parent notes are accepted. **After the 10<sup>th</sup> absence, medical excuses are required.**

### **C. Course Credit**

Any student who attends a class fewer than 170 days may not be eligible to receive credit in the class unless the local school board grants approval for each excessive absence in accordance with local board policy.

Constitutional and Statutory Provisions:

1. S.C. Code, 1976, as amended:

Section 59-65-90-State Board to establish rules and regulations defining lawful and unlawful absences.

2. State Board of Education Regulations:

Regulations for immediate implementation-Student Attendance, Lawful and Unlawful Absences, August 1, 1984.

### **D. Intervention**

After three consecutive unlawful absences or a total of five unlawful absences, for reasons other than suspension, the school officials will notify the parent to arrange a conference. The purpose of the conference will be to develop a plan in conjunction with the student and parent/guardian to improve future attendance. The plan shall be written and shall identify the specific reasons for the unlawful absence.

The district plan for improving students' attendance shall include but is not limited to the following:

- Reasons for unlawful absences.
- Methods to resolve cause of unlawful absences.
- Action to be taken in the event unlawful absences continue.
- Signature of parent/guardian or evidence that an attempt has been made to involve parent or guardian.

**\*TRUANCY– Students with ten or more unexcused absences can be referred to the Solicitor's office.** Parents will be notified as part of the intervention plan prior to being referred. All additional days are subject to approval and may result in credit being denied.

## **ACCIDENT INSURANCE**

The school accident insurance is available to all students. All students are given copies of insurance policy options at the beginning of school. Any insurance is strictly between the student and the insurance company. Schools no longer collect the money for student insurance. It is the parent who must have forms completed by the physician, dentist, or hospital and sent to the insurance company. The student must notify the supervising teacher at the time of any accident. The insurance company must receive insurance claims within the time specified on the policy. The school will assist as best it can, but the school has no power with regard to insurance claims.

## **ATHLETICS**

Our purpose is to win honorably, display good sportsmanship, and create a competitive situation which will help our participants to become better citizens in the society in which they live.

The following sports are sponsored by the Boiling Springs Athletic Department: golf, football, baseball, basketball, boys' and girls' soccer, tennis, track, wrestling, swimming, cheerleading, girls' softball, and girls' volleyball.

All students are urged to participate in the sports that best meet their interest and qualifications. As in all other schools involving competitive sports, coaches select those who best qualify in tryouts. The coaches will determine playing time of all athletes.

All athletes and parents will receive an Athletic Handbook with expectations in regard to academic/behavior expectations.

## **BETA CLUB**

The purpose of the Junior Beta Club is to encourage effort and reward merit among the students of the junior grades of the public schools, and to promote those qualities of character that make for good citizenship in the school community. Requirements for membership are as follows:

1. Students must have an average of 90 in each subject the previous year.
2. Students with a poor conduct record will not be considered for membership.

## **BOOKS**

Fees will be charged if damages to books occur. Once textbooks are issued, they become the students' responsibility.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

Harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. Harming a student physically or emotionally, damaging a student's property, or placing a student in a reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, or expulsion from school, based on the severity of the incident.

## **BUSES**

### **Director of Transportation – Jan Johnson**

**Late Bus - To aid parents in obtaining information concerning interruptions in bus schedules, the district has implemented a voice mail telephone service. The bus information number is 461-9888. To speak directly to the transportation office, the number is 599-9564.**

### **Spartanburg County School District Two School Bus Discipline Policy**

If you have any concerns about the buses, the bus drivers, or departure and arrival times for buses, please call 599-9564.

The School Board of Spartanburg County School District Two, the Superintendent and District Administrators are concerned about the health and safety of all students in the district. Therefore, we are certainly concerned about student passengers and driver safety where buses are concerned. Although riding a bus is a *privilege* afforded our students, the Board and District Administration feel that the privilege should not be abused. Necessary action will be taken promptly at all times. Where there is evidence of misconduct by either the passengers or drivers on our buses, immediate action will be taken to correct the situation and/or remove the passenger(s) or driver(s) from the bus(es). The Director of Transportation will have the responsibility of supervising the drivers, and respective school principals and/or assistant principals will investigate and enforce the bus discipline code of the district in dealing with passengers.

The topic of conduct where bus passengers are concerned is addressed in the South Carolina Code of Laws in the following section:

### **SECTION 59-67-240. Duties of Driver and 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. The driver also shall take notice along his route in the bus. The driver



shall be responsible for maintaining good conduct upon his bus and shall report promptly to governing head of the school, to or from which the pupils are transported, any misconduct or violation of the driver's instructions by any person riding his bus.

District boards of trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or violating instruction of the driver.

This section and others which are applicable to buses and pupil transportation will be used to enforce appropriate student conduct on all District Two buses. The Board of Trustees, Superintendent, nor the District Two 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 students is of utmost importance. The state law states that the school bus driver shall be responsible for the conduct of passengers while riding in the bus under his control, and that the driver shall report to school authorities, to or from which the students are transported, any offenses committed by the student on the bus.

Each bus driver should know the students who are to ride his or her bus. If a bus driver permits an unauthorized student to ride his/her bus, he/she will be subject to a possible suspension.

Realizing that the maintenance of good discipline on a school bus is a very difficult task, our drivers need all the help which the principals can render to them. Each school bus incident report is to be mailed to parents.

All existing regulations and laws in the state of South Carolina, as they apply to pupil transportation, will be enforced by the appropriate school officials and/or other authorities. These regulations/laws will be applied to any reported misconduct and subsequent disposition of cases of misconduct.

Should there be misconduct reported that is not addressed in the levels presented here, the individual principals will use their discretion in dealing with the matters. The Director of Transportation is always available for conferences and/or consultation where misconduct referrals are concerned.

When incidences occur involving students from two or more schools, the administrators in charge of buses at each school shall consult with each other as to the disposition of the problem.

When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension. Should a student ride another bus while under suspension from his/her regular bus, he/she will be subjected to further disciplinary action by his/her school authorities and a parental conference will be required.

Any student who has been referred in any previous year beginning in grade 6<sup>th</sup> and has reached the point where he/she has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of any new school year if he/she is referred due to any misconduct on the buses of School District Two. All records (bus referrals) of those students who have been removed from the bus for a school year will be forwarded to the next school principal so that appropriate decisions can be made regarding student misconduct. Care should be taken to see that the Director of Transportation will also monitor those students who have been chronic problems on the district buses.

## **BUS RULES**

**\*Masks/face coverings will be worn on the school bus at all times.**

Book bags and other items must be held in lap.

Cell phones must be off and out of sight.

No eating or drinking.

Keep all body parts inside the bus.

No profanity.

Do not distract the driver.

Remain seated while the bus is in motion.

Student must have a bus pass or note signed by the school staff to ride a different bus or to a different stop. **Only special circumstances will be allowed.**

The driver or monitor may assign seats.

Do not spray anything while on the bus.

Vandalism (cut seats, graffiti, etc.) will not be tolerated.

*Due to most buses being at or near capacity, parent notes authorizing students to ride on an unassigned bus can no longer be honored automatically. Permission to ride a different bus cannot be granted except in critical circumstances that should be discussed with the student's principal in advance. Unexpected riders can result in overcrowded busses or extra routes. With parent authorization, students have in the past been allowed to ride home with a friend on the friend's bus. To keep numbers within capacity, only students assigned to a bus will be allowed to*

*ride that bus unless an exception is granted for an unusual situation that can be accommodated. We appreciate your understanding as we implement this change with student safety in mind.*

## **LEVEL I-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

### **LEVELS OF MISCONDUCT**

Disorderly conduct  
Misconduct at a bus stop (depending on severity)  
Disembarking from the bus at an authorized stop without permission  
Entering or leaving the bus by way of the emergency door  
Consuming bottled or canned drinks or food on the bus  
Littering the bus  
Standing while the bus is moving or violating other safety procedures  
Riding the wrong bus  
Continually making loud noises, yelling, etc.  
Pushing, tripping, general horseplay  
Rude behavior directed at passengers  
Having electronic devices out of book bag, including cell phones  
Spraying of chemicals, i.e., hair spray, cologne, etc.  
Screaming or shouting out of the windows  
Not maintaining the same dress code as required at school

### **Enforcement Procedures**

*FIRST OFFENSE-* Probation/warning given by school administrator. The probation shall remain in effect for the school year in progress. Parental contact made concerning the misconduct.

*Repeated offenses will be handled by the school administration in accordance to district policy.*

## **LEVEL II-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

### **LEVELS OF MISCONDUCT**

Disruptive conduct  
Misconduct at a bus stop (depending on severity)  
Smoking on the bus  
Throwing object(s) out of the bus  
Throwing object(s) on the bus  
Refusing to sit in assigned seat  
Use of profanity or any abusive language among or between students  
Having hands, arms, head, etc. out of windows and/or doors  
Any rude, discourteous behavior directed toward the driver and/or monitor  
Defacing property (writing or marking on the bus)  
Rude behavior directed at other passengers (threats, stealing, etc.)  
Fighting on the bus

### **Enforcement Procedures**

**Level II behaviors may also require out-of-school suspension, in-school suspension, referral to supporting agencies, and/or restitution of property as stipulated in the discipline codes of individual schools.**

*FIRST OFFENSE-*Bus privilege may be denied for up to ten (10) school days. Parental contact made concerning the misconduct.

*REPEATED OFFENSES-* Bus privilege may be denied for the remainder of the school year. Level II behaviors may also require out-of-school suspension, expulsion, restitution of property and damage, referral to supporting agencies, notification of law enforcement agencies, and/or enforcement of the district drug policy.

## **LEVEL III-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

### **LEVELS OF MISCONDUCT**

Criminal conduct

Misconduct at bus stop (depending on severity)

Carrying weapons, explosives, fireworks on the bus

Carrying any object that may be used as a weapon on the bus

Persistent uncontrollable conduct

Possession, use, or distribution of alcohol, drugs or any controlled or unauthorized substance on the bus

Any pushing or tripping that leads to injury

Vandalism -- destruction of seats or interior and/or exterior parts of the bus

Criminal behavior directed at passengers (sexual offenses, extortion, assaults, theft, arson, etc.)

### **Enforcement Procedures**

*ANY OFFENSE*-Bus privilege may be denied for the remainder of the school year in progress. Level III behaviors may also require out-of-school suspension, expulsion, restitution of property and damage, referral to supporting agencies, notification of law enforcement agencies, and/or enforcement of the district drug policy.

### **CELL PHONES/ELECTRONIC DEVICES**

Students in grades 6-12 are permitted to have cell phones at school. Students should not be using phones for personal or recreational use. Cell phones should be *turned off* during the school day. **Students are not to make or receive cell phone calls or texts during the school day.** A violation of these rules could have the following consequences. These punishments are minimum consequences. Additional punishment could result if for instance a student disrupted class as a result of using his/her cell phone. **Consequences could be:**

- **1<sup>st</sup> Offense:** Confiscate phone and call the parent to pick it up. **Phones will not be returned to student.**
- **2<sup>nd</sup> Offense:** 1 day ISS
- **3<sup>rd</sup> Offense:** 1 day OSS
- **4<sup>th</sup> Offense:** 2 days OSS
- **5<sup>th</sup> Offense:** 3 days OSS and so on

### **CHANGE OF ADDRESS**

Parents are required to inform the office of any changes in address or telephone numbers and must present proof of residence (utility bill-water, power, lease agreement, land-line telephone bill, deed, or tax receipt on real estate property).

### **CHROMEBOOK EXPECTATIONS:**

Students will be expected to have their Chromebook at school each day.

Students are expected to have their Chromebook fully charged each day.

Students will not be allowed to use their Chromebook during the class change or while walking in the walkway.

For more information on Spartanburg School District Two iPad information, see the online EXCEL handbook.

### **CLASSROOM OR SCHOOL DISTURBANCES**

No radios, cameras, MP3 players, iPods, toys, baseball cards, trading cards, playing cards, Fidget spinners, or other disruptive devices or any items that would prove harmful to another are permitted at school or on the bus.

### **COURSES/CLASSES**

Due to the large number of requests, we are unable to accept requests for individual teachers, for groups of teachers, or for students to be placed with friends. Thanks in advance for your understanding and cooperation in this matter.

The following classes are required for all students: English Language Arts, math, science, social studies, and physical education/health. Students may be placed in differing levels of math and English Language Arts classes based on information from the end of the previous school year, including: grades in each subject and the spring standardized test scores in math and reading. Students enrolling from schools outside of District 2 must supply guidance with a

copy of their last report card and standardized test scores from the previous spring in order to be screened for eligibility in advanced and honors level classes.

***Algebra I and English I students are required to take the state-mandated, End-of-Course Examination Program test (EOCEP test) which counts 20% of the students' yearly average for that class. The Algebra I and English I classes count towards a student's cumulative high school grade point average. Since the Algebra I and English I classes carry high school credit, students may not enter Algebra I or English I after the first five (5) school days as this would interfere with students receiving credit for the classes.***

### **COVID-19 – Safety Guidelines**

\*If a student is sick, they should stay at home.

\*If a student has tested positive for COVID-19, they will stay at home and contact BSMS (Nurse Tucker).

\*If the family member (household contact) of a student has tested positive for COVID-19 or is in quarantine for COVID-19, the student will stay at home.

\*All students and staff are required to wear masks/face coverings during all transitions and while in common areas.

\*Masks/face coverings will be worn on the school bus at all times.

\*All water fountains, vending machines, and microwaves have been turned off.

### **DELIVERIES TO SCHOOL**

**No flowers, balloons, or food, etc. are to be delivered to students.**

### **DEPARTURE FROM SCHOOL**

Any student leaving school or class before the end of the school day must be officially dismissed through the office or will be subject to immediate suspension from school.

Once a student has been officially dismissed by the office, he/she is not to return to school that day unless he/she reports immediately to the office with a written statement from a parent or doctor.

If a student is to leave school early, use an alternative method of transportation, or be picked up by someone not listed on their pick up list, a note from the parent must be presented to the main office. Bus passes are required for special instances of riding a bus to a location other than home.

### **DISTRICT TWO ALCOHOL AND DRUG ABUSE POLICY**

The Board adopts the stipulations of the Drug Act passed by South Carolina Legislature. This act states that it is unlawful for a person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner. Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over 18 years of age who distributes a controlled substance to a person under 18 years of age shall be deemed guilty of a felony and sentenced to not more than 20 years in prison with no suspension and no probation as provided for in the Drug Act. Students are not allowed to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. on the school grounds during and immediately before or immediately after school hours.
2. on the school grounds at any other time when the school is being used by any school group.
3. off the school grounds at a school activity, function or event.

Students using a drug authorized especially for them by a medical prescription from a registered physician are not considered violators of this policy.

### **VIOLATION CONSEQUENCES:**

#### **A. POSSESSION,\*USE and/or UNDER THE INFLUENCE:**

1. If possible, the drugs are confiscated.
2. Parents or guardians are notified and asked to come to the school.
3. The violation and accompanying evidence are reported to the police.

4. The first offense may result in expulsion for the remainder of the school year. A second offense may result in permanent expulsion.

B. SELLING, TRANSMITTING (Pushing) \*\*

1. If possible, the drugs are confiscated.
2. Parents or guardians are notified and asked to come to school.
3. The violation and accompanying evidence are reported to the police.
4. The student may be permanently expelled from school.

C. Students guilty of a combination of offense (possession, use, under the influence, transmission) are to be disciplined in accordance with the penalty prescribed for the most serious of the multiple offenses.

\* Possession is construed to mean on the person himself, in his locker, books, desk, automobile, or any other student property which at the time is or was on school property.

\*\* A distinction is to be made between the casual distribution or transfer of drugs and the so-called "pusher".

A student guilty of the casual sharing of drugs is considered as being in "possession".

Adopted March 23, 1982

## **DISTRICT TWO DRESS POLICY**

The dress code described in this administrative rule applies to all students enrolled in Spartanburg County School District Two schools.

Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment, will not be allowed.

Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. Bandannas and do rags are not allowed on campus and will be confiscated. Hats are not allowed in school buildings. Picks or combs are not allowed in hair. Hair items such as plastic headbands, barrettes and ribbons are permitted. School administrators will not be held liable for confiscated items.

Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes and bedroom slippers are not permitted.

Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Attire cannot reference or depict alcoholic beverages or illegal drugs or paraphernalia.

Lower garments should be of adequate length to assure modesty when the student is seated or engaged in school activities.

Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.

Shirts must be tucked in to the extent that belts or waistbands are clearly visible at all times unless it is clear that a weapon or contraband cannot be concealed under the shirt.

Blouses/tops made to be worn on the outside of the pants must extend at least to the waistline, but not hang excessively below the waistline so as to create a safety risk.

Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. **Tank tops, halter-tops, shirts with spaghetti straps and see through shirts will not be allowed.**

Clothing must cover waist, shoulders and back with no skin showing between the top and bottom garments.

**Pants and slacks must not touch the floor (no bagging, sagging or dragging clothing).**

**No exposed undergarments.**

No transparent or mesh clothing without an appropriate shirt underneath.

No clothing that is excessively form fitting (i.e. spandex).

No sunglasses may be worn inside the buildings.

No wallet chains or other type chains that may be dangerous or disruptive.

**\*Students are not allowed to wear pants with holes above the knee cap.**

**\*\*Students are required to wear mask/face coverings during all transition times and in common areas.**

Students may not continue to attend class wearing inappropriate clothing. Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/Legal guardians and students are expected to comply with this regulation to ensure that a comfortable, safe and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

Violations of the dress code will result in the following.

Student(s) will be required to return home and change into appropriate attire or parent/legal guardian can bring proper clothing to school or student will be sent to ISS.

Repeated violations of this dress code will be treated as disruptive behavior in violation of the student code of conduct. However, dress code violations will not carry over on the student’s discipline record to subsequent years.

**DRUG DOGS**

Spartanburg School District Two has the right to contract with local agencies to provide drug dog searches in/on school grounds.

**EARLY DISMISSAL**

*BSMS discourages the dismissal of students during the last period of the day unless there is an emergency or the student has an appointment.* Students must be signed out through the main office by a parent or a person designated by the parent prior to leaving the campus. Students will not be dismissed early, after 3:00.

If a parent feels it necessary for a student to be dismissed early from school, the student **must bring a written excuse to school** the following day signed by the parent or guardian.

**ELECTION FOR STUDENT COUNCIL**

The Boiling Springs Middle School Student Council will have two officers.

**Requirements to hold office**

1. Scholastic average of at least 85 for preceding year.
2. Shall maintain a scholastic average of 85 while in office.
3. Maintain satisfactory conduct towards administration and staff.
4. May hold no more than one major office.
5. Must have appropriate approval from election committee.

**FEES**

Each year a minimal instruction fee is charged to cover various consumable supplies and science labs.

**FIELD TRIPS**

In order to go on field trips, a student must submit a written permission slip signed by his parent or guardian. A student must be in good standing with the school in order to participate in field trips. **A student may not participate on a field trip if the student has served 3 days in ISS/3 days OSS or a combination of the two per semester. We will not be refunding field trip money once the deadline has passed because we have to pay for travel and the event prior to the field trip taking place.**

**FLAG**

The American and South Carolina flags will fly from the school flagpole.

**FUND RAISING**

NO SALES OF ANY KIND WILL BE PERMITTED UNLESS APPROVED THROUGH THE SPONSOR AND THE PRINCIPAL'S OFFICE. All proceeds will go to the school. There will be no door-to-door sales of any school sale items.

## **GUIDANCE**

The counselors are available for conferences with parents and students. Students should not go to the guidance counselors without a written pass from the classroom teacher. If a counselor is not available at that time, students should complete the appointment request form found in the counselor's door, and return to class. The counselor will schedule a time to meet with the student. These procedures are intended to minimize class absences. Cooperation is greatly appreciated.

## **HALLS**

Students are only to be on the hall where they are assigned classes. Students are not to run in the halls. Students are to walk on the right side of the hall at normal speed to their destination. Loitering anywhere in halls is not permissible. Students are not to block the doorways or hallways. Students in the hall during class must have a signed pass by their teacher.

## **ILLNESS**

No student is to depart school at any time for any reason until the parent or guardian first approves this with the administration. If a student becomes sick at school, and is too sick to remain in class, the student will be sent to the nurse's office. Upon return to school, the student should bring a note explaining his absence.

## **INTERNET SAFETY**

Our school utilizes the NetSmartz Internet Safety Program along with GAGGLE. Sample activities may be viewed on line at NetSmartz.org.

## **LIBRARY-MEDIA CENTER**

The library offers to all students a collection of books, magazines, newspapers, pamphlets, and material for use in preparation of class assignments, research work, and reading.

**Library Materials-Two-Week Period**-All fiction and most non-fiction books in the library may be checked out for two-week periods and may be renewed as needed, unless there is a waiting list for the book. During the time when specific books are needed by many students for class assignments, they will be circulated for overnight use only so that all students may have an opportunity to use them.

**Overnight Materials** - Encyclopedias, dictionaries, magazines, pictures, pamphlets, and non-fiction books in great demand may be checked out for overnight use only. They must be returned by 8:00 a.m. the following morning.

**Library Fines** – Fines are charged only for days when school is in session. Fines are assessed according to the following plan: Ten cents per day for overdue overnight material and five cents per day for overdue two-week material. If you are absent on the day your book is due, but return your book on the day you return to school, you will not be charged a fine.

## **LOST BOOKS (Media Center or Textbooks)**

If a book is lost, the price of the book will be charged to the student.

## **LOCKS**

All students are to keep lockers locked. A school issued lock must be kept on lockers at all times. If this lock is lost, it must be replaced at the student's expense. The cost of replacing a lost lock is \$10.00.

## **LOCKERS**

Each student will be assigned a locker. Lockers will be used before school, during locker breaks, and after school. Each student remains responsible for any books or possessions wherever he puts them. No books or materials are to be left anywhere except locked in lockers. Students are not to share lockers with other students.

**Lockers are under the jurisdiction of school authorities, and failure to keep the locker locked, is a violation that can result in the loss of a locker.**

## **LOST AND FOUND**

Any item lost on the school grounds should be reported to the office. Any item found should be turned into the office. Any items not claimed by the end of the year will be donated to needy families.

## **LUNCH PROCEDURES**

Each student eating lunch should purchase meals from the cafeteria prior to homeroom each morning. Parents may purchase meals in advance for any number of days if they wish.

One of the aims and purposes of the cafeteria is to promote good lunch habits. If a plate of food or any paper products are dropped, the student is expected to clean it up. Students should never break in line. Holding places in line for friends is not permitted.

Students who wish to bring lunch to school must eat in the cafeteria. Extra milk may be purchased at a reduced rate, but must be consumed in the cafeteria.

## **MEDICATION AT SCHOOL**

**Students are not allowed to bring medications to school except as directed below:**

1. Before the principal, nurse, or school designee will administer medication, the student must submit a dated request, signed by his/her parent or guardian to the school nurse. It should include: *child's name, physician's name, name of the medication, and time to be administered.*
2. One Permission Request Form per year is required for each new or different medication.
3. Parents may reclaim any unused medications within one week of the termination of the treatment or at the end of the school year. The school will dispose of the unused portion not claimed.
4. The district will not be responsible for any adverse drug reaction when the medication has been given in the manner prescribed.
5. The district retains the discretion to reject requests for administration of medicine.
6. Medications must be brought to school in a current, individual, pharmacy-labeled container. Medications will be kept in a locked cabinet. Parent/guardian should deliver the medication to the school when possible.
7. School personnel, under no circumstances, will supply students with medication not brought by the student.
9. Injections will not be administered to staff or students except in life threatening situations.
9. Changes in dosages will require notification from student's doctor. This can be faxed to school.
10. Students may keep inhalers and epi-pens in their possession, if stated on doctor's orders.
11. The same regulations and rules apply to students going on field trips.

## **PERSONAL BELONGINGS**

**These are the personal and direct responsibility of each student.** Students are discouraged from having large sums of money while at school.

## **PICK UP AFTER SCHOOL AND EXTRA CURRICULUR ACTIVITIES**

- Students should be picked up in the car line by 3:45 each day.
  - If your student is not picked up by 3:45, you will have to come in the front office and sign your student out.
- Students staying after school for practices, club meetings, or attending athletic events should be picked up within 10 minutes of the event ending.
- If student is not picked up within 10 minutes, the student may not be allowed to attend the next after school event.

## **PHYSICAL EDUCATION**

All middle school students are required to take physical education. Students are asked to provide their own gym shoes. Students are expected to participate daily unless under doctor's care with written notification.

## **REPORT CARDS**

Following each nine weeks' grading period, all students will be issued report cards reflecting their academic progress. The following grading system will be used:

**90-100: A**

**80-89: B**



**70-79: C**  
**60-69: D**  
**Below 60: F**

### **SAFETY**

Any student who is aware of any dangerous situation should inform a teacher, an administrator, or office personnel immediately.

### **SCREENINGS**

Vision and hearing screenings are conducted for 8<sup>th</sup> grade students each year. Dental screenings for the 7<sup>th</sup> grade are conducted by the Drum Dental Health Program, yearly.

### **SEMESTER EXAMINATIONS**

Semester exams are given at the end of each semester. All BSMS students will take mid-term and final examinations. No one can exempt an exam. Exams will count as 20% of the semester's average.

### **SKATEBOARDS**

Skateboards, roller blades, etc. are not permitted on school property.

### **STUDENT DISCIPLINE POLICY**

In order to maintain a "school climate" in which the youth of our school can live, learn, and flourish, it is vitally necessary for all students to assume responsibility for their behavior while enrolled in Boiling Springs Middle School. Therefore, in order to aid students in making appropriate decisions governing their behavior this Discipline Policy has been established. While the examples are not intended to be all inclusive, they are illustrative of an effective program in our school.

**\*The student discipline policy is in effect at all extra-curricular activities and any time a student is on school property.\***

#### **Level I: Disorderly Conduct**

Disorderly conduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus, transportation vehicles, and other sponsored activities.

- A. The levels of student misconduct considered in the regulation are arranged by degrees of seriousness. The levels are arranged from the least serious to the most serious.
- B. Three levels of student misconduct are identified: disorderly conduct, disruptive conduct, criminal conduct. The levels are defined in this regulation.
- C. This regulation includes a listing of possible sanctions for the three levels of student misconduct. As the levels increase in seriousness, the severity of possible disciplinary sanctions increases.

<b>BREACH OF CONDUCT</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Tardies (classroom)	1-3 handled by teacher	4-6 1 period of ISS	7 or more 1-2 days ISS
Lying to a member of the school staff	1 Day ISS	2 Days ISS	1 – 3 days OSS
Interfering with instruction or the classroom environment	1 pd. ISS	1-2 Day ISS	1-3 days OSS
Abusive language/gestures between students (obscene or profane) – This includes personal cell phones/district issued devices.	1 Day ISS	1-2 Days ISS	1-3 Days OSS
Use of forged notes or passes	1 Day ISS	2 Days ISS	1 – 3 days OSS

Cutting class	ISS 1 day	ISS 2 days	OSS 1 day
Possession or use of tobacco products on school property (District Policy)	3 OSS	5 OSS	10 OSS
Possession or distribution of obscene literature, pictures or devices	1 day ISS	1-3 Days OSS	3-5 days OSS
Violation of Dress Policy-This includes writing on students and their clothing.	Change Clothes and Parents notified	1 Day ISS/restitution	1 Day OSS/restitution
Loitering or misbehaving in restrooms or halls	1-2 Periods ISS	1 Day ISS	1 Day OSS
Distribution of material unauthorized by the principal	Parent Conference	1 Day ISS	1 Day OSS
Recording/Taking pictures of students/adults with cell phones and/or district devices	1 Day ISS	1-3 Day OSS	3-5 Day OSS
Leaving school without permission	1 Day OSS	3 Day OSS	5 Day OSS
Being in an unauthorized area	1 Day ISS	1 Day OSS	3 Days OSS
Verbal conflicts between students	1-2 Periods ISS	1-2 Days ISS	1-3 Days OSS
Excessive horseplay	1-2 Periods ISS	1-2 Days ISS	1 -3 Days OSS
Unauthorized use of school equipment or device (ex: Laser pointer)	1-2 Days ISS	1-3 Days OSS	3-5 Days OSS
Disruption in Cafeteria/Gym/ Assembly	1 Day ISS	1 Day OSS	3 Days OSS
Misconduct (minor)	1 Day ISS	1-3 Days OSS	3-5 days OSS
Loitering	1-2 Periods ISS	1 Day ISS	1 -3 Day OSS
Public Displays of Affection	1 Day ISS	2-3 Days ISS	1-3 Days OSS

## Level II: Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and consequences of which tend to endanger the health or of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II). The provisions of this regulation apply not only to school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

<b>Breach of Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Petty Theft (up to \$10.00)	1 day ISS and restitution	2 days ISS and restitution	1-3 days OSS and restitution
Minor Theft (\$10.00 to \$100.00)	1 day OSS and restitution	3-5 OSS restitution	Up to 10 days OSS and restitution
Petty vandalism (up to \$10.00)	1 day ISS and restitution	1 days OSS and restitution	2 days OSS and restitution
Minor vandalism (\$10.00 to \$100.00)	1 day OSS and restitution	3 days OSS; restitution	5days OSS ; restitution
Receiving and/or possession of stolen goods (less than \$10.00)	1 day OSS and restitution	2 days OSS and restitution	3 days OSS and restitution
Receiving and/or possession of stolen goods (\$10.00 to \$100.00)	3 days OSS; restitution	5 days OSS; restitution	10 days OSS ; restitution; and/or recommended alternative placement
Instigating Student Conflict	1-2 days ISS	1-3 OSS	3-5 OSS
<b>Fighting:</b> <i>Depending upon the situation and number of offenses, punishment can range from 3 days OSS to 10 days OSS and/or referral to the Alternative School, recommendation for expulsion; authorities notified</i>	3 days OSS	5 days OSS	10 days OSS
Recording Video of students fighting or other disruptive behaviors. Perpetuating.	1-3 days OSS	3-5 days OSS	10 days OSS
Threats and/or intimidation of other students or staff member: <i>Depending on the situation, possible recommendation for expulsion, and/or notification of authorities</i>	1-3 days OSS	5 days OSS	10 days OSS
<b>Discriminatory Harassment:</b> Verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, gender, national origin, religion, age, physical or mental disability, or sexual orientation.	1-3 OSS *Behavior Contract	3-5 OSS *Behavior Contract	10 OSS
<b>Student to Student:</b>	3-5 OSS *Behavior Contract	5-7 OSS *Behavior Contract	10 OSS
<b>Student to Teacher/Staff:</b>	1-3 day OSS; parent conference required	3-5 days OSS; parent conference required	5-10 days OSS; Recommended expulsion
Trespassing; on campus and/or participating in school activity while under suspension; on campus illegally: <i>Depending on the situation could result in possible recommendation for expulsion; notification of authorities.</i>	1-3 days OSS	5-7 days OSS	10 days OSS
Abusive behavior; improper language or gestures to school staff; officials: <i>Depending on the situation could result in possible recommended expulsion;notification of authorities</i>	1-3 days OSS	5-7 days OSS	10 days OSS

Insubordination and/or refusal to obey school personnel, (or agents such as aides or chaperones), at school or away	1-3 days OSS	5-7 days OSS	10 days OSS
Illegally occupying or blocking school property with intent to deprive others of its use	5 to 10 days OSS and/or possibly recommended expulsion; notification of authorities; warrants signed		
Distributing, selling, using or possessing “look-alike drugs	Refer to administration who may suspend out of school or recommend expulsion		
Unlawful assembly	5 to 10 days OSS and/or recommended expulsion; notification of authorities		
Misuse of technology resources; computers and the Internet (See also number 8)	Revocation of access privileges and/or other disciplinary action under school codes. Criminal or civil offense may result in legal action (see Board Policy IFBGA-R for more detail.)		

### Policy Governing Suspension and Expulsion of Students

A student may be suspended or expelled for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by Boiling Springs Middle School or the Board of Trustees. A student may also be suspended or expelled when his/her presence is detrimental to the best interest of the school. **Students suspended from school are not permitted on school grounds at any time while they are suspended from school. Students assigned to the Alternative School or expelled from school are not permitted on school grounds for remainder of the school year.** Parents of suspended or expelled student shall have the right to appeal to the school principal and/or district office. The expelled student shall have the right to petition for re-admission for the succeeding school year.

### Level III: Criminal Conduct

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

<b>Consequence(s) All Criminal/Level 3 Offenses</b> <i>OSS up to 10 days and/or possibly recommended expulsion; permanent expulsion; notification of authorities; referral to SRO</i>
Major fighting (endangers the safety of others and/or refusal to stop fighting and/or having to be physically restrained to stop)
Possessing or igniting fireworks or explosive devices (smoke bombs, stink bombs, firecrackers, etc.)
Bomb threat
Calling 911
Pulling fire alarms
Arson
Assault, aggravated; assault and battery
Assault, simple
Bribery
Burglary; breaking and entering
Counterfeit/forgery
Disturbing school

Drug distribution--furnishing, selling, and/or distributing of any controlled substance, prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance (handled according to the District Two Drug and Alcohol Abuse Policy)
Possession, use, or under the influence of any controlled substance, prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance (handled according to the District Two Drug and Alcohol Abuse Policy)
Embezzlement
Extortion
Forced sexual offense
Fraud
Gambling
Gang Related Activities
Homicide
Threatening, abusing, harassing or intimidating a faculty/staff member
Kidnap/Abduction
Major theft (more than \$100.00)
Liquor-law violation--Possession, use, or under the influence of alcohol (handled according to the District Two Drug and Alcohol Abuse Policy)
Non-force sexual offense; physical sexual harassment; indecent exposure
Other MAJOR offenses
Pornography
Prostitution
Robbery
Receiving Stolen Property (more than \$100)
Major vandalism (more than \$100.00)
Vehicle Theft
Possession or transfer of dangerous weapon; use or display of a weapon in a threatening manner

**NOTE: With each breach of conduct at this level the proper authorities may be notified.**

### **TARDY - TO SCHOOL OR TO INDIVIDUAL CLASSES**

Students not in first period by 8:05 or in any scheduled class on time are considered tardy. Any student arriving after the tardy bell rings at 8:05 will report to the office. Please see the updated tardy policy in the Level 1: Disorderly Conduct under Student Discipline.

### **TELEPHONE**

The phone in the office is reserved for official use. Students should use a phone in his/her classroom with the teacher's permission.

### **TRANSFER OF STUDENT**

If a student plans to transfer to another school, he should report this to the guidance department and his teachers. Parents should make an appointment with the guidance secretary to withdraw their child from school and to complete the necessary forms. All books should be returned to the Assistant Principal. A completed and signed withdraw form should be returned to Mrs. Sunshine Taylor.

### **VISITORS / CONFERENCES**

To insure an uninterrupted instructional program, visits by students from other schools are prohibited. Students are requested not to bring guests to school. Only Boiling Springs Middle School students will be permitted in class. Any visitor must report to the office.

Parents of students are always welcome to visit the school campus. Parents are encouraged to arrange conferences with individual teachers by appointment. They should report to the office to be signed in and to obtain a visitor's badge.

### **INTERIM REPORTS**

**Interims will be issued at the mid-way point during each nine week period.**

### **REPORT CARDS ISSUED**

**Students will receive report cards each nine weeks.**

\*\*\*\*\*

### **MEAL FEES-Subject to change**

Breakfast: \$1.35  
Reduced Breakfast: 30 cents  
Secondary school lunch price: \$2.40  
Secondary school lunch reduced price: 40 cents  
Milk: \$.50



## **MEDIA PROCEDURES FOR SCHOOLS RELEASE OF STUDENT/EMPLOYEE INFORMATION**

### ***Media on Campus***

All media representatives are to contact the District Office of Public Relations when interested in videoing or conducting interviews at any District 2 schools. The PR office will coordinate with the administration at the school that will be the focus of the story to try and accommodate media requests. If a principal or other staff member is contacted by the media they should be courteous and relay the request to the PR office in a timely manner. Media representatives should be accompanied by the principal or their designee the entire time they are present on campus. When finished, they then should be escorted out and their departure visually confirmed. This prevents "spontaneous contact" and inappropriate release of information. The media are free to interview anyone at any time when not physically on school property, unless you are on a school-sponsored field trip or event. Once students leave your school grounds/jurisdiction, you cannot be held responsible for media contact.

Any media requests concerning the entire district should be directed to the PR office or the Superintendent. Principals or school staff should notify the District Office immediately if members of the media arrive on campus without notice.

### ***Guidelines for Student Interviews***

Student interviews must be **approved by the principal**, and the **student must be willing** to be interviewed. The principal should use discretion regarding the selection of students, the topic of the interview, and the student's schedule. The principal or his/her designee should remain with the media during all interviews with students on campus or at any school-sponsored activity. (Please note that the media can interview students when they are not on school property or under school jurisdiction without school approval.)

**"Special" students, if identifiable as such, cannot be interviewed or photographed without written parental permission.** The *Individual/Specific Media Release Consent Form* may be used as needed for these students.

**Interview questions cannot invade the privacy of the family**, and students cannot answer questions about religion, rules in the household, divorce, sex, or other "sensitive" issues unless the parent is present or the parent/guardian has given specific written permission to discuss those topics with the media.

**Media coverage cannot interfere with classroom instruction**, as outlined by the EIA. Assembly programs and other activities not involving direct student instruction may be exempt from these guidelines.

**Student spokespersons may be identified** at the beginning of the school year, with parental permission obtained using the *Individual/Specific Media Release Consent Form*, for the students to be interviewed by the media when “general” interviews about student life, activities, etc. are requested. Selected students usually hold office in a student organization such as Student Council, or they are leaders in the school. May 2014/rgrh

### ***Guidelines for Staff Interviews***

The principal is considered the “official” spokesperson for the school. You may designate a staff person to provide information to the media; however, you cannot require any employee to be interviewed.

Employees have the right to freedom of speech, and a request from the media to interview an employee should be communicated to that employee. The employee then has the option of returning the call. If the person is representing the school/office, the interview can be scheduled at the discretion of the supervisor at the school/office site. If the interview is not “official,” it should be conducted on the employee’s own time at a site away from the school/office. “Unofficial” phone or videotaped interviews should not be conducted during the employee’s work time.

### ***Release of Employee Information***

You may release the following information about employees:

1. Name
2. Assignment (school or office and position)
3. Date of hire
4. Employment end date

### ***Release of Student Information***

Both state and federal laws protect the release of personal information about students who are minors. No personally identifiable information about a student should be released without parental consent.

Directory-type student information—information about a student that would not generally be considered harmful or an invasion of privacy if disclosed—may be used judiciously for positive purposes, as stated in the *Directory Information Notice*, if the parents have not notified you to the contrary. Refer to *Board Policy JRA-R—Student Records* for details.

### ***Notification of Rights under FERPA***

The *Directory Information* notice gives parents the opportunity to exclude their children from publicity and protects the school/district in the appropriate use of general student information, including photographs. *Directory Information* and *Education Records* (concerning access to student records) notices are required annually by the Family Educational Rights and Privacy Act.

### ***Individual/Specific Media Release Consent Form***

This form may be used in the following cases:

1. To obtain permission to release Special Education/other special program student information/photo-graphs
2. For one-on-one interviews with students
3. For student spokespersons
4. To include in a particular promotional piece students whose parents otherwise have objected to release of directory information
5. *As an extra measure of precaution*



## **FAMILY EDUCATIONAL RIGHTS/PRIVACY NOTICE**

### **DIRECTORY INFORMATION**

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, or in



district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, etc.).

The Family Educational Rights and Privacy Act allows schools to release “directory information.” The District considers the following as directory information: age, name, the most recent school attended, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, and photographs.

**With the exception of electronic images related to school-sponsored or district-sponsored events, activities, and special recognitions, the District will treat all video recorded of students through surveillance videos on District property or school buses as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable federal and State laws.**

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed. **If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including a school or District-maintained website/social media page, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.**

## EDUCATION RECORDS

A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records:

1. *To inspect and review the student's education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. *To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district 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/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

Contact information for the office that administers FERPA is:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

*The following letter to parents was written by Jerry Gibson, MD, Chief, Bureau of Disease Control*

## **SCHOOL EXCLUSION LIST**

**1<sup>st</sup>-12<sup>th</sup> grades**

Dear Parent/Guardian:

We are asking for your help to keep your child's school a healthy place to learn. **We request that you keep your child out of school, including before- and after-school childcare, when he or she has an illness that can be spread to others.**

DHEC has developed Exclusion Lists to help parents decide when children are too ill to go to school. The School Exclusion List applies to all students in grades 1-12, except those students identified as Medically Fragile. The School Exclusion List describes conditions and illnesses that keep students out of school, and the types of notes needed for students to return to school when they have been sick.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child's immunizations are up-to-date, and by teaching your child to wash his or her hands often.

If you have any questions about the School Exclusion List or about ways to help your child stay healthy, please call your school nurse or your local health department.

**Thank you for helping us to keep South Carolina's schools healthy places to learn.**

You can find more information about the

**School Exclusion List** on the Internet at:

[www.scdhec.gov/health/disease/exclusion.htm](http://www.scdhec.gov/health/disease/exclusion.htm)