

# Lady's Island Middle School Student and Family Handbook

A Title I School



**2022 - 2023**

# Quick Reference Contact Guide

≈ Administrators	Dr. Chavon Browne Kimberly Krieg Brantley Wilson Geneva Young	Principal Asst. Principal Asst. Principal Asst. Principal	Chavon.Browne@beaufort.k12.sc.us Kimberly.Krieg@beaufort.k12.sc.us Brantley.Wilson@beaufort.k12.sc.us Geneva.Young@beaufort.k12.sc.us
≈ Attendance	Cindi Riley	322-3169	Cynthia.Riley@beaufort.k12.sc.us
≈ Changes of Transportation	Latanya Floyd	Only Accepted in Writing (Notes, Email, Fax, etc.)	Latanya.Floyd@beaufort.k12.sc.us
≈ Nurse	Karen Williams	322-3136	Karen.Williams@beaufort.k12.sc.us
≈ General Information	Latanya Floyd	322-3100	Latanya.Floyd@beaufort.k12.sc.us
≈ Social Worker	Mariah Kinnie	322-3131	Mariah.Kinnie@beaufort.k12.sc.us
≈ Counselors	Lori Howell Shaquanda Kinloch	322-3151 322-3156	Lori.Howell@beaufort.k12.sc.us Shaquanda.Kinloch@beaufort.k12.sc.us
≈ Se habla español	Sandra Langford	838-0366	Sandra.Langford@beaufort.k12.sc.us
≈ Media Center	Joanna Sargent Cori Talbert	322-3177 322-3175	Joanna.Sargent@beaufort.k12.sc.us Cori.Talbert@beaufort.k12.sc.us
≈ Technology	Maureen Murphy	322-3123	Maureen.Murphy@beaufort.k12.sc.us
≈ Bookkeeper	Tammy Smith	322-3128	Tammy.Smith@beaufort.k12.sc.us
≈ Parent Liaison ≈ Community Coordinator	Ruth James Scott Shipsey	322-3138	Ruth.James@beaufort.k12.sc.us Scott.Shipsey@beaufort.k12.sc.us
≈ Transportation/ Bus Issues	Geneva Young Beaufort County School District	322-3141 838-6896	Geneva.Young@beaufort.k12.sc.us
≈ Cafeteria	Patricia Jones	322-3147	Patricia.Jones@beaufort.k12.sc.us



Lady's Island Middle School  
30 Cougar Dr., Beaufort, SC 29907  
Phone: 843-322-3100 Fax: 843-322-3179  
<http://beaufortschools.net>  
<http://lims.beaufortschools.net>

# Lady's Island Middle School 2022–2023 Staff List

## 6th Grade

Jesse Davidson—ELA  
\*David Salkin—ELA  
\*Amanda Czarnecki —  
Math  
Alexandria Britt—Math  
Stacy Dortch—Science  
\*Levi Broeking —Science  
\*Jennifer Rentz —Soc. St.  
Portia Johnson—Soc. St.

## 7th Grade

Shelby Griffith—ELA  
\*Allia Hassan—ELA  
Jill Evans—Math  
Natarsha Glover—Math  
\*Emmanuel Adedze —  
Science  
Sharon Singleton-Hills-  
Science  
Miles Sanders—Soc. St.  
\*TBD —Soc. St.

## 8th Grade

\*Kathleen Pinner —ELA  
\*Joshua Ekesah —ELA  
Juvonna Chatman-  
Jenkins —Math  
Jessica Raley—Math  
\*Nina Abapo—Science  
\*Michelle Nebris-Science  
\*Lauren Wasiakowski -  
Soc. St  
Clayton Wynn—Soc. St.

## Special Education

\*Jeffrey King—Resource  
\*Alex Fahey —Resource  
Jessica Cashner—ELA & Soc. St.  
Marta Smith—Math & Science  
\*Luis Velasquez Quevedo—ESOL  
Kathy Baker—Speech/Language  
Monique Loin—School Psychologist  
Vincent Dore—Instructional Asst.  
Louise Chisolm—Instructional Asst.

## Academic Arts

\*Ivey Coleman—Art  
\*TBD—Dance  
\*Mekal Howard—PE/Health  
\*Luis Leon—Spanish  
Dr. Steven Johnson—Band  
Kellie Langlois—Project Lead the Way  
Nicole Smalls—Project Lead the Way  
Lynda McLain—Chorus/Theater  
\*Cynthia Rodgers —Literacy  
Interventionist  
\*April Gary — Math Interventionist  
Joanna Sargent—School Librarian  
Cori Talbert—Media Assistant

## Instructional Support Team

Maxine Chisolm—Instructional  
Coach  
Dr. P. Simmons Hill—Instructional  
Coach  
Nan Burvenich—Master Teacher

\*Maureen Murphy—Tech Support

Keith Kastner Smith—SRO

## Student Support Team

Lori Howell—Counselor  
Shaquanda Kinloch—Counselor  
\*Mariah Kinnie—Social Worker  
Dr. Courtney Mincey—Career Dev.  
Facilitator  
Shawn Coleman—Behavior Mgmt.  
Specialist  
Haleem Barnes — Behavior  
Interventionist  
TBD -- Behavior Interventionist  
Charia Holmes—Cougar Behavior  
Academy

## Office Professionals

Latanya Floyd—Office Manager  
\*TBD—Administrative Asst.  
Cindi Riley—Data Specialist  
Kathy Stephens—Guidance Admin. Asst.  
Tammy Smith—Bookkeeper  
Karen Williams—Registered Nurse  
Ruth James—Parent Liaison  
Scott Shipsey—Community Resources  
Coord.

## Food Service Manager

Patricia Jones

## Administrators

Dr. Chavon Browne—Principal  
\*Kimberly Krieg—Asst. Principal  
\*Brantley Wilson—Asst. Principal  
\*Geneva Young—Asst. Principal

\*Staff members that are new to LIMS this year

# 2022 – 2023 Student and Family Handbook

This is an exciting time to be a member of Lady's Island Middle School. As we embark upon new school year, we have been fortunate to continue to be identified as a **Title I School** for the 2022-2023 school year. This is based partly on the increased percentage of students that qualify for subsidized meals, which entitles us to receive additional federal funding to supplement the educational programs we offer.

Lady's Island Middle School is a place with lots of history. While honoring and preserving the past, we are striving to prepare our students for their future. Positive character development and effective habits for **L**eadership, **I**ntegrity, **M**otivation, and **S**ervice are core values that will be taught and emphasized throughout the school year.

This handbook is a critical component to ensuring your child's success throughout the school year, and helps to build your child's organization skills, responsibility, and character. I ask that you review your child's Google Classrooms, Bright Arrow emails and text messages, as well as your phone calls and personal emails daily for notes, communication, and correspondences from his/her teachers. This agenda book is a critical component to developing effective communication and organizational skills for your child. Please take every opportunity to communicate with your child's teachers and other staff at the school. Ask questions, offer to help, and take advantage of the many opportunities we will have for you to be involved here.

At this time, we are accepting volunteers inside the school building during school hours. We have very special needs for parent and community involvement and support. Please complete the Beaufort County School District Volunteer Application by using this link: <https://app.sterlingvolunteers.com/.../Account/Register>.

Conferences may be scheduled with teachers to discuss individual student's progress before- and after-school. Teacher email addresses are available on our website at <http://>

[lms.beaufortschools.net](https://lms.beaufortschools.net). Feel free to contact us at 843-322-3100 or email me at [Chavon.Browne@beaufort.k12.sc.us](mailto:Chavon.Browne@beaufort.k12.sc.us).

I am excited to be a continuing member of the faculty and staff of Lady's Island Middle School, and I'm looking forward to helping our Cougars P.R.O. W. L. while being actively involved, deeply engaged, and extremely committed to pursuing academic excellence. Thank you in advance for supporting teaching and learning at Lady's Island Middle School.

Welcome to the 2022-2023 school year!  
Dr. Chavon Browne, Principal

## **Beaufort County School District Nondiscrimination Statement**

The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX, or any other local, state, or federal law.

To report sexual harassment, contact the following BCSD Title IX Coordinators:

### **Student and Staff Title IX Coordinator:**

Lakinsha Swinton, Director of Student Services

P.O. Drawer 309 or 2900 Mink Point Blvd.

Beaufort, SC 29906

(O) 843-322-5451 (M) 843-441-4648 (F) 843-322-5425

[Lakinsha.Swinton@beaufort.k12.sc.us](mailto:Lakinsha.Swinton@beaufort.k12.sc.us)

## **Lady's Island Middle School Mission Statement**

The mission of Lady's Island Middle School is "to provide a learning environment where students receive personalized attention, rigorous and relevant academic experiences, and opportunities to develop social awareness, civic responsibility, and personal growth, which empowers them to meet current and future global challenges.

## **Online Registration**

Each year, families must register their students using the BCSD online registration software. Electronic registration must be completed for each student enrolled in the Beaufort County School District. The registration process is important for many reasons, including; indicating that your child plans to return to our school so accurate scheduling of courses can be completed, updating essential parental contact information including address, phone numbers, email addresses, and emergency contact information, updating important healthcare information including new allergies, injuries, or student medications, and completing media release forms, along with agreement of the BCSD Acceptable Use Policy to allow your child permission to be issued a BCSD laptop for instructional purpose. Additionally, two proofs of residency are required to ensure that your child attends the school within your attendance zone, unless out of zone approval has been granted through the district school choice options. Parents would have received written approval of this status via mail at the end of the previous school year.

## **What You Need to Know**

We try to be as communicative as possible and hope that you will do the same. We are all here to help your child stay safe, learn at the highest levels possible, and if we are all very lucky, begin the road to finding his/her passion – the thing or things your child feels most competent, happy, and fulfilled in doing over all others.

Things that help us do this are below:

- \* Students perform better when school personnel and parents work together. Sharing your disagreement with a teacher in front of your child makes it difficult on your child.
- \* Please be on time. School begins at 8:45am, so arriving as early as possible is highly suggested and requested. This one goes beyond your child, because when your child arrives late, that arrival interrupts instruction, putting everyone, not just your child, behind.

- \* Have your child in school every day. We only get **180** days each year with children. We do everything to make use of every minute. When children are absent they are obviously not at school learning more in class. Especially for those who are behind, this makes our work, and theirs far more difficult.
- \* Attend parent conferences, school programs, STEAM nights, math nights, and literacy nights as often as you can. When you show an interest in school as an important place to be, your child will show more interest as well.
- \* Please review the weekly school newsletter, The Cougar Courier, that is released electronically every Monday.
- \* Ask questions. We have reasons for what we do, but sometimes there is a mistake, miscommunication, or it's not very clear. Point it out, ask the question, and we will explain and fix whatever needs explaining and fixing. If you're doing this in front of your child, please help them learn the respectful way to question and to disagree with someone.
- \* Please do not pick up your child early unless it is absolutely necessary. Again, this steals time not only from your child's education but from the students in his/her class who are interrupted every time someone in the class is called out of it. Early sign-outs and late arrivals are meant only to occur in situations where you cannot get the appointment for **your child** at any other time. If you absolutely must pick up your child early, it needs to occur prior to 3:15pm.
- \* Ask about what your child is learning. Asking specific questions, like "What exactly did you do in math today? Was it about multiplication? Was it geometry?" That elicits a far more thoughtful answer than the question, "What did you learn today?" It is way too easy to answer that one with, "Nothing." If you *do* get that unfortunate answer, call the teacher or check the Google Classroom. We will need to straighten that out right away.
- \* Students perform better in school when they eat breakfast. Arrange for them to have it here at school, or have it at home, but please make sure they have it.
- \* Help your children understand that it is our job to challenge them. We try very hard to suit the level of challenge to the child. We don't miss

often, so when we say, “He/She can do it,” please first support that notion by encouraging your child to rise to the challenge, not buckle under it. When a child knows we are all behind him/her believing that he/she can do it if they try (and we do), it is a very powerful support to help them succeed. Add the most important people in his life to that team (you) and amazing things will happen. These challenges will be academic as well as behavioral. That is, on the behavior side, it is the responsibility of all of our students to be in charge of their own behavior as much as each child is able to do so. If we do not challenge them to become more respectful and responsible as we work together, we are doing them as much a disservice as if we were to re-teach the same academic content rather than moving on to more sophisticated work.

### **General School Facts**

**Grades Served:** 6th—8th

**School Hours:** 8:45am—3:45pm

**Student Arrival:** 8:15am

No drop offs allowed prior to 8:15am unless students are enrolled in our morning care program (7:15am—8:15am at the cost of \$25 per month) as there is no staff supervision available before this time. All car riders must be dropped off in the front car rider loop as a safety precaution.

**Student Dismissal:** by 4:15pm

Students must be picked up by 4:15pm. There is no staff supervision available after that time. All walkers/bikers must leave campus promptly at 3:45.

**Motto:** Leadership, Integrity, Motivation, Service

**Colors:** Garnet, Royal Blue, Black, & White

**Mascot:** Cougars

**Logo:** Cougar Crest

**Newsletter:** *The Cougar Courier*

**Uniforms:** Tops—Solid color garnet, royal blue, black, or white collared (polo style) shirts

Sweaters—Solid color garnet, royal blue, black, or white (**No Hoodies**)

Bottoms—Solid color khaki, navy blue, or black (cargo pants are not allowed)

Shoes—Closed toe/rubber soled shoes are required especially for safety during physical education class and outdoor activities (no slides, no crocs, & no slippers)

Book Bags—Clear book bags are encouraged and are optional

**\*Shirts are required to be tucked in and belts must be worn on bottoms with belt loops.**

### **Key Information at a Glance**

- \* **Tardies:** Students must be in their classroom by 8:45 a.m., or they are reported as tardy. Excessive tardies will be addressed by school personnel, including the counselor and social worker.
- \* **Absences:** A written excuse must be sent for each absence, for every child. Three unexcused absences or more will be addressed by school personnel, including the counselor and social worker. Ten absences (for any reason, excused/unexcused) may result in your child being retained in their current grade.
- \* **Parents’ contact information:** All contact information must be updated, accurate, and **current** on the emergency card in the office. This includes home, cell, and work phone numbers, email addresses, as well as home and mailing addresses. Updates must be made in writing, and accompanied by district required documentation (mortgage/lease/rental agreements and utility statements).
- \* **Things to Leave at Home:** LIMS is not responsible for lost, stolen, or damaged items as a result of being brought to school. The following is an incomplete list of items we do not wish to see at school: toys, electronic games, mp3 players, iPods, cell phones or other electronic devices, CD’s/DVD’s, trading and playing cards, matches/lighters, tobacco products, guns (including toy guns, and water guns of any type), knives, anything that can be considered a weapon or can become a weapon, fireworks, inappropriate books, magazines, or internet downloads, or anything else that would cause a disruption through its use or its loss at school. These items distract from instructional time and can be lost or damaged. They will be taken from the child and held until claimed by the parent. Unclaimed items will be donated to charity at the end of the school year. Students are also not allowed to bring skates, skateboards, shoes with enclosed skates, baseball bats, or hardballs to school. Appropriate disciplinary action will be taken for items that violate the BCSD Student Code of Conduct.
- \* **Restaurant Food:** Help us support the BCSD Healthy School’s Initiative by not bringing in “fast food” for breakfast or for lunch. Outside lunches purchased from commercial restaurants (Wendy’s, Subway, McDonalds, etc.) are not allowed in the cafeteria during lunch time. Soft drinks are not permitted.

- \* **Laptops, Textbooks, and Library Books:** These are provided for students at no cost (except the \$20 technology fee). Lost or damaged items must be paid for before any replacements will be issued as necessary.
- \* **Uniforms:** Shirts must be tucked in at all times, and belts are required to be worn on all bottoms that have belt loops. Any sweater, coat, or jacket may be worn **to** school; however only solid colored garnet, royal blue, black, or white sweaters (NO Hoodies) may be worn **in** school and classrooms throughout the day, with the exception of LIMS official spirit wear.
- \* **Gifts for students:** Items (including flowers, gifts, balloons, etc.) for children will not be accepted or delivered at school.

### How to be an Informed Parent

Knowing what is going on at Lady's Island Middle School is very important, and we do several things to help keep our LIMS families informed. Please take advantage of these opportunities:

- \* **Read *The Cougar Courier*:** This is our weekly newsletter that is released electronically (emailed to parents and students) via Bright Arrow each Monday morning.
- \* **Sign up for the PowerSchool Parent Portal:** Download the PowerSchool app on your phone so that you can receive automatic email updates on your child's grades. You can also track attendance and grades for all subjects in "real" time.
- \* **Check your Emails, Text Messages, and Answer School Phone Calls:** Automatic phone calls, emails, and text messages will be sent periodically to update families and to remind them of scheduled events, changes or cancellations, and other important information.
- \* **Respond to our Surveys:** We ask for your ideas, opinions, and suggestions in *The Cougar Courier* and we want your feedback so we can improve our programs.
- \* **Read our Marquee:** The marquee located at the front of the school (on Sea Island Parkway) will keep families updated with upcoming events.
- \* **Review your Child's Google Classrooms:** You can receive automatic emails from Google classroom to keep track of daily assignments, instructions, and class announcements and information.
- \* **Call or email us!** We want to hear from you with comments, questions, compliments, and

concerns. Nothing is too big or too small for us to handle.

### Morning Drop Off

With safety as our first concern, the supervision of our students is a priority! Drop off of students may begin at 8:15am. Even if you are not sure of the time, you will have clues in the form of fellow parents. There are always a few cars waiting in line for it to be 8:15. Those folks wouldn't be waiting if it was time to release students. **Do not drop off students prior to 8:15am unless they are enrolled in our morning care program at the cost of \$25 per month.**

- \* Car riders must be dropped off in the front car rider loop **only**.
- \* Car riders should not be dropped off in the bus rider area. Cars and buses don't mix. It just isn't safe.
- \* When leaving, Do NOT drive through the bus parking and unloading area. Again, it's not safe to mix cars and buses in the same area.
- \* Walkers and bikers enter the building through the front office main door beginning at 8:15 am.
- \* Bus riders enter the building through the bus entrance on the side of the school.
- \* No middle school student is allowed to drive or park a motor vehicle of any kind on the school campus.

At 8:15am, students begin entering the building and report to the cafeteria if they need breakfast. Students not eating breakfast should report directly to their homeroom class.

Students are greeted throughout the building by teachers and staff members that are assigned to specific duty stations along the way. Their own classroom teacher waits for them just outside their classroom door. Class begins at 8:45am. **Students are marked as tardy if they are not in their classroom at 8:45.** We need every minute !

Please do not expect to have an impromptu conference with a teacher or a staff member at 8:30am or after, because that is "student time." Teachers are responsible for monitoring and supervising students in their classroom and they can't do that if they are engaged in adult conversations.

### Dismissal Procedures

Parents/Guardians should only pick up students in the car rider line in the front car rider loop. Attempting to pick students up in any other area of the school is dangerous and violates our safety and

security procedures.

Students will be dismissed at 3:45pm. Students that are car riders are escorted to the front of the school. Students that are bus riders are escorted to the bus loop. Teachers and other staff members are strategically placed at specific duty stations to monitor and supervise students as they exit the building.

After working through the first few days of pick up to teach everyone our system, the picking up of students from various dismissal locations will end at 4:15pm. During the first few days it takes a bit longer. Many folks arrive well before dismissal, which is fine as long as everyone stays in their cars and does not create a hostile waiting environment. Arriving after 4:15 is problematic because students who are sent to their dismissal areas must now be brought to the office for other staff members to supervise after their working hours. We begin calling parents at 4:10pm to be certain someone indeed plans to pick them up. Please pick your students up on time as child care fees may be assessed for students who are consistently picked up late from school (after 4:15pm).

To minimize disruptions in instruction and to ensure that maximum learning time occurs, checking out students within 30 minutes of the end of school will not be permitted. **EARLY SIGN-OUTS** for individual students ends at 3:15 p.m.; except in the event of an emergency. If early sign-outs become excessive, your child will not be released from school without a doctor's note or a confirmed appointment, such as a meeting with an outside agency.

### **Afternoon Bus Dismissal**

Students who return home by bus are dismissed from their class when their bus arrives. Students are monitored as they walk to their area to board the bus for their transportation home.

You will find the rules for riding the bus and consequences for violating the rules as part of the Beaufort County School District Progressive Discipline Plan Student Code of Conduct. They are just what you would expect them to be – be reasonably quiet, always sit down on the bus; in effect, students should do their part to make the bus trip as safe as possible. If they cannot, or will not do so, they are at risk of losing the privilege to ride the bus anywhere from 1 day to permanently, as based on the BCSD Three Strikes Rules. Safety is of the greatest importance on the bus, and all bus rules are enforced.

### **Changes in Transportation**

**Because changes in transportation of students presents opportunities to make mistakes, the only way we can make such changes is if the request is recorded in writing.** Further, we have no way of authenticating your voice on the phone. Notes, faxes, emails, or text messages are needed to make the changes you request in your child's transportation arrangements. Please make these changes **prior to 3:15pm**. After 3:15pm, the chances of locating the teacher and the class, not interrupting the class, and making the rest of the arrangements (teachers and assistants share responsibilities for the movement of students to buses, walkers, car riders, etc. and would have to coordinate that with whom they share such duties) get to be slimmer. We do not want to make a mistake! Please help us with that by being sure to clearly identify the date and duration of the change. Emailed transportation changes should be sent to the classroom teacher(s), and to **Latanya.Floyd@beaufort.k12.sc.us** or **TBA**. If you wish to make changes to the adults listed that have your permission to pick up your child on the pick up list, you will need to come into the office to make those changes in writing as well. No changes can be made to remove or authorize additional adults by email, fax, or phone.

### **Bus Transportation and Conduct**

The mission of the Beaufort County School District Office of Transportation is to provide the safest, most efficient and economical transportation possible for the students of Beaufort County's public schools. **All students, regardless of whether they ride a regular school bus daily or an activity bus occasionally, must know the bus rules.** The BCSD Progressive Discipline Plan Student Code of Conduct (PDPSCC) states that the school bus is an extension of the classroom, and therefore all BCSD school rules are still applicable while on school buses. Repeated disciplinary violations may result in students not being able to ride the bus if they do not abide by the PDPSCC.

The following is an incomplete list of school bus safety rules and protocols to ensure a safe and efficient ride to and from school:

- \* Students must ride the bus they are regularly assigned
- \* Students shall occupy the seat assigned to them by the driver
- \* Students must avoid unnecessary conversations with the driver—no loud talking or otherwise distracting the driver
- \* Students must not show disrespect for motorists or pedestrians passed while on the bus route



- \* Students must not block the aisle or emergency door with musical instruments, laptops, lunch boxes, books, or other possessions
- \* Students must not extend arms or heads outside of the bus at any time
- \* Students must remain seated while the bus is in motion or while delayed on the road
- \* Students must not operate the emergency door or tamper with the emergency door except in the case of an emergency or practice drill
- \* Students must not damage or deface any part of the bus and should assist the driver in keeping the bus clean—report damages immediately to the driver

School administrators may revoke bus riding privileges for a student for the remainder of the year after 3 bus violations of the PDPSCC while on the school bus.

### **Bicycle Regulations**

Students who ride bicycles to school must comply with school regulations. Bicycle parking will only be in the designated area (bicycle racks in the front of the school). Bicycles may not be visited during school hours. Bicycles should be locked at all times to prevent theft. Lady's Island Middle School is not responsible for damage incurred to bicycles while on school property. Bicycle riders must depart campus immediately after school is dismissed.

### **Attendance: Absences, Tardies, and Early Sign-Outs:**

Students must be in school and on time in order to learn! Students are expected to attend school regularly and must present a written excuse, signed by a parent/guardian, following each instance of an absence.

**Absences from school are considered either excused or unexcused. Any student who fails to bring in a valid excuse (within 3 days) will automatically receive an unexcused absence.**

The district will consider students unlawfully absent under the following circumstances: They are willfully absent from school without the knowledge of their parent/legal guardian; they are absent without acceptable cause with the knowledge of their parent/legal guardian.

The only excused absences that are acceptable: a child's personal illness that would endanger their health or the health of others; a serious illness or death in the students' immediate family; recognized holidays of their faith; or medical, dental, mental health, or other health services that must be scheduled during school hours. The school will

contact the parent/guardian by sending home a letter after a student has unexcused absences for 3 days. Another letter will be sent home if the student has unexcused absences for 5 days.

Family vacations are NOT an excused absence, and oversleeping is NOT an excused tardy. Excessive tardies, early sign-outs, and absences will result in further investigation with a probable truancy referral.

It is very important for students to bring in excuses upon returning from an absence. In the case where we have not heard from parents after several days of absence, the school Social Worker and district office personnel will be notified for follow-up. A written Attendance Intervention Plan will be developed to ensure compliance with the SC Compulsory Attendance Law.

Tardy students disrupt the learning environment and negatively impact student learning. Consistently arriving late to school or being signed out early may be establishing a pattern of nonattendance; and excessive numbers of tardies and early sign outs will be addressed by school personnel, including the counselor and social worker. Tardies and early sign outs may also be deemed a behavior code violation and addressed under provisions of the Beaufort County School District Progressive Discipline Plan Student Code of Conduct.

Parents are encouraged to make medical and other appointments after school hours. If a student must be signed out during the day, parents must report to the office to physically sign students out with proper identification. Students must have parent/guardian permission before early sign-outs will be permitted. No students will be allowed to sign himself/herself out, walk home, or leave the school campus with a friend or relative without confirmed parental permission. A parent/guardian must be in the office to sign a student out. Students will NOT be signed out over the phone. Students may NOT be signed out after 3:15pm. If a student must leave school early for a medical appointment, a school excuse/note from the medical facility should be sent with the student the following school day. Please schedule appointments after school hours whenever possible.

### **Parent Notifications**

The Beaufort County School District and Lady's Island Middle School uses the Bright Arrow automated messaging system to communicate information about district and school events. This system is able to send phone calls, emails, and text

messages to parents, students, and staff. Information about weather related closures, emergencies, school based news, upcoming events, cancellations, games, and positive press will be shared with families using this system. In order for Bright Arrow to function efficiently and contact everyone that is necessary, we must have parents/guardians current contact information on file. Please notify the school in writing (send in a note or send an email) if you have any changes in your phone numbers, email addresses, or emergency contact information.

### **Parent Phone Calls**

All phone calls will be answered via the front desk. Phone calls will not be transferred directly into classrooms during teachers' instructional periods. Students will not be called out of classrooms to speak on the phone.

### **The Instructional Program**

Lady's Island Middle School faculty and staff focus on the learning needs of each child and guarantee a rigorous, standards-based driven curriculum that incorporates skills and concepts required for South Carolina students. Each day, students will have their four content area courses of English language Arts, Math, Science, and Social Studies, along with two academic arts classes of their choice including, but not limited to PE, chorus, theater, band, art, Project Lead the Way, Spanish, and/or dance.

The South Carolina State Board of Education requires schools to continue the implementation of the SC College and Career Ready Standards (SCCRS) for the 2022-2023 school year. Please let us know if we can assist you by getting you a copy of these documents. Beaufort County educators continue to align the curriculum standards for each grade level with appropriate instructional strategies and assessments. We use district curriculum maps to ensure a guaranteed, viable curriculum for all children, tailored to the uniqueness of Lady's Island Middle School, our STEAM grade level units, and our Pre-Med Academy instructional units.

Lady's Island Middle School teachers use the *Big Ideas Math Curriculum* and follow the *BCSD Balanced Literacy Plan*, that offers rigorous and challenging instruction for all levels of student achievement (advanced, accelerated, and/or high school credit). Science instruction is supported with the use of hands-on, active learning, and Social Studies content is heavily integrated into our English Language Arts learning. Classroom libraries have been equipped with additional

informational texts (non-fiction) in the areas of science and social studies in order to continue to foster the integration of reading across all subject areas.

We are striving for quality, not quantity, with regard to homework assignments each evening. Homework is meant to be practice of what has been taught in class, and the purpose is to extend the learning through additional reinforcement, or as an introduction of upcoming classroom instruction. It also serves to inform parents about what students are currently learning. Students should be able to complete their homework independently, with minimal assistance (if any) from parents.

### **Computer Use**

All Beaufort county School District students (grades 2–12) who will be issued a computer must agree to the Acceptable Use Policy (AUP) as outlined in the BCSD Progressive Discipline Plan Student Code of Conduct (PDPSCC). During the online registration at the beginning of each school year, parents completed and provided an electronic signature agreeing to this policy. Students who violate this AUP will receive consequences according to the Progressive Discipline Plan Student Code of Conduct (PDPSCC) which may include revocation of computer access for a designated period of time, and/or ISS or OSS, depending on the nature and the frequency of the violation. Parents will be contacted after each offense. **Students must pay the annual \$20 technology fee in order to be issued a device. Additionally, they must have cleared all of the technology fines assessed from the previous years account in order to be issued a device.** This fee assists with repair of the computers due to accidental damage. If repeated damage, intentional damage, or loss of tablets occur, the cost of the repair or replacement will be assessed to the student and the parent before any additional computers are issued.

Students should charge their computer nightly so the battery will last throughout the majority of the day. They should only transport their computer in the BCSD approved carry bag (to lower the risk of damage), and they should have their charger with them at all times in the bag in the event their battery needs to be charged.

### **Instructional Materials**

All basic textbooks and instructional materials are loaned and checked out to students for their use during the school year. These materials are to be kept clean and handled carefully. The school uses a barcode system to accurately record and track

instructional materials. Replacement materials will not be issued until lost or damaged materials are paid for in full. Students should report lost or damaged materials to their teacher as soon as possible. Students with debt for outstanding material will not be able to participate in athletics, field experiences, or other school activities and/or events. Parents/guardians are responsible for all lost or damaged textbooks, library books, laptops, calculators, sports uniforms, and any other school equipment issued to, or used by, the student.

### **Media Center Borrowing Procedures**

The school library is the hub of our school. Students are invited to visit the library on their own during non instructional periods (before school, afterschool, or during alternate scheduled periods). Students need access to books of their interest and are therefore encouraged to borrow reading material from our catalog. Any library materials that are to be used outside the library must be checked out to the individual student making the selection. Most library material may be checked out for a two week time period, with the opportunity to renew. When students fail to return or renew their checked out material, it becomes **overdue**.

Each student with overdue library material will be notified. The student must pay for library material that is lost or damaged. If damage is apparent at the time of check out, the student should report it immediately. Fines may be paid by visiting our bookkeeper in person with cash or check, or by using the Online School Payment (OSP) link on our school website. Students with library fines/fees will not be able to participate in athletics, field experiences, or other school activities.

### **Student Fees/Fines**

**All students are assessed a \$20 technology fee annually to support accidental damage to their BCSD issued computer. Additional fees/fines will be charged for any lost or stolen textbooks, laptops, calculators, or school library materials.** Students who destroy or vandalize school property will be required to pay for losses or damages. Students who play sports will be required to pay for a physical and insurance. Students who owe fees are not allowed to participate in extra curricular activities, will not be able to attend off campus field experiences, nor will be able to check out library books. Eighth (8th) grade students will not be able to participate in the 8th Grade Social or the 8th Grade Promotion Ceremony if there are any outstanding fees.

### **Payment of Student Fees/Fines**

The bookkeeper's office is open daily for students to make payments to their accounts for their fees. Students who are in possession of cash or checks to be paid to the school should deliver the money to the bookkeeper during homeroom and 1st period. The bookkeeper will provide a receipt for all money turned in. Parents may also pay student fines and fees online by visiting our school website at [lms.beaufortschools.net](http://lms.beaufortschools.net) and clicking on the Online School Payment (OSP) button. Students with outstanding fees/fines may be restricted from participating in any or all school activities.

**There is an additional \$30.00 charge for any check that is returned to LIMS for Non Sufficient Funds (NSF).**

### **Gifted and Talented**

Following the guidelines of the South Carolina State Department of Education, students are selected to participate in GT courses based on qualifying academic factors. Students who are identified as GT participate in differentiated curriculum which presents content that is related to broad-based issues, themes, or problems. The curriculum integrates multiple disciplines into the area of study. It allows for in depth learning of topics and develops independent or self-directed study skills as well as higher level thinking skills. The courses focus on open-ended tasks while helping the student develop research skills.

### **Entrance into Advanced Level Courses**

Students wishing to take Accelerated or Advanced Math, Algebra I Honors, Geometry, English I, Advanced ELA, Advanced Science, Earth Science, and/or Advanced Social Studies must meet specific BCSD criteria. Parents may waiver students into these courses but students must maintain an 85% or better average to remain in the courses. If a student is not maintaining academic status above an 85%, the principal reserves the right to remove the student from the accelerated/advanced/high school credit course.

### **High School Credit Courses**

High school credit is offered for a limited number of courses at the middle school level—Algebra I Honors, Geometry, Earth Science, English I, and Spanish I. Students must meet specific academic criteria to enroll in these courses. Reach out to our school counselors with any questions about course offerings and/or student schedules.

## **High School Course Attendance Requirements**

A student taking a high school credit class must attend each class a minimum number of days before he/she can receive consideration for credit for the course. The course length is 180 days. The minimum attendance requirement is 170 days for one course credit. These requirements pertain to students taking Algebra I, English I, Earth Science, and/or Geometry.

## **Retaking High School Credit Classes**

A student who has taken a course for a unit of high school credit prior to the ninth grade year may retake the course at the same difficulty level regardless of the grade he or she has earned. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. All course attempts from middle and high school will show on the transcript. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

## **STEAM<sup>2</sup> Education**

STEAM education aims to bring FUNctional literacy to all! It promotes bridging the gap between business and educational goals to create a more productive and sustainable global culture based on teamwork. This educational framework is for all disciplines and all types of learners with the goal of being more engaged and naturally successful for all members of the educational system. The content specialty areas integrate Science, Technology, Engineering, Arts, and Mathematics to provide and promote a rich educational curriculum and learning experiences. The “A” represents the arts and its creative disciplines, adding to the mix to reflect the role of artists and designers in innovation. At Lady’s Island Middle School, our STEAM is squared (2) in order to represent the medical focus that our school embarks upon to highlight careers, technology, and service in the medical field within our instructional program. We will employ, across all content areas, project based and problem based learning to deepen and enrich student learning.

## **Special Education Services**

Students may qualify for and receive special education support services after being referred, screened, and evaluated by the Special Services Division of the Beaufort county School District. Students identified with special needs will be served at Lady’s Island Middle School as outlined in their Individualized Education Plan (IEP) Behavior Intervention Plan (BIP), and/or their 504 Plan. Please contact the guidance department if you have questions or concerns regarding the needs of your child.

## **Grading System and Policies Final Grade Calculation**

Semester grades shall be determined by a weighted percentage of the two (2) nine (9) week grades in the semester. Each of the two (2) nine (9) week grades will equal fifty percent (50%) of the semester grade. Any semester or yearly final exams (non state) will be calculated into the concurrent grading period. A yearly or final grade is determined by averaging the two (2) semester grades unless a state end of course test is given, in which case that test shall be twenty percent (20%) of the final grade and the two (2) semester grades shall account for a total of eighty percent (80%) of the final grade.

Unless otherwise waived by the Superintendent or his/her designee, calculation of quarter grades shall be determined by a weighted percentage of the two (2) grading categories of Formative and Summative Assessments. Formative Assessments shall comprise forty percent (40%) of each quarter grade, and Summative Assessments shall comprise sixty percent (60%) of each quarter grade. See BCSD Administrative Regulation IS-44, Tests and Examinations, for further information on exams and testing.

## **Assessments and Grading**

At Lady’s Island Middle School, we believe that students should have multiple opportunities to “get it right.” It is important for students to demonstrate mastery of the SCCRS in all academic content areas. Teachers use a variety of informal and formal assessments including norm-referenced tests, teacher-made tests, publisher tests, common assessments, anecdotal notes, running records, checklists, rubrics, and performance assessments to use as evaluations to guide instruction and to use in a summative form for grading purposes.

Formative assessments are used to monitor student

learning and to provide a benchmark of student progress toward learning targets and goals. It provides ongoing feedback to both the student and the teacher, which can in turn be used to improve instruction and learner outcomes. Formative assessments help identify areas of strength as well as areas of refinement for students which allow for timely intervention. Not every formative assessment is graded. Summative assessments aim to evaluate student learning and mastery at the end of a unit of study. They are often high stakes and thus count more significantly in the calculation of a student's grade. Formative grades will count 40% of the quarter grade and Summative assessments will count 60% of the quarter grade.

Additional assessments, including state-mandated tests such as the South Carolina Palmetto Assessment of State Standards (SCPASS) and SCREADY, and norm-referenced tests such as Measures of Academic Progress (MAP), are administered to measure progress and to inform instruction to meet the needs of all children. Additional assessments like iReady and Reading Plus are also administered to determine students' academic growth and progress. Notice of major formal assessments will be provided in *The Cougar Courier* as they occur during the year.

Standardized testing for the state of South Carolina, including the Beaufort County School District, has not been finalized for the 2022-2023 school year. We will keep you up to date as decisions are made throughout the school year.

### **Accessing Student Grades**

All student grades are posted in PowerSchool. Official reporting periods are determined for each school year and are listed on the school calendar. Students and parents/guardians can access student grades via the PowerSchool Parent Portal and app downloaded on their phone. This is accessible 24 hours a day, 7 days a week. All assignments will be indicated by the grade or a marker indicating the assignment is missing. Visit our webpage, then Parents, then Parent Portal for more information.

### **Grade Changes**

Grades cannot be changed without following the BCSD established procedures which include explicit consent of the teacher. The district follows the statewide guidelines for grading and assessment.

### **Grade Floor**

Student grades are recorded as they are earned.

Lady's Island Middle School does not include a grade floor in the grading policy. Students who are scoring below 70% consistently on assignments, tests, and quizzes will be referred for possible support or intervention through the MTSS process or the afterschool program.

### **Late Work/Make-Up Work**

Students are expected to complete assignments by their due date. Support and intervention may be offered if a student consistently struggles with the completion of assignments. The board of education or its designee may extend the time for completion of the requirements due to extenuating circumstances as prescribed by state board of education guidelines.

All Formative assignments can be turned in at any time up until the Summative for that topic (ex: all assignments on Invertebrates can be turned in until the day of the Invertebrates quiz).

Summative assignments can be made up at any time during the quarter since they assess final learning and count as a larger percentage (and there are typically fewer of them).

### **Progress Reports and Report Cards**

Progress reports are sent home to parents/guardians of all students at the midpoint of each quarter. Report cards are sent home at the end of each quarter. The purpose of these reports is to communicate student progress in all classes. Distribution dates are indicated below. Teachers are expected to contact parents when a student's grade drops below a 70%/C. Online access to grades and attendance

Students and parents have access to the PowerSchool Parent Portal 24 hours a day/7 days a week and should set alerts using the app to receive instant grade notifications.

Progress reports and report cards will be sent home electronically and in hard copy on the dates listed below. Please be sure to acknowledge receipt of this important information by signing and returning the accompanying envelope to school with your child.

	<b>Progress Reports</b>	<b>Report Cards</b>
1 <sup>st</sup> Qtr.	Sept. 16th	Oct. 21st
2 <sup>nd</sup> Qtr.	Nov. 15th	Jan. 11th
3 <sup>rd</sup> Qtr.	Feb. 8th	Mar. 24th
4 <sup>th</sup> Qtr.	April 25th	June 9th

## **Homework**

Homework is viewed as an extension of classroom activities. Homework will be in harmony with the students' needs and abilities, and will not be given for disciplinary reasons. Teachers should recognize that home and outside activities have educational value and therefore should not overburden students with homework. Assignments must be carefully planned, appropriate to the student's grade level, and be well understood by the student before he/she leaves school. Allowances should be made for individual differences in interests and ability. Although all homework assignments will not be formally graded, teachers are expected to evaluate the students' homework performance to assess the students' needs and/or levels of mastery.

## **Honor Rolls**

A student will be named to the Principal's Honor Roll if he/she has no grade less than an "A" in all subjects/classes for that grading period.

A student will be named to the Honor Roll if he/she has no grade below a "B" in all subjects/classes for that grading period.

These students will be publicly recognized and celebrated during our Quarterly Celebration of Achievement.

## **Failure and Retention**

A student in grades 6-8 fails a particular subject for the school year if the student's final average in that subject is below 60%. Retention (repeating the same grade level) will be considered when a student earns a failing grade in English, math, science, or social studies (1-2 failures will normally mean summer school, but 3 or more failures will result in retention). In addition, students may be retained if they do not meet the attendance requirements of the Beaufort County School District. Parents are encouraged to check the PowerSchool Parent Portal for up to date student coursework, grades, and to monitor their progress. Teachers are expected to contact parents when students' grades drop below 70%/C and send interim reports and report cards at the scheduled timelines.

## **Field Studies/Specialized Instructional Activities**

Field studies enhance learning, giving children knowledge to build on and experiences that bring the curriculum standards to life and are considered extensions of the regular educational program. These will be offered during regular school days, and

most fees will be covered by the families with financial supplements from the school.

While participating in field experiences, students are expected to conduct themselves as though they are in the classroom and adhere to the BCSD Progressive Discipline Plan Student Code of Conduct (PDPSCC) as all school rules apply to all school related functions, even those that are off campus. Students who violate school rules while participating in school function will receive consequences as outlined in the BCSD Progressive Discipline Plan Student Code of Conduct (PDPSCC).

Students who owe fees and fines are not allowed to participate in field experiences. Students who habitually disregard LIMS behavior expectations while at school may not be permitted to participate in off campus field experiences. The principal may restrict or prohibit participation or admission to school events/functions due to consistent violations of school rules.

## **Withdrawal From School**

Parents who plan to withdraw students from Lady's Island Middle School should notify their school counselor as soon as possible. Parents/Guardians are required to sign official withdrawal and release forms to ensure that all records can be properly forwarded to the next school. It is necessary for all students who are withdrawing to finalize their accounts and return all BCSD issued materials and devices. Students must pay for any lost or damaged items including library books, laptops, textbooks, sports uniforms, and meal debts to the cafeteria at the time of withdrawal.

## **Parent Conferences and Home Visits**

Parent conferences are encouraged to take place regularly (at least once per quarter. We are striving for 100% participation for parent-teacher conferences on the district scheduled day in October! To schedule a conference, parents should make the request directly with the teacher or school counselor. It is also helpful to state the reason or the conference request and/or the concerns to be addressed so that all the right people can be in attendance and the conference can be productive.

Home visits will be conducted for those families where regular contact and communication is challenging to maintain.

## **Safety and Security**

We do not allow entry to the building from any doors other than the main entrance. The security

measures listed below are rendered useless if we allow access through any other doors.

Our building has been upgraded and is equipped with a state of the art security and entry system. Card readers afford keyless entry to all staff members. Outside the main entrance doors, a camera transmits the visitor's image when he/she presses the doorbell to request access. Please be prepared to state your name and the purpose of your visit as access is only granted when official business needs can be confirmed. Entrance. Once the visitor has checked in with the receptionist, if wishing to gain further access into the school for any reason (to move beyond the main lobby area), will show a **valid photo ID**, have their photo taken via the visitor software, and receive an approved visitor sticker. The ID's are scanned through a system that checks it against multiple databases that lists individuals whose criminal records do not permit them to be in the presence of children. **If no ID is available for processing, you will not be granted access to the school building.** We also check ID's when you or someone you designate to pick up your child arrives prior to the end of the school day. Please ensure that anyone you choose to be allowed to pick up your child is aware of this district policy—**they must present a valid government issued photo ID.**

If your children are a part of a restraining order or exclusionary custody arrangement, it is important that the decrees and official court documents are on file with us. We will uphold it as it is stated.

We also have security cameras strategically placed throughout the interior and exterior of the building. These cameras are accessible to school personnel at school and remotely. Digital images can be saved and used as necessary to examine the footage of an event of interest that might require further examination by the school district or local law enforcement.

### **School Resource Officer (SRO)**

The City of Beaufort Police Department will assign a full time School Resource Officer to Lady's Island Middle School. The SRO will assist in monitoring, managing supervising, and maintaining the safety and security of our campus, our staff, and our students. Any visitor, staff, or student that disrupts the safe operations of our school will be addressed by the SRO. Criminal activity and violations of local and state laws will be reported and addressed by the SRO and/or additional law enforcement agents. The SRO will also assist in a variety of instruction and intervention programs for staff and students.

### **Visitors**

The learning community of Lady's Island Middle School welcomes and encourages parents and community members to visit our school. We hope that your visit will be a rewarding experience, and one that will provide you with a greater insight into the skill, professionalism, and dedication of our staff members. To ensure that the instructional process of teaching and learning are not disturbed, we have specific requirements that we ask all visitors to comply with during their time within our building.

- Classroom observations must be scheduled in advance in order to ensure testing sessions and other secure scenarios will not be interrupted.
- All visitors must sign in at the main office to receive a visitors pass, and speak with an administrator regarding specific classroom visits. A government issued photo Id is required for school entry beyond the front desk.
- Visitors will sit in the rear of the classroom and should not disrupt the instructional process.
- All cell phones must be silenced or turned off. Visitors are not allowed to take photos or record in the classroom setting due to privacy laws.
- At the end of the visit, if there are any questions, comments, or concerns, please meet with an administrator prior to leaving the campus.
- Any visitor wishing to schedule a parent-teacher conference should leave their contact information with the school counselor or an administrator before leaving the campus. You will be contacted to schedule the requested conference.

### **Photo ID Required**

When allowed once again, we will welcome visitors, guests, and volunteers to our school at all times. For your child's safety, and the safety of all others, all visitors must sign in, using a valid photo ID (such as a driver's license or Passport), at the check-in station in our front office before entering the school. **No one without a photo ID and proper clearance will be allowed access to the building.** A printed visitors badge will be provided for every individual who must also check in with the front office for directions to student activities. These badges must be worn in a clearly visible location at all times while visiting inside the school.

If you are picking up a child from school, you must be the child's parent/guardian, or be on the emergency pickup list for the child, and have proper ID with you.

## **Closed Campus**

Lady's Island Middle School maintains a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. A student may be signed-out at the front office only under the following conditions:

- A parent/guardian must come in person to the office to sign the student out, with proper identification
- If an emergency situation occurs, dismissal must be approved by school administrators
- A change of transportation in the form of a written note, email, or fax, is provided by the parent/guardian and includes the students' name, valid parent phone number, means of transportation, and timeline/duration are explicitly communicated
- Notices are delivered to the front office upon arrival at school in the morning
- If students are not to be released to specific parties (ex: non-custodial parent), please notify the office and counselor in writing

## **Student Use of Lockers**

Homeroom teachers will assign lockers and locker combinations to individual students. Student lockers should be kept locked at all times. Each student is responsible for keeping his/her locker clean, both inside and outside. Students are not allowed to share lockers. In the event that contraband is found in a locker, the student assigned to that locker will assume the responsibility as it is up to them to keep their locker combination private, and their locker locked, at all times.

Damage caused by misuse or abuse will be charged to students' accounts, and parents/guardians will be required to pay for cost of the damage or replacement. Locker privileges will be taken away for intentional abuse, damage, and/or vandalism.

Lockers, although assigned to individual students, remain the property of Lady's Island Middle School, and may be inspected or searched at anytime, without probable cause. No valuables should be left in lockers overnight.

This policy applies to lockers within the pods, as well as those in the locker room in use during PE class, and afterschool when used by student athletes.

## **Cell Phone Policy**

Students are not allowed to use cell phones in the building during normal school hours. Cell phones

may not be in a students' possession between the hours of 8:45—3:45. Phones are to remain off and in the students' locker during the instructional day.

Cell phone use is prohibited in classrooms, restrooms, and school offices.

Students violating the cell phone policy will be redirected to place their phones in the locker.

**Students that refuse to comply with the LIMS Cell Phone Policy will have their phones confiscated and the Progressive Discipline Plan Student Code of Conduct (PDPSCC) will be utilized to assign consequences based on the number of violations that have already occurred.** Parents will be contacted when the discipline referral has been completed and the consequences have been assigned. Confiscated phones will only be returned to the parent/guardian after signing the form acknowledging the frequency of the confiscation.

1st offense - The cell phone is confiscated and turned in to the front office. The teacher will document in Educator's Handbook as a minor referral coded "Phone Violation" and will notify the parent. The cell phone will be returned to the student at the end of the day at the front office with their signature on the documented cell phone violation form.

2nd Offense- The cell phone will be confiscated and turned in to the front office. The teacher will document in Educator's Handbook as a 2nd minor referral coded "Phone Violation" and will notify the parent that the cell phone will only be released to an authorized guardian with their signature on the documented cell phone violation form.

3rd Offense- The cell phone will be confiscated and turned in to the front office. The teacher will document in Educator's Handbook as a major office referral coded as "Phone Violation" and notify the parent that the cell phone will only be released to an authorized guardian with their signature on the documented cell phone violation form following a parent conference with an administrator.

## **Student Telephone Use**

Students, with permission from school officials, are allowed to use the school phone to contact parents for emergencies such as illnesses or accidents. Students should use the phone in their classroom, in



the pod office, or be sent to the guidance department with a hall pass. At no time should a student use a school phone unsupervised and without permission. Students may not use the phone in the front office during the school day.

Parents should not call students on the students' cell phone. Per the Lady's Island Middle School Cell Phone Policy, students will not have access to their cell phones during the instructional day. The students' cell phone should be silenced and in their locker. In the event of an outside emergency, parents should call the front office and a message will be relayed to the student.

### **Use of Student Restrooms**

Students are expected to use the restrooms provided in their pod or assigned classroom area and keep them neat, clean, and sanitary. Students are not permitted to use restrooms designed for adults and staff members. There should never be more students in the restroom than there are usable facilities in that room. Students are not permitted to "hang out" in the restrooms. Violating this policy will result in referrals for cutting class and consequences outlined in the Progressive Discipline Plan Student Code of Conduct (PDPSCC) will be administered.

### **Confiscated Items**

Lady's Island Middle School will not be responsible for returning items that are not permitted in the building such as hats, electronic games, cell phones, and audio/video devices that are confiscated from students who have violated the schools policy. Lady's Island Middle School will not be responsible for recovering items that are lost or stolen. Students are not permitted to bring iPods, MP3 Players, PDA's, or other handheld devices. Cell phones should remain off and in the locker during the instructional day. Confiscated items will only be returned to the parent/guardian after signing the form acknowledging the frequency of the confiscation. Students that do not comply with the LIMS policies will have their items confiscated and the Progressive Discipline Plan Student Code of Conduct (PDPSCC) will be utilized to assign consequences based on the number of violations that have already occurred.

### **Money and Valuables**

Students should not bring excessive cash or other valuables to school, except when requested for payment of lunch, trips, or other school paraphernalia. All money should be sealed in a clearly labeled envelope and turned in to the teacher/bookkeeper as soon as your child enters the classroom. The school will not be responsible for lost or stolen money, or other valuables.

### **Lost and Found Items**

Items found in and around the school should be turned in to the front office where the owners may claim their property by identifying it. Students should have their names on all personal items (water bottles, lunch boxes, sweaters, etc.). Unclaimed or unidentifiable items will be discarded or donated to a local shelter/collection box regularly throughout the school year.

### **Athletics**

Since our student athletes represent our school, they should set and maintain a standard of excellence that can be emulated by their peers. The Athletic Department at Lady's island Middle School expects these students to excel in the classroom, as well as in sports. Students are expected to exemplify good community citizenship. The athlete's weekly progress reports, as well as discipline referrals that result in ISS or OSS, will affect their eligibility status for all sports. The athletic director will conduct weekly evaluations. Students who owe fees will not be allowed to participate in athletics.

### **Eligibility Requirements**

Lady's Island Middle School will follow the South Carolina High School League Rules for athletic eligibility. Per the BCSD regulation, all students participating in sports will be required to maintain a 2.0 GPA. Being assigned ISS or OSS will affect a students' eligibility status for any sport. In addition, students must fulfill the requirements below, which can be found in the BCSD Athletic Parent Handbook:

1. Birth Certificates—All athletes are required to have a legal birth certificate as included within their school permanent record.
2. Insurance—Parents/guardians will need to fill out an insurance form for their child.
3. Parent Permission—A parent/guardian must sign a permission form in order for a student to participate.
4. Current Physical Completed—All athletes must

have a physical before practice begins. Physicals are good for one calendar year.

### **Notification of Eligibility**

Students are ineligible if their 15th birthday falls before July 1st. A student who has failed the 7th or 8th grade may become eligible during the second semester if he/she has satisfactorily passed the first semester work. Only 7th and 8th grade students enrolled at Lady's Island Middle School are eligible to participate. This is a SC High School League rule that all middle schools in our state follow. Students may try out for a junior varsity or varsity sport at Beaufort High School. Our school and district offer a wide variety of sports for all students at Lady's Island Middle School. Our coaches have the experience, knowledge, and understanding, to help children grow not only physically, but also emotionally and socially through responsibility, sportsmanship, and citizenship.

### **Emergency Management Practices and Protocols**

The safety of our students and staff is of the utmost concern to us and regular drills, preventive practices, and proactive procedures will continue to occur. *Please notify us of any safety concerns you may have!* Fire, tornado, earthquake, intruder, bomb threat drills, school lockdowns, K9 searches, and emergency evacuation drills are conducted on a regular basis. Students are taught how to respond in an emergency and how to evacuate the building safely. Failure to adhere to directions or procedures during emergency drills, or actual emergencies, may pose a serious danger to students and others. Therefore, such behavior may result in school based consequences as outlined in the BCSO Progressive Discipline Plan Student Code of Conduct (PDPSCC).

### **Fire Lane Parking Regulation**

For the safety of all, and to keep the fire lane clear in the event of an emergency, please do not park along the red curb in the drop-off/pick-up areas near the front office. If you need to come inside the school, please park in the designated "Visitor" parking spaces, or in the front parking lot. Do NOT park in the side Bus Lane area next to the school.

### **Visitor and Guest Parking**

Visitors to the building should park in designated visitor spaces in the staff parking lot. Please observe the Handicap spaces in front of the school and only park there while displaying the appropriate decals. Do not park in the fire lane (front car rider

loop).

### **The BCSO Uniform Policy**

The BCSO Board of Education enacted a uniform policy that began with the 2009-2010 school year. School uniforms are mandatory for all Beaufort County students in elementary, middle, and high schools, and must be worn daily unless special permission has been granted by the principal.

Students at Lady's Island Middle School follow the BCSO Dress Code. The LIMS uniform consists of khaki, navy, or black bottoms with solid color garnet, royal blue, black, or white collared (polo style) shirts. Logos on the chest, approximately the size of a quarter are acceptable.

Uniform bottoms cannot be of jean/denim material. Students may not wear leggings, jeggings, or athletic pants. No distinction has been made about the color of socks, tights, shoes, or belts, as long as they do not contain logos or slogans relating to alcohol, tobacco, or be made of chain material.

All clothing must fit appropriately. Clothing that is baggy, tight, revealing, sagging, etc. will be addressed by school administrators. All shorts, skirts, skorts, and jumpers must be at least fingertip length when hands are extended at sides.

Shirts are to be tucked in, and belts must be worn if belt loops are present on pants, skirts, or shorts.

Students should always wear tennis shoes. Flip flops, sandals, crocs, slides, and/or slippers are not permitted. Headwear such as bandannas, head wraps/scarves, and bonnets, along with oversized jewelry and oversized belt buckles are not permitted to be worn.

Jackets and coats are not permitted to be worn in the building. Lady's Island Middle School spirit sweatshirts, or solid school color sweaters (No Hoodies) and/or cardigans may be worn during the day. All other outerwear items must be stored in the students' locker until dismissal.

Students who do not comply with the dress code may be excluded from participating in certain extracurricular school programs. For a complete description of the BCSO dress code, along with actions and consequences for uniform violations, please visit <http://beaufortschools.net>.

### **Out of Uniform Special Days**

Special Event/Out of Uniform days may be approved by the school principal. When these occur, participating students will be allowed to dress out of uniform, but clothing must still be school appropriate. Jeans worn must adhere to the dress code expectations for fit, and can not include holes, cuts, tears, excessive beading, studding, large logos,

or writing. Tops must be an appropriate style and length to fully cover the students shoulders (no spaghetti straps, tanks, or off shoulder styles), stomach/midriff (no crop tops), and be free from explicit graphics or wording (alcohol, tobacco, or weapons). Any student wearing inappropriate clothing will be referred to the school social worker and may be required to contact home for appropriate clothes. Dress code violations that cannot be corrected immediately may result in the student being placed in an alternate educational setting (such as ISS) until the dress code can be corrected.

### **Uniform for P.E and Dance Classes**

Students assigned to PE or dance classes are required to dress out in order to participate fully in the class activities. Appropriate dress out attire includes athletic shorts, leggings/tights, and t-shirts. Socks should be worn with sneakers/tennis shoes in PE. Bare feet or socks are suggested for dance class.

### **Emergency School Closures**

Schools and district offices will only be closed in the event of severe weather or other emergency situations. If schools and district offices are closed, or schools are starting late or being dismissed early, all local news media outlets will be notified. Parents and employees will also be notified via Bright Arrow emails and/or text messages. Information regarding school closures will also be posted on our school website and via our social media accounts (Facebook, Twitter, Instagram). When schools are closed, all afterschool activities for students are cancelled.

### **Health Services**

The Beaufort County School District and Lady's Island Middle School recognize that good physical health goes hand in hand with positive academic performance. Health problems may prevent a child from achieving their full potential. Unfortunately, many such difficulties can go undetected for many years. During the school year, trained professional health care providers may administer screening tests for vision, hearing, speech, dental, and/or blood pressure problems, as well as scoliosis and contagious diseases such as head lice, measles, chicken pox, impetigo, etc. to your child. Parents will be notified of the upcoming screenings and must provide consent. The health care providers will communicate specific findings directly with the parent and make referrals for follow-up visits, treatment, and care if necessary.

### **Immunization Certificates**

South Carolina law requires all students enrolled in a South Carolina public school to have a Certificate of Immunization. This form may be secured from the Beaufort County Health Department, or the child's personal physician's office. A student from outside the state of South Carolina may be enrolled temporarily for a maximum of 30 days. A certificate of Immunization must be presented by the 30th day or the student will be excluded from attending school as required by South Carolina Law.

Medical and religious exemptions are the only available immunization exemptions in South Carolina. A religious exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs and has notarized the appropriate section (Statement of Religious Objection) of the South Carolina Certificate of Religious Exemption. The South Carolina Certificate of Religious Exemption may only be obtained in person at a county public health department.

South Carolina state law recognizes exemptions to immunization for medical contraindications as determined by a licensed health care provider. Only an individual licensed to practice medicine, surgery, or osteopathy or his/her representative may issue a certificate of medical exemption to immunization.

### **TDAP Vaccine Requirement for 7th Grade**

South Carolina law requires that all students entering seventh grade receive one (1) dose of Tdap vaccine. The Tdap vaccine protects children from three serious diseases: tetanus, diphtheria, and pertussis (often called whooping cough). If your child has already had the vaccine, you must provide the school with proof that they have had it. If your child hasn't received the vaccine, please contact your health care provider ASAP to schedule an appointment for your child to be given the vaccine. Once your child has received the vaccine, please remember that you must provide proof to the school nurse.

**Students, entering the seventh grade, who have not received the Tdap vaccine by the beginning of the upcoming school year will not be allowed to attend school until they have received the vaccine and provided proof to the school nurse.**

### **Accidents**

Students need to report accidents that occur during the school day to an adult immediately. In case of accidents and resulting emergency situations,

actions may be taken at the discretion of school personnel that are deemed necessary for the well being of the students involved. In the event of a student accident, Lady's Island Middle School reserves the right to call the local Emergency Medical Service (EMS) for assistance, or to transport students to the hospital. It is extremely important that parents maintain accurate contact information with the school so that we are able to contact you in the event of an emergency.

### **Ambulance Expense**

Expenses incurred by emergency use of an ambulance will be the responsibility of the parents/guardians of the students involved. The parents/guardians will be notified before an ambulance is called unless the injury requires immediate emergency transportation of the injured student, or unless the parent/guardian is unreachable.

### **Emergency Card and Health Information**

Students' Emergency Cards will be automatically populated with the information that the parent provided electronically during the initial Enrollment/Re-Enrollment Period. This information must be updated annually and kept **current** for each child in case of an emergency. All chronic illnesses or conditions that may affect their child while at school must be included. Parents must notify the office of any informational changes during the school year. Changes to the adults listed as emergency contacts must be made in writing and in person. Please include home, cell, and work phone numbers, along with your home and email addresses.

### **Medication and Other Medical Information**

If it becomes necessary for a student to receive any form of medication while at school, the parents/guardians must complete and sign the school medication administration form that remains on file with the school nurse. The medication must be provided by the parent/guardian and presented to the school nurse in the original pharmacy container. The prescription label must be able to be clearly read, and must include the following information

- Number of doses indicated in the container
- Dosage—amount and frequency
- Name of prescribing doctor
- Name of drug
- Possible side effects
- Purpose of medication

- Special instructions for administration and/or storage
- Students' name
- Time of day of administration

The School Nurse is happy to administer medications delivered to us by an **adult** in the original container with a signed medication administration release form. Students are **NOT** permitted to be in possession of any type of medication, this include prescription or over the counter. Consequences as outlined in the Progressive Discipline Plan Student Code of Conduct (PDPSCC) will be administered if this policy is violated.

Students who do not feel well during the day are sent to the Health Room and established protocols are followed by the school staff. Additional information from the School Nurse is sent home each year. If the student is ill, the School Nurse will call parents to pick them up.

### **School Counseling Program and Social Worker Services**

Our school guidance department implements a comprehensive and developmental program for all students. We offer individual and small group counseling, as well as provide classroom guidance lessons on a variety of topics such as bullying, anger management, and study skills. Our aim is to assist students in the areas of social and emotional growth, academic growth, and career development. We are also available as a resource to parents and teachers. We work in the best interest of our students and hope to make their years as middle school students successful.

Our school counselors and school social worker have access to many outside agencies that we can refer students and families to for additional supports and services. If at any time, parents would like for their child to talk to a school counselor or social worker, please contact the school office to make arrangements.

### **Subsidized Meal Applications**

Free & Reduced Lunch meal applications can be completed electronically during the initial Enrollment/Re-Enrollment period. You may complete the application online at [www.paypams.com](http://www.paypams.com). This application needs to be completed and submitted **every year** when a child enters school. We are striving for 100% completion of meal applications, as this is a great opportunity to support our Title I School initiative. It will take several days for the Food Service Department to

process, review, and finalize applications.

If you have any questions, please contact Dan Kolat (BCSD Food Services Accountant) @ 322-0806 or Roberta Edwards (Operations Manager) @ 322-0811.

### **Family and Community Involvement and Support—Come Join Us!**

Parental and community involvement is one of the most important factors contributing to student achievement in school! Effective two-way communication is critical to the success of each student.

Parents, guardians, and community members are encouraged to volunteer to help us with our fundraising efforts and school wide projects. We welcome your comments, ideas and suggestions. Teachers are available by phone and by email during **non-instructional times**, and we are constantly improving our website to make it more family-friendly and easier to navigate.

Feel free to leave suggestions to improve our school on our website suggestion box or in the front lobby suggestion box. Please review our weekly newsletter, ***The Cougar Courier***, and be sure to check your emails, text messages, phone calls and voicemails.

We greatly encourage family participation in students' learning and also in support of Lady's Island Middle School events such as our Back to School Open House, school sponsored events, math, literacy, and technology nights, STEAM Showcases, musical performances, athletic events, and more. See the below information for details on completing the required BCSD volunteer screening application.

### **Volunteer Screening**

Volunteers are a vital part of Lady's Island Middle School! We need you everyday! Your help can contribute to providing a better atmosphere in which our students will learn and thrive. While volunteering, we request that outside distractions (Personal cell phone use, other discussions that distract from the learning experiences in the classroom, personal children, etc.) be avoided in order to keep the focus on schoolwide instruction.

All adults volunteering to work in the school, chaperone field studies, and serve in a mentoring capacity must complete an online application at <https://app.sterlingvolunteers.com/en/Candidates/Account/Register> in order to undergo a background check. The screening includes references and a SLED check. The district will process the application for **FREE**, and grant permission for

individuals to interact with students. In the event of an unsuccessful screening, district and school safety procedures will be enacted. This application is valid for two calendar years, and must be resubmitted prior to its expiration date.

### **School Improvement Council (SIC) & Cougar Community Committee (CCC)**

Please join our SIC and CCC and support our school! You may join the LIMS SIC and CCC and weigh in on important school related policies and procedures, and implement practices that benefit and support the school community and goals. The St. Helena, Lady's Island, and Coosa towns, the SIC, and the CCC of Lady's Island Middle also collaborate each year to provide school and community celebrations. These celebrations are extremely well attended and are very memorable for the students, families, and staff of LIMS, as well as the community. All LIMS family members and community are encouraged to participate to enjoy time together and strengthen the relationships that support teaching and learning at Lady's Island Middle School.

### **Student Discipline**

All students have the right to learn in a safe and nurturing environment that is conducive to learning. It takes a team effort between students, schools, and parents to provide a place where students not only achieve academic success, but also learn the qualities of being good citizens who are responsible for their own behavior. To achieve this important goal, school wide expectations for behaviors in the classroom, cafeteria, hallways, and outside grounds have been developed. These expectations also correlate with the Beaufort County School District Progressive Discipline Plan Student Code of Conduct, which is electronically accessible for all students and parents to review annually. Lady's Island Middle School utilizes the disciplinary consequences outlined in this document to assign appropriate consequences. Expectations and procedures will be taught in detail with students at the beginning, and throughout the entire school year.

Lady's Island Middle School has a schoolwide behavior support plan which utilizes the LiveSchool App to promote a positive, safe, and orderly school environment. We will regularly support and develop appropriate behaviors that align with our expectation. Students are able to earn points for exemplifying outstanding behavioral expectations, and use the points to purchase a variety of rewards from The Cougar Shoppe. See the below information for a detailed description of our schoolwide expectations.

Teachers and students in individual classes will

develop classroom procedures. Classroom and schoolwide procedures, rules, and consequences will be posted, explained, and discussed regularly with students. Parents are encouraged to discuss these expectations and responsibilities with their children as well. Teachers will implement classroom based consequences for minor referrals which may include, but are not limited to warnings; parent phone calls, emails, and notifications; reflection time; buddy room referral; lunch detention/silent lunch; referral to school counselor; referral to the Behavior Management Specialist; and/or restriction from participating in school activities.

For major referrals, school administrators will address the discipline infractions. The administrative team members will adhere to the Beaufort County School District Progressive Discipline Plan Student code of Conduct (PDPSCC) in all cases, and will assign consequences as appropriate to include, but are not limited to parent phone calls, emails, and notifications; parent conferences; reflection time; lunch detention/silent lunch; referral to school counselor; referral to the Behavior Management Specialist; restriction from participating in school activities; In School Suspension (ISS) with school community service, Out of School Suspension (OSS), and/or in some cases, recommendation for alternative school placement, or recommendation for expulsion. Serious offenses, which may be criminal and violate state and/or federal laws, may also receive additional consequences as appropriate through law enforcement.

### **Bullying**

Bullying behaviors will not be tolerated. All students, staff, and parents have the responsibility to report bullying behaviors to school administrators promptly. Students, staff, and parents are encouraged to utilize the BCSD See Something Say Something app to report concerns of bullying. Bullying is defined as behaviors that (1) cause physical, social, and/or emotional harm; (2) is repeated or is one significant behavior; and (3) is an unfair match.

### **Weapons on School Property**

Weapons, or items that may be used as weapons are not permitted on school property at any time or for any reason. Students found to be in violation of this weapons policy will be suspended from school, according to the Beaufort County School District progressive Discipline Plan Student Code of Conduct (PDPSCC), which may also include a recommendation for expulsion, along with weapons charges filed with the City of Beaufort Police

Department.

### **Cougars on the PROWL**

Students are expected to come to school ready to learn and to act in a respectful manner toward adults, classmates, themselves, and school property at all times while on school grounds and on school-sponsored trips (this includes walking and/or riding to and from school). Learning to make appropriate choices is at the center of our Character Education and our LiveSchool positive behavior interventions and supports program.

Students are responsible for their own behavior and appropriate behavior will be taught and expected. Together, parents and teachers can guide our students to be contributing citizens who understand rules and consequences. The school wide PROWL program will be taught in your child's classrooms starting on the first day of school, and will be reinforced throughout the year. PROWL expectations will be displayed in all classrooms, hallways, and common areas, and will be reviewed as needed with students, teachers, administration, and parents. This plan is reviewed each year and modified to meet the needs of our students.

Parents will be notified if student behavior interferes with the instructional process and the type of consequence that will be administered. Administrative actions will consistently adhere to the 2022-2023 BCSD Progressive Discipline Plan Student Code of Conduct (PDPSCC), which can be found and viewed online at <http://beaufortschools.net>.

## **Cougars on the PROWL**

### **School Wide Expectations**

**PROWL** is an acronym that stands for **P**roactive **P**roblem **S**olving, **R**esponsible **B**ehavior, **O**wn Your **L**earning, **W**in Together, and **L**eading the **W**ay. These are the guiding principles that we will use throughout all environments to ensure a safe school environment and a common language. Staff and students will work together to discuss what these principles look like in different situations throughout the building. Students are then reinforced for their choices that align with these rules in various ways.

**Proactive Problem Solving** - Being a proactive problem solver means taking control and causing something positive to happen, rather than just adapting to a situation or waiting for something negative to happen. Using a growth mindset will help students begin to think and plan ahead in order to prevent unwanted negative outcomes.

**Responsible Behavior** – When we display responsible behavior, we treat others the way we would like to be treated, and shine a positive light on our manners, good habits, and character traits.

**Own Your Learning** – By owning your learning, others will notice you taking pride in your education and your goals for academic achievement and excellence. Education is a key component of your growth and development, and you are the one in control.

**Win Together** – Working together is the best way to Win Together. Here at Lady's Island Middle School, we are a team, and the only way to prove to ourselves and to others that we are the best, is by doing it together. When we notice that others are having a difficult time, or are struggling in an area, it's our duty to help! Together, we Win, as a team.

**Leading the Way** – Our students will set the example and become the standard of exemplary students at an exemplary middle school. Our school will be one that other middle schools will want to emulate because of the principles that we embrace.

#### **Cougars on the PROWL in All Settings:**

- \* Arrive on time daily
- \* Wear the correct uniform everyday—the correct color tops, bottoms, shoes, no hoodies
- \* Distractions are put away (cell phone, earbuds)
- \* Use manners when greeting peers and adults
- \* Motivate and encourage others
- \* Take care of myself, my learning, and school property issued to me
- \* Care for others' feelings and provide help/support
- \* Keep my hands and feet to myself
- \* Have a good attitude about myself, others, school, and learning
- \* Be MY best self
- \* Represent my school in a positive way

#### **Cougars on the PROWL in the Classroom:**

- \* Attend ALL classes on my schedule every day
- \* Prepare my materials for class ahead of time
- \* Set academic goals
- \* Use a calendar to keep track of assignments/due dates
- \* Engage with teachers and peers with respectful verbal language, body language, and tone
- \* Be where I am supposed to be
- \* Report to all classes on time
- \* Complete and submit assignments on time
- \* Be present and actively engaged in class
- \* Ask questions and offer feedback
- \* Motivate others to do their best
- \* Pick others up instead of putting others down
- \* Lead—Don't follow

#### **Cougars on the PROWL in the Hallway/Pod:**

- \* Move quickly and quietly to my next location
- \* Walk in a straight line on the right side of the hallway
- \* Admire hallway displays without touching
- \* Carry all of necessary material with me
- \* Only go where I am authorized to go
- \* Keep my hands to myself
- \* Help others find their way
- \* Remind others of their responsibilities
- \* Do the right thing all the time

#### **Cougars on the PROWL at the Lockers:**

- \* Use my locker only, no one else's
- \* Visit my locker quickly only during the allotted times
- \* Keep my locker locked at all times
- \* Do not share my combination with anyone else
- \* Store all unnecessary materials in my locker (jacket, cell phone, earbuds, practice clothes, etc.)
- \* Share locker area with others and compromise with neighbors
- \* Help others struggling with their locker
- \* Be a role model

#### **Cougars on the PROWL in the Restrooms:**

- \* Only use the restroom with adult permission
- \* Use the restroom only for its intended purpose
- \* Use the restroom quickly and return to class
- \* Clean up after myself and wash my hands
- \* Respect the privacy of others in the restroom
- \* Alert adults of any damages or problems

#### **Cougars on the PROWL in the Cafeteria:**

- \* Review the choices before touching/taking items
- \* Get my food, drink, and utensils all in one trip
- \* Sit in my assigned seat/at my assigned table
- \* Eat my food and don't waste it
- \* Clean up my area and dispose of my trash properly
- \* Discard all food and drink before leaving
- \* Speak with an appropriate tone and volume

#### **Cougars on the PROWL on the Bus:**

- \* Wait in my designated loading area
- \* Load the bus in an orderly fashion
- \* Stay seated while the bus is in motion
- \* Speak with an appropriate tone and volume
- \* Listen to and follow all directions of the driver
- \* Keep the bus clean and free of damage
- \* Report inappropriate behavior to the driver

## Character Education-Direct Classroom Instruction

Before we can expect every student to model the appropriate PROWL behaviors outlined by our school, we must first ensure that all students are taught, and have the opportunity to practice displaying the positive character traits that we desire.

All students will receive direct classroom instruction illustrating the importance of utilizing good character and displaying positive behavior. During the first few weeks of school, all homeroom classes will participate in, and host a class meetings where all of the PROWL characteristics and attributes are discussed and explained in exciting ways such as story telling, role playing, and modeling. These character traits are also infused within our daily classroom content so students are able to keep learning, practicing, and being On the PROWL.

PROWL expectations are also taught and reinforced through additional instructional lessons provided by the school counselors and school social worker within the classroom, and in individual, and small group sessions.

Students that are unable to consistently display the PROWL attributes throughout each marking period will receive verbal warnings, in addition to individualized interventions that address modifying the undesired behavior. The details regarding the reporting and recording of incidents and referrals, and the consequences, are clearly outlined in an upcoming section of this handbook as well.

## Behavior Violations and Consequences

In accordance with the BCSO Progressive Discipline Plan Student Code of Conduct (PDPSCC) and the Safe Schools Act, PROWL focuses on the rights of students being able to learn and teachers being able to teach. Active parent involvement is vital for the plan of PROWL to be successful. School and classroom disruptions will not be tolerated.

Students that have difficulty displaying PROWL attributes and adhering to the school wide expectations are violating the school rules. There will be many opportunities for reminders, redirection, and interventions provided by the teachers and adults in the building to help students make the necessary adjustments and continually practice following the school rules. Each classroom is equipped with an individualized warning system to help students keep track of their behavior, prior to earning their 1st incident report.

## Incidents and Consequences

If your child receives recorded incidents throughout the school year, the following is an incomplete list of the possible

consequences that may be administered to your child:

- \* Verbal Reminder/Redirection
- \* Reflection/Reteaching
- \* Silent Lunch/Lunch Detention
- \* Parent Contact via Email or Phone
- \* Loss of Additional Privileges
- \* Parent Conference with Teacher and Support Personnel
- \* Referral to Behavior Management Specialist
- \* Referral to Counselor/Social Worker
- \* Response to Intervention Referral
- \* After school /Saturday School Remediation
- \* Parent Conference with Teacher and Administrators
- \* In-School Suspension with School Community Service
- \* Out of School Suspension
- \* Recommendation for Alternative School Placement
- \* Recommendation for Expulsion
- \* Additional consequences as determined by school and district level personnel on an individual case-by-case basis

At the beginning of each quarter, the students' incident record is wiped clean, and the students have the opportunity to start off fresh. Students should be able to modify their behavior with the level of interventions and support provided by the school personnel, and are expected to choose to adhere to the school wide PROWL expectations.

Occurrences which supersede classroom managed incidents and consequences are regarded as severe and will **immediately** be referred to the Administration. These actions may be referenced in the 2022—2023 BCSO Progressive Discipline Plan Student Code of Conduct, and include but are not limited to :

- \* Bringing any type of weapon to school
- \* Attempting to or physically striking an adult
- \* Behaving in a serious, physically aggressive manner
- \* Using, writing, or symbolizing profanity
- \* Theft or stealing of any kind
- \* Vandalizing or destroying school property
- \* Sexually or racially targeting/harassing others
- \* Pulling a fire alarm
- \* Possessing explosives including firecrackers
- \* Possessing alcohol or illegal substances (drugs)
- \* Leaving school campus without permission
- \* Any other behaviors deemed as severe by school faculty or staff members



This handbook will be reviewed in detail with your child during the 1st week of school. We hope that you and your student utilize this handbook for its intended purpose, to ensure that everyone understands the rules and procedures as outlined, and to keep the lines of communication between home and school open for the success of everyone involved.

**Disclaimer**

Please note that the information presented in this handbook is intended to be as clear and concise as possible regarding parent, student, and school expectations throughout the school year. This information is subject to change and have amendments included at the discretion of the school. Updates and any addendums will be sent to parents via the many communication tools we utilize (school newsletters, school website, U.S. mail, automated phone calls, etc.).

LADY'S ISLAND

MIDDLE SCHOOL

EST. 1984



## 2022 — 2023 Lady's Island Middle School Calendar

### August

- 1 Rising 6th Grade Cougar Camp
- 5 Community Connections 3:00pm – 6:00pm
- 11 Parents Meet & Greet the teachers 6:00pm-7:30pm
- 15 First Day of School for Students
- 29 6 – 8 Fall MAP testing begins (Aug. 29th —Sept. 9th)  
\*TDA Writing Assessment and Science Benchmarks

### September

- 2 National College Colors Day
- 5 No School—Labor Day
- 13 Open House 6:00pm-7:30pm
- 16 Progress Reports Go Home
- 20 School Improvement Council (SIC) Meeting @ 6:00pm

### October

- 13 Parent Conferences through 7:00pm
- 14 Early Dismissal for Students at 12:45pm  
Parent Conferences Scheduled from 1:00pm—4:00pm  
Last Day of 1st Quarter
- 17 No School
- 18 School Improvement Council (SIC) Meeting @ 6:00pm
- 21 Report Cards Go Home
- 26 Quarter 1 Celebration of Achievement

### November

- 8 No School — Election Day
- 10 Patriotic Program @ 10:15
- 11 No School—Veteran's Day
- 10 Thanksgiving Luncheon (RSVP's only)
- 15 Progress Reports Go Home  
School Improvement Council (SIC) Meeting @ 6:00
- 23 No School—Thanksgiving Break (Nov. 23rd—Nov. 25th)
- 28 6 – 8 Winter MAP testing begins (Nov. 28th—Dec. 9th)  
\*TDA Writing Assessment and Science Benchmarks

### December

- 13 School Improvement Council (SIC) Meeting @ 6:00pm
- 15 Performing Arts Holiday Concerts @ 6:30pm
- 16 Last Day of 2nd Quarter
- 20 No School—Winter Break (Dec. 20th—Jan. 4th)

### January

- 3 No School—Professional Development for Teachers
- 4 No School—Professional Development for Teachers
- 5 First Day Back for Students
- 11 Report Cards Go Home
- 16 No School—Dr. Martin Luther King Jr. Day
- 18 Quarter 2 Celebration of Achievement
- 24 School Improvement Council (SIC) Meeting @ 6:00

### February

- 1 School Choice Application Window  
(Feb 1st —March 1st)
- 8 Progress Reports Go Home
- 10 No School—Professional Development for Teachers
- 20 No School—Presidents' Day
- 14 PTO Sweetheart Breakfast (RSVP's only)
- 21 School Improvement Council (SIC) Meeting @ 6:00pm
- 28 The Harlem Renaissance: A Soiree @ 6:30pm

### March

- 2 Read Across America Day
- 14 Pi Day
- 16 Early Dismissal for Students @ 12:45pm  
Last Day of 3rd Quarter
- 13 6 – 8 Spring MAP testing begins (Mar. 13th.—Mar. 24th)  
\*TD Writing Assessment and Science Benchmarks
- 17 No School
- 21 School Improvement Council (SIC) Meeting @ 6:00pm
- 24 Report Cards Go Home

## 2022—2023 Lady's Island Middle School Calendar

27 ACCESS Testing—6th—8th grade ESOL Students Only  
(Mar. 27th—Apr. 6th)

30 Pirate Musical: Hidden Treasure @ 6:30pm

29 Quarter 3 Celebration of Achievement

### April

7 No School Good Friday

10 No School—Spring Break (April 10th—April 14th )

17 First Day Back for Students

18 School Improvement Council (SIC) Meeting @ 6:00pm

25 Progress Reports Go Home

27 Spring Swing—Musical Showcase

29 Family Field Day

### May

4 \*SCREADY State Testing — English, Writing, Reading,  
Math

\*SCPASS State Testing— 6th Grade Science Only

Testing Window - May 4th—May 19th

16 School Improvement Council (SIC) Meeting @ 6:00pm

18 Artonme` - Art Exhibition 4:00pm—7:00pm

29 No School—Memorial Day

30 Field Day

### June

1 8th Grade Promotion Ceremony @ 10:30am

2 Quarter 4 Celebration Of Achievement—6th & 7th Grade  
Last Day of School—Early Dismissal @ 12:45pm

5 Professional Development for Teachers

6 Professional Development for Teachers

9 Report Cards Go Home

**\*\*All dates listed on calendar are those that were known as of June 30, 2022 and are subject to change.**



Please note that you are able to access the Lady's Island Middle School Student & Family Handbook electronically on our website at <https://lims.beaufortschools.net/>.

**Please review the agreement below, sign, date, and return to school with your child.**

**Lady's Island Middle School  
2022—2023 Student and Family Handbook**

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

Grade Level: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

My signature below confirms that I have received and read and discussed the policy/information enclosed in this handbook with my child. My signature does not mean that I agree or disagree with this information. My child understands the rules and procedures outlined in this handbook.

\_\_\_\_\_  
Student Name (Printed)

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

\_\_\_\_\_  
Parent/Guardian Name (Printed)

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

\_\_\_\_\_  
Date

**\*This page may be removed from the handbook, signed, and returned to your child's teacher.**

Please note that you are able to access the Beaufort County School District Progressive Discipline Plan Student Code of Conduct (PDPSCC) electronically on the BCSD website at

<https://www.beaufortschools.net/student-services/district-discipline-policies-and-code-of-conduct>.

**Please review the agreement below, sign, date, and return to school with your child.**

**Lady's Island Middle School**  
**2022—2023 Student and Family Handbook**

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

Grade Level: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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\_\_\_\_\_  
Student Name (Printed)

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

\_\_\_\_\_  
Parent/Guardian Name (Printed)

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

\_\_\_\_\_  
Date

**\*This page may be removed from the handbook, signed, and returned to your child's teacher.**









