Southeast Middle School
2024-2025
Student-Parent Manual



731 Horrell Hill Road
Hopkins, SC 29061
(803) 695.5700
Fax: (803)695.5703

Southeast Middle School
Scorpions

731 Horrell Hill Road • Hopkins, SC 29061
Telephone: (803) 695.5700/Fax: (803) 695.5703

Principal…… Chaddrick Myers
Assistant Principal……Precious Jacobs
Assistant Principal…… Samuel T. Murphy
Assistant Principal…… Brian Williams
Curriculum Resource Teacher……Christine Jamison
International Baccalaureate…… Tonya Smith
Principal's Administrative Assistant…… Delores Goodwin
Guidance Counselor 6th/7th A ~ M ……Carmen Bowman
Guidance Counselor7th N ~ Z/8th……Winona Belton
Guidance Secretary……Paris Stewart
Database Specialist…… Darlene Shiver
Athletic Coordinator…… Warren Sewell
Bookkeeper…… Pamela Knightner
Receptionist……Kenyatta Turnipseed

Frequently Called Numbers

Guidance 803.695.5715
Cafeteria Manager 803.695.5711
Bus Transportation LR 803.783.5561
District Info Phone 803.231.7512

Mission Statement

Southeast Middle School will provide rigorous, inquiry-based instruction to transform students into knowledgeable, lifelong learners with the potential to achieve their dreams and compete in a global society.

Beliefs

At Southeast Middle School, we believe…

Student achievement is the primary focus for all decisions.

Students are valued and unique individuals.

Parental involvement in the learning process is essential.

Teachers create positive learning opportunities.

The school provides a safe and supportive environment for learning.

General Information

Early Bird begins at 7:30 am.

Breakfast begins at 8:00 a.m. and ends at 8:30 a.m.

The school day ends at 3:45 p.m.

Mascot

The Scorpion

Slogan

"Scorpions…Stinging for Success!"

School Colors

Hunter, Green, and Silver

Dear Parents, Guardians and Students:

On behalf of the Southeast Middle School faculty and staff I am pleased to welcome you to the 2024-2025 school year. The beginning of a new school year, like the dawning of a new day, reminds us that the future holds infinite possibilities. At Southeast, we believe that working together can make learning a fulfilling and positive experience for everyone involved. Our overall goal is to move from "Average to Awesome." We will reach this goal through a collaborative partnership. When we work together, we can create an environment that fosters academic excellence, effective communication, high expectations, and supportive outcomes for everyone.

We encourage you to have open communication with our faculty and staff. Communication is vital to this process and that is the prime reason for this handbook. Please use the student handbook to be familiar with the procedures/guidelines of Southeast Middle. Our handbook contains important information that will aid in the understanding of expectations for students and parents. Please read it carefully and review it together as parent and student. We have tried to be very clear about what our expectations are to ensure a positive learning environment.

If you have any questions or concerns regarding any of the content, please do not hesitate to call us or make an appointment to see any administrator. I look forward to serving you as the principal of Southeast Middle School.

Respectfully,

Chaddrick K. Myers, Ed. S.
Principal

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Richland County School District One Code of Conduct Book

In addition to the Southeast Student-Parent Manual, the Richland County School District One Code of Conduct handbook is given to each family in an attempt to share the responsibility of discipline and student behavior, which are important to the entire educational process. All students are expected to follow the rules established by the district and school.

Accidents

Students are encouraged to purchase school insurance. Accidents should be reported immediately to any teacher or to the main office. All claims must be reported within a 24–hour time frame and filed with the insurance company within thirty (30) days from the date of the accident. Students should see the principal's administrative assistant for the necessary information in order to file a claim. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school office. Please contact the school nurse immediately.

Athletic/School Insurance

Students participating in interscholastic athletics and extracurricular activities are required to have this insurance. Insurance may be purchased at the beginning of the school year. All students are urged to subscribe to the school's accident insurance protection plan.

Attendance

Who must attend school?

The Richland One Board of Commissioners expects each student to attend his/her assigned school daily for the entire period of every school day except in cases of illness, family emergency or other reasons specifically stated in this rule. A student who fails to attend his/her assigned school when he/she is physically and circumstantially able to do so and has accrued three consecutive unlawful absences or a total of five unlawful absences is truant. Such a student is in violation of the South Carolina Compulsory School Attendance Law, which requires school attendance regardless of marital status or pregnancy for children who reach their 5th birthday before September 1st until they reach their 17th birthday.

What is the procedure that should be followed after an absence?

Students who have been absent must provide a written notice from the parent/guardians (**a maximum of 10 parent notes for the school year will be accepted**) to the school explaining the reason for the absence within two school days after the student returns from the absence. The explanation must include the following information:

- The first and last name of the student.
- The date(s) the student was absent.
- The reason for student being absent.

The principal will determine whether the absence is excused or unexcused.

What happens if notification regarding the absence is not provided to the school?

The parent/guardian is required to submit a written excuse to the school within two school days after the student returns to school. If the excuse is not submitted within those two days, the student's absence will be considered unexcused.

What is the limitation of absences?

The limitation of absences as defined by state law is **three consecutive** unlawful absences or a **total of five** unlawful absences.

What are the consequences for exceeding the limitation of absences?

Once students accumulate three consecutive unexcused absences or five cumulative unexcused absences, the database specialist, attendance secretary or assistant principal will contact the parent/guardian. The parent/guardian should be instructed to schedule an appointment to meet with the attendance committee chairperson to complete an Attendance Intervention Plan (AIP). In the event that the parent/guardian does not respond to the attempts to make contact and schedule a meeting, it is permissible for the school to send the AIP by certified mail to the parent/guardian. Should the parent/ guardian refuse to cooperate with the intervention planning,

and the student accumulates two additional unexcused absences, a petition may be filed. A petition may also be filed should the parent/guardian develop an AIP and fail to comply with the plan and the child continues to accrue unexcused absences. In either situation the child is deemed a "habitual truant," according to the South Carolina Compulsory School Attendance Law.

Early Dismissal

Parents/guardians must come to the office personally to sign students out of school. **Early dismissal should occur prior to 3:00 p.m.** Contact must be made with a parent/guardian to verify the release of a student into the charge of an adult other than the parent/guardian. Parents/guardians are responsible for updating emergency contact or release names and phone numbers to the school. **A driver license must be presented, when signing students out.** In case of an emergency, a note may be faxed to 803.695.5703 or emailed to the school receptionist. No student will be paged for early dismissal after 3:00 pm. Frequent early dismissal may result in course failure.

Policy will be enforced: In order to reduce class interruptions, parents are required to arrange for the early dismissal of students prior to pick–up. Parents **must send a note** to the attendance secretary before the school day begins. Parents must sign–out students when leaving school grounds and sign–in students upon returning.

Illness

If a student becomes ill during the day, an attempt will be made by the nurse to contact the parent or guardian. Students who suffer from a chronic illness or medical condition should provide a physician's note at the beginning of the school year. A copy will be forwarded to the school nurse.

Late Arrivals

Any student who is not present in homeroom by 8:45 a.m. is considered late to school and is subject to the penalties for tardiness as outlined in the tardy policy. Tardiness due to a late bus is excused. If a student arrives late to school, he/she must report immediately to the main office with his/her parent/ guardian or with a written note signed by his/her parent/guardian. No parent is to drop a student off without signing in his/her child into school. If a student accrues 10 tardies during the school year, he/she must receive an Attendance Intervention Plan. If the student accrues an additional 10 unexcused tardies, after an AIP has been completed, a court petition may be filed.

Lunch Detention

Lunch detention will be assigned by teachers for minor rule violations occurring in the bathroom, classroom, or the hallways.

One Time Request to Ride Different Bus

Parents must send a note requesting for students to ride a different bus 24 hours prior to the bus change. This note must be submitted for approval to the main office. If approved, students will receive a bus pass to present to the bus driver. Only LR Bus Transportation can approve the request. Questions about bus routes, drivers, and arrival times should be directed to the Lower Richland Bus Transportation Office at 803.783.5561.

Cafeteria

Richland One will offer meals at no charge to **ALL STUDENTS!** You do not have to complete any paperwork, send any money or take any other action for your child to receive school meals. For more information, please visit the website at www.richlandone.org or call the Student Nutrition Services office at 803.231.6953.

Students are required to go to lunch with their teacher and stay until the teacher is ready to leave. If a student leaves without permission from a school official, he/she is considered to be out of his/her assigned area. **Students are not permitted to order food via cell phone. (Doordash, Grubhub, UberEATS, or any other food delivery business).** Please be mindful that we have a daily schedule that we must abide by. **Therefore, when parents bring their child(ren) lunch, it must be during their scheduled lunch time**. Students, please cooperate in the following ways:

Put all breakfast and lunch trash in cans. Leave the table and floor around your area in a clean condition for others.
Do not take any food or drink from the cafeteria.

Car Riders

The school will not announce car riders by telephone calls. The parent/guardian has to come into the main office to inform the school that the student will be a car rider (must present a driver's license).

Campus Security Monitors

Southeast has 2 Campus Monitors, a Security Service Associate (SSA) and a School Resource Officer(SRO) to assist the school administration in maintaining a safe environment by monitoring the school building and grounds. Students are to obey the security monitors and SRO at all times.

Care of School Property

Southeast Middle School students should be proud of their school. We ask for student assistance in maintaining the lawn and landscaping by using the sidewalks and paved areas. Students marking or damaging school equipment or property in any way will be required to either clean the article or pay for damages. Any damage to school property will result in disciplinary action. Parents/guardians and students are responsible for materials loaned to students. This includes textbooks which are owned by the South Carolina Department of Education. Replacement fees will be assessed on any lost or damaged items that are loaned to students. This includes student IDs, locks/lockers and books from the media center. Students owing fees will not receive school records or report cards. Eighth grade students will not be allowed to participate in promotion exercises if fees are owed to the school. These debts will follow students to high school and prevent graduation. Debts may be paid by cash, money order or certified check. No personal checks will be accepted.

Child Abuse Procedures

Any school professional who has reason to believe a child has been subjected to or adversely affected by physical, sexual, or emotional abuse, neglect or abandonment must make a report to Richland County Department of Social Services in accordance with the South Carolina Child Protection Act of 1977.

Communications

In order to keep the school community informed, Southeast has created several means of communication. A school calendar of events will be provided, and teacher/team newsletters will be distributed to parents regularly throughout the school year. Please check our school website for updates and special notices. We also offer the following: Parent/Teacher Conference Nights, Teacher Voice Mail, E–Mail, Facebook, Twitter, AutoDial, Marquee and Schoology. The school's website is http://southeast.richlandone.org/.
The District's web site is www.richlandone.org.

Conferences

We strongly encourage parents to meet with teachers. If you wish to meet with teachers, please call the guidance office to schedule a meeting. Grade level teachers have a common planning period and can meet with parents during that time. Contact the Guidance Secretary at 803.695.5715 to speak with a grade level counselor. Parents are encouraged to schedule conferences during a teacher's planning time.

Students wishing to see the principal, assistant principals, or counselors should make their request known to their teacher. Administrators have an open-door policy.

One-to-One Devices/Computer/Internet Use

Richland One provides students with access to the district's electronic communication system, which includes network, Internet and email services. The district's Acceptable Use Policy will govern all use of this System. Student use will be governed by the disciplinary policy as outlined in the ***Discipline Code***.

This System is limited to educational purposes. The term "educational purpose" includes use of the system for classroom activities. Students will be using laptops at school inside of the classroom. Please also know that students will be charged for lost

charges. If a device is stolen, parents must file a report with the School Resource Officer.

Course Changes

Since schedules and class loads were finalized in the spring, it is difficult to accommodate schedule change requests after schedules and teacher allocations have been set. Requests for a class change must be submitted to guidance and approved by the Principal. Only emergency approval changes will be made, and changes needed to balance classes.

Curriculum

Students take courses in four core curriculum areas: Mathematics, English/Language Arts, Science and Social Studies. In addition, students will have the opportunity to participate in related arts classes.

The school curriculum includes all achievement levels including:
Gifted and Talented classes, Honors classes, regular education classes and special needs programs. We also have advanced programs in dance, drama, band, orchestra, chorus and art. We provide accelerated programs offering high school credit in 7th/8th grade Algebra I, English I, Spanish I, Spanish II, French I, Geometry, and Discovering Computer Science.
Related Arts are those curriculum areas that allow students to express themselves in structured academic environments in the areas of Art, Chorus (music), Orchestra, Computers Lit, Dance, Theater, Band, Spanish, Health and Physical Education. Physical Education/health is a required class for all students.

Deliveries for Students

Due to religious beliefs and allergies, Southeast **does not allow** any type of personal celebrations to be held at the school. This includes but is not limited to birthdays, Christmas, and Valentines. Please do not bring or have any items delivered to students on those occasions. State law prohibits the interruption of the educational process and students cannot be called out of class or walk around the school sharing such items. The office **will not** accept items that are brought or delivered to the school.

District Dress Code

1. Clothing and/or hair should not be so extreme or inappropriate in the school setting as to disrupt the educational process. Therefore, clothing considered distracting, revealing, and/or overly suggestive will not be permitted. This includes, but is not limited to, bare midriffs, halter-tops, backless tops, blouses/shirts with spaghetti straps, tank tops, see-through shirts or blouses, lingerie/sleep wear, muscle shirts. In addition, shorts and mini-skirts must be a maximum of three inches above the knee. Excessively tight and form-fitting clothing **(e.g., leggings, "spandex' clothing, stretch pants) and BIKER SHORTS are not permitted. Students should not wear clothing that has cuts in them above the knee. Girls need to wear leggings underneath Boys will be asked to wear a pair of shorts to cover the cuts.**



2. Wearing clothing or accessories that could pose a health and safety hazard to oneself or others is not permitted. This includes, but is not limited to, heavy chains, excessive and/or over-sized jewelry; fishhooks, multiple-finger rings (rings welded together resembling brass knuckles), studded bracelets or collars, nose-to-lip chains and removable dental wear ("grilles"), unless it has been approved by a dentist or orthodontist.
3. Clothing and/or accessories must not be immodest, obscene, profane, lewd, vulgar,

indecent or offensive. Clothing and/or accessories must not display any information about, representations of, or advertisements for sex, violence, alcoholic beverages, tobacco or tobacco products, controlled drugs, or illegal drugs or paraphernalia associated with the before-mentioned items. Skirts, dresses, and shorts should be of adequate length to assure modesty when the student is seated or engaged in school activities. To determine the appropriate length, skirts, dresses and shorts should not be shorter than three inches above the knee. Appropriate undergarments should be worn and should be covered by outer clothing. Undergarments should not be visible at any time.

4. Clothing and/or accessories that promote membership or affiliation with a "gang" or "gang activity", in any negative sense of the word, is not permitted. Examples include, but are not limited to, gang colors, tattoos, bandannas, "do rags", wave caps, gang clothing, jewelry, emblems, badges, symbols, and signs.

5. Clothing and/or accessories will not be worn inside out or backwards. Students may not wear an alteration of clothing to show favoritism to either the right or left side of the body. Examples are, but are not limited to, (a. rolling one pants leg up; (b. rolling one sleeve up; and (c. one sleeve worn normally while the arm is out of the other sleeve.

7. Unusual and/or excessive body piercing that distracts or disrupts the learning environment or poses a health and safety hazard is not permitted.

8. Uniforms for co-curricular activities that are worn during classes other than physical education must be modified to conform to these dress code guidelines.

9. Proper shoes/footwear must be worn at all times. Bedroom shoes, bubble slides, footies, shoes with cleats, **slide sandals** (example shown)



and shoes with skate wheels are not permitted. Shoes must be fully tied, strapped, or use Velcro fasteners if designed in that manner.

10. Combs, brushes, hair picks and curlers in the hair are not permitted.

11. Hats, head stockings, bandanas, sunglasses and semi-covered are not to be worn in school buildings. (Unless necessitated by a health condition or religious requirements.

12. Secondary students must always properly display (on a lanyard and around the neck) their school ID during the school day, and upon request at after-school activities.

13. The district has banned all camouflage clothing and accessories (e.g., all clothing, hats, belts, jackets, footwear, lunch boxes, book bags, scarves, and accessories). Failure to comply with this ban will be met with appropriate discipline.

- Camouflage is the use of any combination of **three (3)** coloration and design of the following colors: (brown, green, pink, gray, tan, black, blue, white, yellow, orange, purple, red, and purple)

Electronic Devices and Cell Phones

Policy JCDA states that no student may use a cellular device during school hours and while at school. **Use is defined for the purpose of this policy as any audible or visible presence.** Cellular devices are defined as a telecommunications device, to include **mobile telephones**, which emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

The student's parent/legal guardian may pick up the confiscated device from the school following the first offense. **The parent/legal guardian may pick up the paging device for a second and/or all other offenses at the end of the school year.** All confiscated paging devices will be maintained at the school site until they are returned. Schools will not be responsible for lost, stolen or damaged paging devices.

In addition, no MP3 players, PSP's, cassettes, iPad, headphones, video games, electronic toys, laser pointers, etc. are allowed at school. No Bluetooth hacking.

Students should not pair to district Bluetooth devices without proper consent.

Emergency Drills

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly and appropriately in the event of an emergency.

Fire drills will be conducted throughout the school year. Everyone will move in an orderly and silent manner to areas directed by their teachers, where roll will be taken. If the alarm rings when students are in the hallways, they should exit the building using the nearest exit. If a student pulls the fire alarm (false alarm) or tampers with a fire extinguisher, law enforcement will be notified. Refer to the District Code of Conduct (Level 3 offense.) These acts are considered a disruption of school, and students may be suspended, required to pay restitution, or recommended for expulsion.

During **tornado drills,** each classroom goes to a designated area within the building. All children should sit with their hands covering their heads and with their heads resting on their knees.

Bus evacuation drills are held twice a year. The Highway Safety Program Guideline No. 17- Pupil Transportation Safety requires that students transported by school vehicles be instructed in safe practices for exiting buses in emergency situations. All students, including car riders, must participate because at times car riders will attend field studies that will require them to ride buses.

Other drills will also be held during the year as directed.

Emergency Numbers/Current Addresses

The school must always be informed of work telephone numbers or emergency contact numbers in the event your child becomes ill or is injured at the school and requires your presence. It is essential for parents to maintain up to date information such as current address and phone numbers for home and work.

• Contact numbers will be verified upon enrollment

• The school social worker will be sent to the home if contact information cannot be verified.

Should there be an emergency involving an accident and we cannot reach you, the child will be taken to the closest hospital's emergency room and the doctor on call will be used for emergency treatment.

Please remember to notify the school of any change of address or telephone number. Proof of residency (two utility bills) must be submitted for new addresses.

Extracurricular Activities

The Richland One School Board has adopted a "C" average policy for students in the 6th, 7th, and 8th grades participating in after school sports or other extra–curricular activities. Rules that apply during the school day are in effect at all school–sponsored activities. You are expected to behave in a proper manner at all extra–curricular activities.

The principal must approve any school–sponsored activity, regardless of nature. The principal must approve any organized or unorganized school meeting requiring the use of school property.

Any student who consistently misrepresents our school may be removed from membership from a team or sport.

Family Educational Rights and Privacy Act

Under the Federal Family Educational Rights and Privacy Act, you have certain rights involving your child's school records. If your child is more than 18 years old, these rights belong to him/her.

You have the right to examine and review these records within 45 days of submitting a written request to do so. You should write your child's principal stating which records you wish to see. The principal will set up a place and time for you to do this.

If you find anything in these records believed to be false or misleading, you may ask that they be changed. You should again write the principal, stating what you want changed and why. If the district decides not to make the changes you have requested, you will be notified of your right to a

hearing on the matter and of the procedures for the hearing.

You also have the right to give your approval of the release of personally identifiable information in your child's records, although FERPA permits some information to be released without your consent. For example, a school official may see your child's records if that official needs to as a part of his/her job.

Also, the district will release your child's records to another school district without your consent if your child plans to or is trying to enroll in that district.

If you think Richland School District One has not acted as it should under FERPA requirements, you may send a letter of to:
Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202–4605

Facility Lockdown Procedures

There are two (2) forms of lock down procedures which may be used by the District without notice in the event a situation arises which requires a facility to be placed in "lock down". These procedures, if warranted, will be applicable to all District operations or sponsored events. In order that there will be a clear understanding as to these procedures, the following information is provided:

COMPLETE LOCKDOWN: This procedure will be in response to an immediate threat, whether specific or non-specific, to the facility, its population or in the community and it is determined to be in the best interest of the facility. Every reasonable attempt will be made to lock all classrooms and entrances. Students will remain in their classrooms with their teachers or under adult supervision. NO ONE will be permitted to leave the building until the situation is resolved and an "all clear" is announced by Designated District Staff. Designated District Staff, Law Enforcement representatives and emergency support personnel may be observed at the facility or in the area.

In some instances, there may be a need to move to a modified lockdown status, if there is a concern that the situation which caused the need for a lockdown may not be specific to the facility but may be of concern in the general area (neighborhood) near the facility.

MODIFIED LOCKDOWN: This procedure will be in response to a general threat to the facility or campus. All entrances will be locked, and NO ONE will be permitted to leave the building. Normal instructional and operational activities will continue. Designated District staff, Law Enforcement representatives and emergency support personnel may be on the scene or in the area. If Designated District Staff determines that access to the facility is feasible and will not affect the safety and/or welfare of the students, staff and operations of the facility, continued or limited controlled access may be implemented. Anyone entering the building will be required to provide a valid reason they require access and must be prepared to furnish a photo ID if requested.

Field Studies

Field studies are an important part of the academic process. However, before a student can be allowed to participate in such a trip, it is necessary that parental consent be obtained. Parents are required to sign a consent form and return it to the trip sponsor. Students will be supervised at all times by our faculty/staff or assigned chaperones.

Food and Beverages

No food and/or drinks are allowed in classrooms unless authorized by a school official. Students are not allowed to walk around the halls with beverages in cups or bottles. All items should be consumed in the cafeteria **ONLY. Exceptions are given to students with a written doctor's statement.**

Grading Scale

A = 100 ~ 90 C = 79 ~ 70
B = 89 ~ 80 D = 69 ~ 60
F = 59 ~ below

Interim Reports Sent Home Electronically

September 5 **November 12**
February 6 **April 10**

Report Cards Sent Home Electronically

October 24 January 16
March 27 June 2

Throughout the year teachers send home papers, tests, and notes by students for signature. In addition, teachers will use bi–weekly reports (progress reports) to communicate with parents on a regular basis. If you are not receiving materials from the school, contact the guidance office.

Guidance Program

The guidance and counseling programs are designed to support all students as they develop to their fullest potential. This is accomplished by providing services in the areas of self–awareness, interpersonal relationships, career development and health/safety.

A student may request a private conference by making an appointment with his/her counselor. In addition to private conferences, services are also provided through small groups and classroom presentations. Parents may call their child's school counselor to schedule conferences at any time.

Hall Passes/Agenda Books

Students will need to have a pass at all times when in the hallway when not transitioning from class to class. The student must get a hall pass from their teacher completely filled out with date, time, and destination.

Hallway/Pod Procedures

When traveling in the hallways, all traffic must stay to the right with voices remaining at whisper level.

When transitioning on the pod, follow the flow of traffic which is in one direction. If an item is left in a previous class, request a pass to retrieve the item.

Harassment, Intimidation or Bullying (Policy GBAA)

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

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

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

• harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage

• insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in

the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

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

Health Room/Medications/Record

Students who become sick during the day will be sent to the health room. Parents will be notified of an illness or injury and will be expected to pick up the child as soon as possible.

If it is necessary for a student to take any form of medication at school, a signed medication form from a physician or completion of the school's form must be presented to the school nurse. All medications must be turned in to the school nurse. Students are not to have any medicine in their possession while on school property.

All students must provide a South Carolina Certificate of Immunization prior to being admitted to the school. A Health Information Card must also be completed and returned to the school nurse to outline chronic medical conditions.
The nurse can be contacted at 803.695.5708.

Homework

It is the student's responsibility to complete all homework assignments. Please refer to course requirements and procedures form for each subject for additional information regarding homework procedures.

Honor Roll

Principal's List = 4.0 average
"A" Honor Roll = 3.5–3.99 average
"B" Honor Roll = 3.9–3.49 average
An "F" in any subject during the marking period disqualifies honor roll status.

IDs

Policy JICA governs the dress code in Richland County School District One, including the ID policy. According to this policy, secondary students must always properly display (on a lanyard and around the neck) their school ID during the school day, and upon request at after-school activities.

When students are enrolled at Southeast, they are issued an identification card secured on a lanyard. IDs are to be worn around the neck at all times, positioned on the top layer of clothing with the picture revealed. IDs are the property of Richland County School District One. Lost or damaged IDs MUST be replaced immediately at a cost of $5.00 per ID, and $2.00 per lanyard and case. All IDs must be worn on field trips. At no time should a student be in possession of another student's ID.
Students who violate the ID policy will be disciplined using Discipline Code violation Level I B- Refusal to Obey.

Library/Media Center

Our school library/media center is a source of pride and a vital part of our instructional program. Through regularly scheduled class times and open library times, students are encouraged to explore the many books, research materials, audiovisual materials, computers and software that our library/media center contains.

In order to maintain an adequate collection, students, teacher and parents must cooperate to see that materials are returned in good condition. Regular notices are sent to remind students of overdue materials. If materials are not returned, a charge equal to the current replacement price is made.
Refunds will be issued for recovered materials when a paid receipt is presented.
The center is open from 8:00 a.m. to 4:00 p.m. Students are required to have a pass for admission into the media center.

Lost and Found

Lost and found articles are kept in an area across from the café. Items that can be readily identified, like books, agenda planner, and IDs, will be returned to homeroom teachers. Please write your

child's name in jackets, coats, lunchboxes, etc. so that lost items can be returned easily. At the end of each month, most items not claimed will be donated to the Salvation Army.

Make-up Work

In all cases of lawful excused absences, the student will be given an opportunity to make up the schoolwork missed. Make-up assignments for excused absences must be completed and submitted to the teacher within five consecutive school days after the student returns to class. In cases of extended illness, teachers may provide additional time for students to complete assignments. Teachers also may schedule make-up examinations beyond the five days normally allowed for make-up work. It will be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may, for necessity, vary from actual class work missed.

Redo/Retake Policy

Redo/Retake Plan (Grades 3-12)
Richland County School District One has implemented a Redo/Retake Plan as a strategy to help ensure mastery learning for students. Redo/Retake Plan guidelines have been developed to ensure consistent implementation across the district. These guidelines include specific assessments that students will be given an opportunity to redo/retake.
Assessments covered include the following: weekly assessments, classroom tests/quizzes, and class projects.

Weapons

Weapons of any kind are prohibited on the school campus. Please refer to the District Code of Conduct book.

Parent Teacher Organization (PTO)/ School Improvement Council (SIC)

The PTO provides an opportunity to contribute to the improvement of our educational program. General PTO meetings are held each semester. You will receive a notice of the time and date for general PTO meetings through our school bulletin. Throughout the year, many educational, fun–filled events take place using the Student Activity Fee and Annual Membership donations. We need parents and teachers to join the PTO and participate regularly.

Under State law, all schools must have a SIC, composed of parents, teachers, community members, and students, where appropriate. The SIC assists in the preparation of the five-year school renewal plans and annual updates required by the state of South Carolina. They also assist with the development and monitoring of school improvement and innovation, provide advice on the use of school incentive grants, and provide other assistance that the principal may request.

Executive Board Meeting Dates

PTO/SIC: 1st Tuesday of Each Month at 6:00 p.m. (Subject to change)

Promotion/Retention

Students in grades six, seven, and eight must pass language arts, mathematics, science and social studies and meet standards required by state regulations to be promoted to the next grade.

School/Class Visitations

Parents are encouraged to visit Southeast Middle School and actively participate in the education of their child. For the protection of the students, all visitors are to report to the office and sign in. To sign in all visitors are required to present a driver's license.

Please do not go directly to any classroom. Students from other schools are not allowed to visit. All visitors are expected to only go to the designated area and to leave promptly when business is completed. All visitors must wear a visitor's pass while on campus. When visiting a classroom, visitors are only to interact with their child.

Searches and Seizures

School administrators reserve the right to search a student's person, desk, locker, purse, gym bag, backpack, and other items carried or possessed by student upon reasonable suspicion. Possession is defined as being in a student's locker, purse, gym bag, backpack, and any other items carried by or belonging to the student, on the student's person, or in car driven or occupied by the student or items found in a

car parked on school property or at a school–sponsored activity.

Sexual Harassment

Students have a right not to be harassed by others. Reports of harassment will be investigated and taken seriously. Please refer to our District Code of Conduct Handbook.

Severe Weather Policy

School will be in session unless weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations and television stations will announce the school district's decision no later than 6:30 a.m.

If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, local radio and television station will be notified. If procedures are different from normal routines, parent/guardian needs to discuss in advance with their children who will pick them up or what to do in case of early dismissal.

Student Arrival/Dismissal

Students can arrive at school beginning at **7:30 a.m**. The school cannot assume responsibility for students before **7:30 a.m.** School is dismissed at **3:45 p.m**. Walking students are to leave campus immediately. Students regularly transported by cars should immediately report to the car rider loop. Students must be picked up from school by 4:00 p.m. Students who ride on various days must bring a parent note requesting approval from their grade level administrator.

Students who are waiting for their ride must remain in the designated area until their ride arrives.
Students regularly transported by bus should report to the bus loop immediately and get on the appropriate bus line.

Athletes and other students waiting for afternoon practice, clubs, tutoring sessions or meetings should report immediately to their assigned areas and remain with their supervisor or sponsor.

Suspensions

Out–of–school suspensions from school will prohibit a student from attending any day or night school function, riding a school bus, or coming on school grounds except for pre–arranged conferences with the principal. Middle school students who violate rules, causing a school disruption or creating fear of safety amongst fellow students or staff, will be suspended with possible recommendation to be made for expulsion.

Assignment to the In School Suspension (ISS) will result when a student has violated minor school rules, allowing him/her to serve the penalty of one or more instructional blocks in a designated area during school hours under the supervision of an adult.

Tardy Policy to Class

Timeliness is an important life skill that must be developed in students. If a student misses ten minutes of class time without a lawful excuse, he/she is considered to be cutting class. A discipline referral will be issued if this occurs. Each teacher has a record of students who enter class late. The following consequences will be utilized for tardiness per quarter: (1) warning (2) parent contact (3) conference with grade–level administrator (4) ISS (5) 1-day suspension.

Telephone Use

Students in middle school are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. **PHONE CALLS WILL BE ALLOWED IN AN EMERGENCY ONLY, AT THE DISCRETION OF THE PRINCIPAL AND SECRETARIES.**

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the school year or semester. Students who lose or damage a book will have to pay for the book before another book is issued to them.
STUDENTS ARE NOT TO WRITE IN THE TEXTBOOKS.

Valuables at School

Students, not the school, are responsible for their personal property (cellphones, electronic devices, purses, money, etc.). Personal property should be kept in a secured place when at school and taken home at the end of the day.

Video Monitoring

Southeast has strategically positioned video cameras throughout the building as an added means of security. Once you have entered the grounds of the school, you are being videotaped. Video cameras may also be mounted on selected school buses.

Visitors

Visitors, defined as all persons not enrolled as a student or employed by SMS, are to report to the main office, sign in and receive a visitor's pass. All visitors must present a driver's license to receive a visitor's pass. This pass is to be displayed at all times and is good for the destination indicated only.

Volunteers

Volunteers are always needed in the school to serve in various areas. For parents/guardians interested in volunteering, including chaperoning trips, certain steps must be completed. Persons interested in volunteering should contact **Sharon Harris, Family Engagement Specialist @ 803. 695.5700**

Southeast Scorpions are global learners exhibiting characteristics of the learner profile.

Learner Profiles IB MYP

IB MYP Learner Profile
Principled
Inquirers
Thinkers
Risk-takers
Reflective
Open-minded
Knowledgeable
Caring
Balanced
Communicators

Approaches to Learning

Southeast Scorpions develop their metacognitive skills by using the Approaches to Learning. Students will use approaches to learning in each course.

ATL skill categories	MYP ATL skill clusters	
Communication	I.	Communication
Social	II.	Collaboration
Self-management	III.	Organization
	IV.	Affective
	V.	Reflection
Research	VI.	Information literacy
	VII.	Media literacy
Thinking	VIII.	Critical thinking
	IX.	Creative thinking
	X.	Transfer

Academic Honesty Policy

We define academic honesty as the possession of integrity, pride and authenticity of assessments. To achieve this, we focus on educating students through the application of the Learner Profile, particular reference to disciplined. To embody the characteristics of the Learner Profile is to promote academic honesty. Using an inquiry approach promotes authenticity in the development of student work.

Definition

The Academic Honesty Policy is clearly defined to express the expectations of completion and submission of authentic work. This published document will provide staff, students, parents, counselors, and administrators with a clear delineation of any breach or misconduct define, the roles of each participant to aid in preventing any breach or misconduct and encourage principled behavior to safeguard the school academic environment.

Academic honesty requires ownership of the personal responsibility for producing student work, appropriate credit of other's work, and maintain integrity and trust in our school academic environments. The intellectual property of others to include literature, art, music, and written expression is to be respected and used within the boundaries of the law.

Academic misconduct is behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Authentic authorship is expressly the thoughts and ideas of the candidate.

Collusion is a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort.
Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

- Submitting another student's work as one's own work.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving or obtaining test questions or answers from a member of another class.
- Copying from another student's test or computer file or allowing another student to copy during a test or computer program.
- Using materials which are not permitted during a test.
- Presenting as one's own material copied without adequate documentation from a published source.
- Copying or having someone other than the student prepares the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
- Permitting another student to copy or writing another student's homework, project, report, paper, and computer program or take-home test.
- Taking credit in group work where work was not completed by the individual
- Accessing restricted computer files without teacher authorization.
- Copying materials including computer software, in violation of the copyright law.

Roles and Responsibility in Supporting Academic Honesty

Students:

- Confirm understanding of academic honesty with signature on District Code of Conduct form annually.
- Report persons in breach or misconduct to a school employee.
- Work to earnestly produce authentic work
- Take responsibility for the name on assignment verifying it as your own work and use citations where appropriate.
- When in doubt, ask.
- **Parents, guardians, and/or outside support:**
- Read/sign District Code of Conduct form.
- Encourage your child to practice academic honesty.
- Engage in your student's process for completing assignments.
- Attend conferences concerning any

breach or misconduct if necessary.

Consequences

Academic breach or misconduct will result in a conference with the student and parents and include a counselor and administrator. ***Consequence***: The instructor has the right to require a redo of the work or offer a different assignment. Consequences may also follow the school guidelines for disciplinary action. Information regarding violations of academic honesty will become part of the student's discipline file. Use of inquiry and project-based assessments with appropriate formative assessments are used to deter academic dishonesty.

MYP Assessment Policy

Philosophy

Assessments are designed to enrich student learning, monitor and evaluate student progress towards meeting course and MYP Program standards, provide feedback to students, parents and other stakeholders, gather evidence to support teacher reflection for students and on the effectiveness of teaching, inform curriculum review, evaluate the suitability of courses, and develop short and long-term achievement goals for students.

Purpose of Assessment for Teachers:

- To provide diagnostic feedback and motivate performance
- To help set standards and evaluate progress
- To determine the effectiveness of teaching
- To guide curriculum development and review
- To guide instructional practice

Purpose of Assessment for Students:

- To provide consistent, timely feedback and opportunity for reflection
- To measure what students know at various points in learning
- To identify strengths and weaknesses in skill acquisition
- To promote student ownership of learning
- To promote self-advocacy

Purpose of Assessment for Parents:

- To inform about student progress
- To allow parents and teachers to work together to promote student learning

To provide data as a result of instruction of curriculum

Principles of Assessment:

- Assessment will enhance learning and align to the goals.
- Assessments will be differentiated to meet student needs.
- Assessment tasks will be rigorous, involving critical, creative and transfer thinking skills.
- Assessment tasks will vary in design and be authentic.
- Assessments are clear with the use of command terms.
- Assessment will yield meaningful feedback for students.
- Assessment is formative and summative.

AVID

Southeast Middle School is about increasing student achievement and closing the opportunity gap for ALL students. One of our goals is to prepare students for success in college and/or career through 21st century skills. As a newly established **A**dvancement **V**ia **I**ndividual **D**etermination or AVID school, we will implement strategies to impart into our students skill that will empower them to be life-long learners that will help them transform their lives and the lives of those around them while contributing and competing in a global society.

2024 ~ 2025 District Calendar

RICHLAND ONE 2024-2025 ACADEMIC CALENDAR

Year-Round Modified School Calendar

Independence Day Holiday	July 4
Teachers Return	August 1
Professional Development Days (No School for Students)	August 1-5
Teacher Workdays	August 6-7
First Day of School for Students	August 8
Labor Day Holiday	September 2
Early Dismissal for Students/Professional Development	September 20
End of First Quarter	October 10
Teacher Workday	October 11
Early Dismissal for Students/Parent-Teacher Conferences	October 25
Election Day Holiday	November 5
Thanksgiving Break	November 25-29
End of Second Quarter	December 20
Early Dismissal for Students/Teacher Workday	December 20
Winter Break	December 23 - January 3
Teacher Workday	January 6
Early Dismissal for Students/Professional Development	January 17
Dr. Martin Luther King, Jr. Holiday	January 20
Professional Development (No School for Students)	February 14
Student/Staff Holiday	February 17
End of Third Quarter	March 13
Teacher Workday	March 14
Early Dismissal for Students/Parent-Teacher Conferences	March 28
Spring Break	April 14-21
Memorial Day Holiday	May 26
Last Day of School for Students (Early Dismissal for Students)	May 28
End of Fourth Quarter	May 28
Last Day for Teachers (Workday)	May 29

CALENDAR NOTES

180-day employees do not work on 10/11, 1/6, 2/14, 3/14 and 5/29

184-day and 186-day employees do not work on 10/11, 1/6, 3/14

240-day employees work on 11/25-11/26, 12/23, 1/3, 2/17, and 4/21

Student and Staff Make-up Days: November 25, November 26, April 21

CALENDAR KEY

- First/Last Day of School for Students
- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)
- Teacher Workday (No school for students)
- Professional Development (Early Dismissal for Students)
- End of Nine Weeks
- Early Dismissal for Students-Parent Teacher Conferences

2024-2025 Work Schedule

	First Workday	Last Workday
180-day employees	8/8/24	5/28/25
184-day employees	8/6/24	5/29/25
186-day employees	8/5/24	5/30/25
190-day employees	8/1/24	5/29/25
200-day employees	7/25/24	6/5/25
220-day employees	7/11/24	6/19/25
240-day employees	7/1/2024	6/30/25

JULY 2024

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

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

MAY 2025

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

JUNE 2025

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

2024-2025 Bell Schedule

6th Grade Transition	
8:00 ~ 8:40	Homeroom
8:45 ~ 9:35	1st Period
9:40 ~ 10:30	2nd Period
10:35 ~ 11:25	3rd Period/Planning
11:30 ~ 12:20	4th Period
12:25 ~ 12:50	Lunch
12:55 ~ 1:45	5th Period
1:50 ~ 2:40	6th Period/Academic Enrichment
2:45 ~ 3:45	7th Period/Planning

7th Grade Transition	
8:00 ~ 8:40	Homeroom
8:45 ~ 9:35	1st Period
9:40 ~ 10:30	2nd Period/Planning
10:35 ~ 11:00	Lunch
11:05 ~ 11:55	3rd Period
12:00 ~ 12:50	4th Period
12:55 ~ 1:45	5th Period
1:50 ~ 2:40	6th Period/Planning
2:45 ~ 3:45	7th Period/Academic Enrichment

8th Grade Transition	
8:00 ~ 8:40	Homeroom
8:45 ~ 9:35	1st Period/Planning
9:40 ~ 10:30	2nd Period
10:35 ~ 11:25	3rd Period
11:30 ~ 11:55	Lunch
12:00 ~ 12:50	4th Period
12:55 ~ 1:45	5th Period/Planning
1:50 ~ 2:40	6th Period
2:45 ~ 3:45	7th Period/ Academic Enrichment

Related Arts Transition	
8:00 ~ 8:40	AM Duty
8:45 ~ 9:35	1st Period/8th Grade
9:40 ~ 10:30	2nd Period/7th Grade
10:35 ~ 11:25	3rd Period/6th Grade
11:30 ~ 11:55	Lunch
12:00 ~ 12:50	Planning
12:55 ~ 1:45	5th Period/8th Grade
1:50 ~ 2:40	6th Period/7th Grade
:45 ~ 3:45	7th Period/6th Grade

Lunch Schedule	
7th Grade	10:35 ~ 11:00
8th Grade	11:30 ~ 11:55
6th Grade	12:25 ~ 12:50
Related Arts	11:30 ~ 11:55

Signature of Read and Receipt

I and my student understand the expectations that Southeast Middle School has set for their Parent-Student Handbook. We understand that my student must meet these expectations as outlined in the handbook. If I have questions that I will contact the school's principal, Mr. Chaddrick K. Myers or my student's grade level administrator. My signature below indicates that I have received and read a copy Southeast Middle Parent-Student Handbook with my student.

_____
Print Student's Name

_____
Student's Signature

_____
Print Parent's Name

_____
Parent's Signature

_____
Date