



# **ALCORN MIDDLE SCHOOL**

## **HANDBOOK**

### **2024 - 2025**

**~GROWTH MINDSET-ACADEMICS, COMMUNITY, TEAMWORK ~**

**Ms. Kreshella K. Goodman, Principal**  
**Ms. Monique Jackson, Assistant Principal**  
**Ms. Serena Nesmith, Assistant Principal**  
**Mr. Devin Washington, Assistant Principal**



# **ALCORN MIDDLE SCHOOL**

## **HANDBOOK 2024 - 2025**



**ADDRESS: 5125 FAIRFIELD ROAD  
COLUMBIA, SC 29203  
PHONE NUMBER: 803-735-3439  
COLORS: ROYAL BLUE, WHITE AND RED  
MASCOT: KNIGHTS/LADY KNIGHTS**



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Mission

We are Alcorn Middle School, a leader in fostering a student-centered, innovative, safe, and academically rich environment where we promote a growth mindset through academics, community and teamwork.

### Vision

Alcorn Middle School, in collaboration with engaged stakeholders, is committed to preparing each student to  
be a globally competitive citizen through by ensuring all students are provided quality instruction in a safe, challenging, and academically rich environment.

### Core Values

#### Respect

We believe all members of the school community should be treated equitably with understanding for their diverse traits in an inclusive learning community.

#### Resilience

We believe all members of the school community should work diligently to overcome obstacles and barriers to learning through a growth mindset and continuous improvement. We will demonstrate focus, flexibility, persistence, problem solving and self-awareness in pursuing our school goals.

#### Integrity

We believe all members of the school community should demonstrate honesty, fairness, accountability and responsibility in their daily activities.



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### School Goals

The school goals of Alcorn Middle School directly aligned with the goals outlined in the Richland County School District One 2024-2029 Strategic Plan.

- By the end of the 2024-2025 school year, 6% of students in grades 6-8 will score Meets/Exceeds on the SC Ready ELA and Math Assessments.
- By the end of the 2024 school year, 60% of students in 6th grade will score Meets/Exceeds on the Science SC Ready Assessment.
- By 2024-2025, reduce the teacher turnover rate to 10% by maintaining a professional learning environment that attracts and supports faculty and staff.
- By the end of 2024-2025, parental engagement and involvement will increase as measured by the percentage of parents who attend school activities (Open House, Conferences, etc.)





# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### RICHLAND COUNTY SCHOOL DISTRICT ONE GRADING SCALE

10 Point Scale	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Bell Schedule

	6 <sup>TH</sup> GRADE
PERIOD	TIME
1	8:30 – 9:00 ACADEMIC ENRICHMENT
2	9:05 – 10:25 PLANNING
3	10: 30 – 10:55
LUNCH	11:00 – 11:30
SEL	11:35 – 11:50
3	11:55 – 12:30
4	12:35 – 1:33
5	1:36 – 2:36
6	2:39 -3:39
7	3:42 – 3:45 ACADEMIC ENRICHMENT
	7 <sup>TH</sup> GRADE
PERIOD	TIME
1	8:30 – 9:00 ACADEMIC ENRICHMENT
2	9:05 – 10:25
3	10:30 – 11:50
LUNCH	11:55 – 12:25
SEL	12:30 – 12:45
4	12:50– 2:10 PLANNING
5	2:15 – 3:35
6	3:40 – 3:45 ACADEMIC ENRICHMENT



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Bell Schedule

	8 <sup>TH</sup> GRADE
PERIOD	TIME
1	8:30 – 9:00 ACADEMIC ENRICHMENT
2	9:05 – 10: 25
3	10:30 – 11:50
4	11:55 – 12:35
LUNCH	12:40 – 1:10
SEL	1:15-1:30
4	1:35 - 2:10
5	2:15 -3:35 PLANNING
6	3:40 – 3:45 ACADEMIC ENRICHMENT

	RELATED ARTS
PERIOD	TIME
1	8:30 – 9:00 ACADEMIC ENRICHMENT
2	9:05 – 10:25 6 <sup>TH</sup> GRADE
3	10:30 – 12:45 PLANNING
4	12:50 – 2:10 7 <sup>TH</sup> GRADE
5	2:15 – 3:35 8 <sup>th</sup> GRADE
6	3:40 – 3:45 ACADEMIC ENRICHMENT



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Student Movement

#### Hallway Procedures:

- Staff members are expected to monitor students at all times while in the hallway. When student lines go
- around corners, staff members are expected to position themselves to see each end of the line.
- Classes and individuals are expected to be ordered on the right-hand side of the hallway.
- Team transitions may be staggered in the bell schedule.
- Students have been allotted sufficient time to transition.
- Students are expected to keep their hands and feet to themselves by not touching other students or the walls
- or lockers.
- DO NOT send a student to the main office without a pass.

#### Arrival Procedures:

##### Car Riders

- These students will enter the building through the rear car loop.

##### Walkers

- These students will enter the building through the rear car loop.

##### Bus Lot

- Each bus will pull up and park in the bus loop. Students will exit their buses and go immediately to the
- cafeteria for breakfast. Those students who do not wish to eat breakfast will remain in the cafeteria until dismissed by the person on duty.

#### Lunch

- Classes will enter through the front entrance of the cafeteria.
- Students are expected to go through the lunch lines in an orderly manner.
- Teachers will remain with their line until students enter the cafeteria.
- Once seated, students are not to get up without permission from the teacher.
- Students should take all trash, and pick up anything dropped on the floor, to the bins.
- Students are not allowed to make food orders or receive food deliveries during school hours.

#### Dismissal Procedures:

- Dismissal will begin at 3:45.
- Parents cannot utilize early dismissal after 3:00 PM.
- Walkers and car riders will be released first. Walkers will exit the building from grade level hallways nearest the football field and walk to the front of school to leave campus.
- Car Riders will exit the building through back car loop.
- Bus Riders will be dismissed by bus number.
- No student should be dismissed before an announcement is made for their dismissal





# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Library Policies & Procedures

## LIBRARY HOURS: 8:00AM TO 4:00 PM

#### Admittance

During class time students need a library pass in order to visit the library.

There is a limit of 4 students on passes per teacher unless other arrangements have been made with the librarian and teacher.

#### Student Expectations

- Students are expected show respect to all people and property within the library.
- Students are expected to speak in a manner that is appropriate in the library.
- Students are expected to help keep the library organized and neat.
- Students will not bring food or drinks into the library.

#### Borrowing Books (Check-Out)

- Students may check out up to two books at a time. (Remember, you can use your school ID to check out books and checkout eBooks online.)
- Students must have their student ID card to check out any book.

#### Returning Books (Check-In)

- Students must return all books within two weeks from date the book was checked out.
- If a book is needed for a longer check-out period, students may renew a book one time for another two-week period.

#### Overdue (Late) Books

- If a book is kept past the initial two-week checkout period it is overdue.
- A student with an overdue book will not be allowed to check out any more books until the book is returned.

#### Lost or Damaged Books

- When a student loses a book he/she will be charged the cost of replacing the book.
- When a student destroys or damages a book he/she must pay a fine. This fine will be equal to the cost of the book.
- A student will not be allowed to check out any books until he/she pays the fine for a lost or damaged book or makes arrangements with the librarian.



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### ANTI-BULLYING

#### Policy JICFAA Harassment, Intimidation or Bullying

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

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at 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 demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic.

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 of harassment, intimidation or bullying.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the internet, electronic communication or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including for student harassment and bullying.







# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### Attendance

**ATTEND TODAY, ACHIEVE TOMORROW**

**GOOD SCHOOL ATTENDANCE MEANS...**



**PRESCHOOLERS**  
build skills and develop  
good habits for showing  
up on time



**ELEMENTARY  
STUDENTS**  
read well by the  
end of third grade



**HIGH SCHOOLERS**  
stay on track for  
graduation

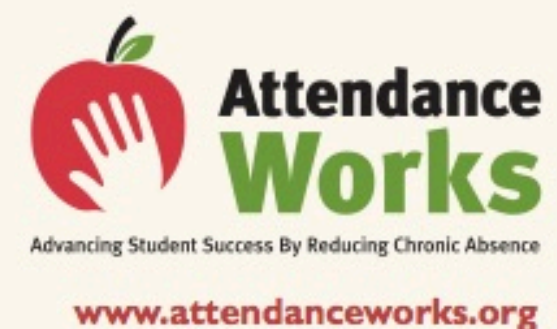


**COLLEGE  
STUDENTS**  
earn their degrees



**WORKERS**  
succeed in  
their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



Click the parent drop box to submit an excuse for your child's absence from school.

Note: Only 10 parent notes per school year will be accepted.

**Alcorn Middle School  
Parent Note Dropbox**







# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### School Counseling Services

The mission of the School Counselor Program at Alcorn Middle School is to foster a cooperative effort among students, parents, teachers, counselors and administrators, as well as special services and community agencies. Our purpose is to promote and enhance student learning by enabling students to develop their educational, personal, social, and career strengths to become productive citizens.

#### What is Counseling?

- Meeting with a trained professional either as an individual or in a group, to discuss areas of concern you may be having in your life:
- Dealing with personal, social, vocational and educational concerns
- Learning a process to make decisions and plan healthy ways of behaving, feeling and thinking
- School counselors provide individual counseling, small group counseling and classroom guidance lessons.
- Confidentiality Counseling is completely voluntary. All conversations with a counselor will be held in confidence with the following exceptions: threat of harm to oneself, threat of harm to another and any report of abuse. If teachers or parents inquire about a student, the counselor will give them suggestions as to how they can help and be supportive.

#### Why Contact a Counselor?

**For questions of any kind, feel free to contact the school counselor.**

- Bullying concerns
- Study skills and organization
- Conflict resolution
- Decision-making
- Life changes
- Self-esteem
- Career options
- Stress/Anxiety

**Parent can contact the school counselor by calling or emailing the school counselor at any time for a phone conference or to set up a school visit.**

#### How does a student see a counselor?

- Self-referral
- Request of a counselor
- Parent referral
- Administrative referral
- Teacher or other staff referral
- Referral by friend(s)





# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### School Social Work

#### **Mission Statement**

The Richland County School District One School Social Work Program assists the instructional and school staff in making school a successful and relevant experience for all students. As members of the educational team, school social workers collaborate with students, their families, school staff, community agencies, and others to assess and intervene with students who are experiencing social, emotional, family, or academic challenges. The mission extends to helping students, families, and schools to prevent problems that could interfere with educational and social success.

#### **What is School Social Work?**

School social work is a specialized service that assists students with academic learning by providing interventions that identify and address the social-emotional-environmental issues that interfere with the educational process. Working with parents/guardians, teachers, school administration, and community-based resources, the school social worker implements strategies that promotes students' positive school adjustment. School social workers are members of the department of Social Services.

#### **Who Provides School Social Work Services?**

Richland School District One employs licensed Master level social workers from accredited schools of social Work education. School social workers have varied backgrounds in Child and Family Welfare, Mental Health, Juvenile Justice and Public Health as well as other areas related to children and families. School social workers are governed by the Social Work Code of Ethics, affiliated with the National Association of Social Workers and regulated by the South Carolina Labor and Licensing Board of Examiners.

#### **Services Provided by School Social Workers**

##### School Focused Interventions

- Serve on IEP, MTSS and other school teams
- Conduct classroom observations
- Assist in developing intervention strategies and serve on crisis teams
- Conduct staff presentations on behavioral, emotional, developmental, environmental issues that  
Impact student learning.
- Conduct classroom presentations related to anger management, bereavement, positive peer relations,



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### School Social Work

#### Services Provided by School Social Workers

- Academic preparedness, and positive decision-making.
- Complete psychosocial history and behavior rating scales.
- Student/Family Focused Interventions
- Provide case management to students at high risk for dropping out.
- Assess and intervene on student attendance and truancy concerns
- Provide direct counseling to students (individual and group)
- Provide direct counseling to families/guardians of students
- Locate resources for students and their families
- Collaborate with agencies for children in alternative living arrangements
- Conduct parent training
- Conduct home visits
- Conduct risk assessments (suicidal and/or homicidal)

#### Community Focused Interventions

- Locate available community resources to enable students to receive maximum benefit from the
- Educational program.
- Attend or serve on community committees
- Serve as a liaison with community agencies

#### How Can I Get School Social Work Services?

Anyone can make a referral to school social work services by contacting 803)231-6757.



# ALCORN MIDDLE SCHOOL

## HANDBOOK 2024 - 2025

### School Discipline Plan Level 1 Offenses

1st Offense	Verbal Warning
2nd Offense	Written Warning to Parent/Guardian (Documented with ABE Note)
3rd Offense	Call to Parent/Guardian (Documented with Classroom Action)
4th Offense	Conference with: <ul style="list-style-type: none"><li>• Parent</li><li>• Student</li><li>• Teacher(s)</li><li>• Guidance</li><li>• Interventionist</li></ul>
5th Offense	Office Referral to Administrator

Any severe or repetitive disruptions (Level II and Level III) should immediately be referred to the appropriate administrator.

Please click the book below to access the Richland One Student Code of Conduct Handbook.

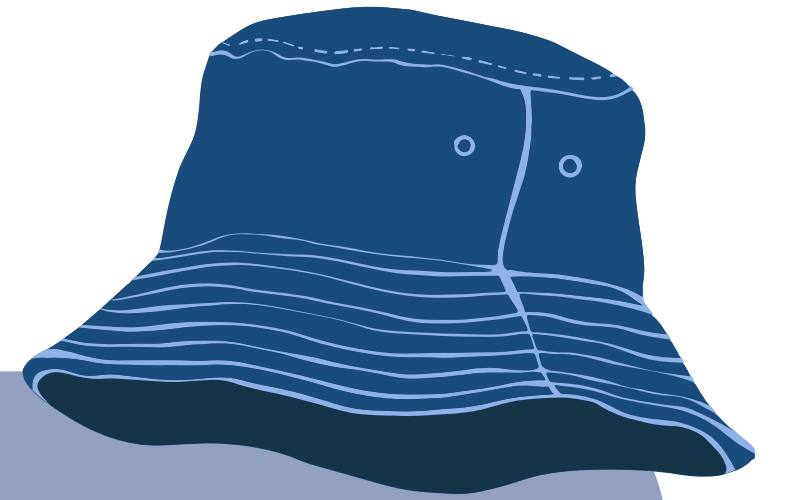






# ALCORN MIDDLE SCHOOL DRESS CODE

## Headgear



Hats, hoods, headbands, bandanas, wave caps, scarves, bonnets and du-rags are PROHIBITED.

## Tops

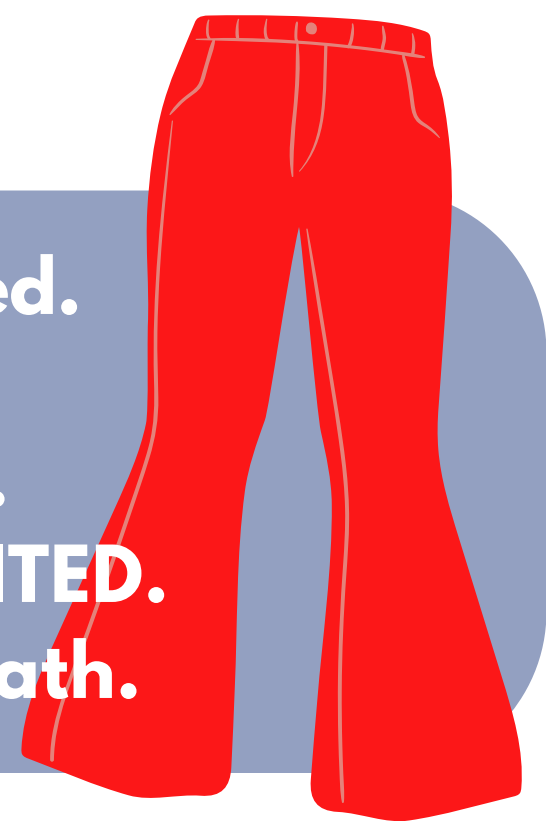


Tank tops, tube tops, halter tops or tops baring midriff are PROHIBITED. Students should not wear hoods inside the building. Shirts with inappropriate graphics are PROHIBITED.

## Bottoms

All pants must be worn at the waistline with a belt if warranted.  
**NO SAGGING**

Stretch pants, leggings, and bikers shorts are PROHIBITED. Skirts and shorts that do not meet fingertip length are PROHIBITED. Jeans with rips above the knee must have a covering underneath.



## Shoes



Shoes must be worn at all times  
**Prohibited shoes:**

Flip-flops, slides, shoes with cleats and bedroom shoes  
Crocs/bubble slides must be worn in **SPORT MODE**





# **ALCORN MIDDLE SCHOOL**

## **CELL PHONE/DEVICE POLICY**

**ALL CELL PHONE USAGE IS PROHIBITED DURING INSTRUCTIONAL TIME  
AND HALLWAY TRANSITIONS.**

**CELL PHONES SHOULD NOT BE VISIBLE THROUGHOUT THE SCHOOL DAY.**

**STUDENTS ARE PERMITTED TO USE CELL PHONES DURING THE FOLLOWING DESIGNATED  
TIMES:**

**LUNCH**

**KNIGHTS TIME (SEL)**

**IF STUDENTS NEED TO CONTACT A PARENT/GUARDIAN DURING SCHOOL HOURS  
STUDENTS SHOULD OBTAIN PERMISSION FROM**

**IF TEACHERS, ADMINISTRATORS, OR STAFF ASKS FOR A STUDENT'S DEVICE, STUDENTS  
MUST HAND OVER THEIR PHONE. FAILURE TO COMPLY WILL RESULT IN ADMINISTRATIVE  
ACTION**

### **CELL PHONE/DEVICE VIOLATION CONSEQUENCES:**

**1ST OFFENSE: VERBAL WARNING**

**2ND OFFENSE: TEACHER WILL CONFISCATE THE DEVICE AND RETURN AT THE END OF CLASS PERIOD  
AND DOCUMENT IN ABE AS A CLASSROOM ACTION**

**3RD OFFENSE: ADMIN WILL CONFISCATE THE DEVICE AND RETURN AT THE END OF THE SCHOOL DAY  
AND DOCUMENT IN ABE AS A CLASSROOM ACTION**

**4TH OFFENSE: ADMIN WILL CONFISCATE THE DEVICE AND RETURN TO STUDENT UPON PARENT  
PICKUP AND DOCUMENT IN ABE AS A CLASSROOM ACTION**

**5TH OFFENSE: ADMIN WILL CONFISCATE THE DEVICE, STUDENT WILL RECIEVE DISCIPLINE  
REFERRAL,  
AND ADMIN WILL SCHEDULE PARENT CONFERENCE PRIOR TO DEVICE RELEASE.**

**6TH OFFENSE: STUDENT WILL RECIEVE A DISCIPLINE REFERRAL AND  
WILL BE ASSIGNED IN SCHOOL SUSPENSION**

**7TH OFFENSE: STUDENT WILL RECIEVE A DISCIPLINE REFERRAL AND  
WILL BE ASSIGNED OUT OF SCHOOL SUSPENSION**

CHLAND 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 28
End of First Quarter	October 18
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 28
Early Dismissal for Students/Teacher Workday	December 28
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

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# Richland One Online School Payment Portal



- Donations
- ID Holders
- Athletic Insurance
- Replacement ID Cards
- Replacement Chargers
- Lost/Stolen or Damaged Library Books
- Replacement Lanyards

