

# Whittemore Park Middle School



## Resource Guide and Daily Planner

The faculty and staff of Whittemore Park Middle School would like to welcome you and your parents as we begin a new school year.

This handbook and the *Horry County Schools Parent / Student Handbook* will provide answers to many of your questions concerning school situations. Please read them carefully and keep these books for future reference.

Remember that you are responsible for your actions. Your choices and decisions are important for success.

### Mission Statement

The mission of WPMS, a culturally diverse community committed to educational excellence, is to ensure that every student is prepared to be a productive member of society and to achieve personal success through innovative, student-centered curricula delivered in a safe and positive learning environment.

<b>Student Information</b>	<b>Parent Signature</b> I have read and discussed the information contained within the agenda with my son/daughter.
Name:	Parent Signature:
Grade:	Student Signature:
Homeroom:	Date:

We strive to ensure that all students are:  
**Prompt and Prepared, Acting Responsibly,**  
**Working with Integrity, and Showing Respect.**

# Student Data / Goal Sheet

SC Ready/PASS Test Scores	Spring 2024 Score	Goal for Spring 2025
ELA		
Writing (TDA)		
Math		
Science		

## Test Scores

MAP Reading	Fall	Winter	Spring	Target Goal
RIT Score				
Percentile				
Ready	Fall	Winter	Spring	Target Goal
Diagnostic Score				

Class Grades	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Grade
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ELA					
Math					
Science					
Social Studies					
Explore:					
Explore:					
Explore:					
Explore:					

## Academic / Exploratory Classes



Math instruction ranges from sixth-grade math to Geometry. Language Arts instruction includes reading, writing, listening, and media literacy. Science instruction includes energy, plants and animals, ecology, chemistry, and astronomy units. Eighth-grade social studies standards address South Carolina history; seventh-grade addresses world history (1600 -present), and sixth-grade addresses ancient civilizations.

Exploratory classes are offered on a semester or full-year basis. Exploratory offerings include Health/P.E, Art, Chorus, Computer Science, Intro to Careers, Band, Orchestra, Support Reading, Support Mathematics, and Yearbook. In Physical Education, students are required to “dress out.” Band, Orchestra, and Chorus are year-long courses and require concert participation.

## Homework / Study Habits

Homework is provided to reinforce skills covered during classroom instruction.

An average predictor for the amount of homework given per night is 60 minutes for 6th graders, 70 minutes for 7th graders, and 80 minutes for 8th graders. Honors classes may require additional homework.

To enjoy maximum success students should:

- Be prepared for class and be active in asking and answering questions
- Participate in class activities and use their agenda to record assignments
- Give 100% daily in all classrooms and school settings

## Grading

<b>A</b> = 100 - 90	<b>B</b> = 89 - 80	<b>C</b> = 79 - 70	<b>D</b> = 69 - 60	<b>F</b> = 59 - 0
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Interim reports are issued four times a year (on the 23rd day of each 45-day grading period) for students and parents to monitor progress in each subject. Report cards are issued to students at the end of each quarter. Check the calendar for the exact dates. The final report card will be mailed. Parents are encouraged to access their student’s grades online. The PowerSchool program allows 24-hour access to grades.

Students will receive either an **S** for satisfactory, **NI** for needs improvement, or **U** for unsatisfactory as the grade in exploratory classes. All other grades are reported using numerical grades.

## Textbooks

Textbooks are issued for all academic classes. Whether a student is issued a textbook or is using a textbook from a classroom set, textbooks need special care. Please help us take care of our textbooks by:

- Refraining from writing in textbooks, throwing them, sitting on them, or leaving them unattended.
- Refraining from letting others borrow textbooks issued to you.
- Knowing where your books are at all times.
- Most of the textbooks are available online. Contact your child’s teacher for more information.

Students are responsible for any damaged/lost books. Fines are issued at the end of the year for lost/damaged books. All fines should be paid to the WPMS bookkeeper.

# Promotion and Retention

Students in 6th-8th grades are expected to learn, at a minimum, curriculum standards in English language arts, mathematics, science, and social studies, and meet attendance requirements.

## End of Year Promotion / Retention Status

The following are summary designations and descriptors for end-of-year promotion/retention requirements for students:

**Promoted:** The student has earned passing grades in English Language Arts, Mathematics, Science, and Social Studies with an average of 60 or above and satisfied the attendance requirement for seat time.

**Retained:** The student has failed to meet the promotion criteria.

## Activities

**Dances:** Dances are held throughout the year. Only WPMS students can attend school dances. Dance attendance is a privilege that is earned by demonstrating responsible behavior. Students may be denied the privilege to participate based on discipline, attendance, and outstanding fees owed. Students are expected to remain until the dance is over. If a student needs to leave early, he/she must be picked up by a parent/guardian. Times, dates, and admission fees for dances will be announced. **The school dress code applies to all dances. Administrator discretion may be used to exclude any student from attending a dance.**

**Field Trips:** Field trips are occasionally arranged for student groups, teams, or grade levels. Only those students who return the signed permission form to the sponsoring staff member will be allowed to go on the trip. It is the student's responsibility to make up assignments missed while on the trip. **Student behavior (ISS/OSS), attendance, academic performance, and outstanding fees owed may be a factor in determining eligibility for field trips.** Fees may be charged for field trips. Students who attend school-sponsored field trips will be marked present.

**Field Trip, Dance, and Student Activity Requirements:** We will implement the following requirements for all dances and field trips. These requirements will also be applied to many student events we will hold this school year.

- Students who receive ANY Level 2 or Level 3 offense will be disqualified to attend the dance.
- Students who have 3 or more Level 1 offenses will be disqualified to attend the dance. 3 Level 1 offenses are equivalent to a Level 2 offense. (Three lunch detentions will equal a level 2 offense, as well)
- If students receive a referral for any Level 2 or 3 offenses and/or receive 3 or more Level 1 offenses after they purchase their ticket to the dance, they will NOT receive a refund.
- Students must have an overall average grade of 60 or above in ALL classes by the time of the event
- Students must attend school on the day of the event, even if the event is after school.

**Yearbook:** A school yearbook is published yearly. Students will be notified of the preorder dates and price of the yearbook. A limited number of yearbooks may be available for sale at the time of yearbook distribution. Eighth-grade students can sign up to serve on the yearbook staff through a designated Explore class.

**Parent Groups:** Parents are encouraged to be involved with PTO, School Improvement Council, Partners in Education, and our volunteer program. Contact the school for further information.

**School-wide Contests:** Students will have the opportunity to participate in various academic contests and incentive programs during the year. Competitions may include school, district, state, and national levels.

**Sports:** According to South Carolina High School League rules, seventh and eighth graders are eligible to try out for football, basketball, and cheerleading as well as several high school-sponsored sports. All students trying out for a team must have a current physical completed. Students must submit their physical and all other required documents on [www.PlanetHS.com](http://www.PlanetHS.com) before being able to try out for a sport. Academic grades will be checked to determine the eligibility of student-athletes at WPMS. Sports are sponsored by the SCHSL ([www.schsl.org](http://www.schsl.org)).

**Extra-curricular activities:** Students will have the opportunity to participate in various extracurricular activities such as Art Club, Rubix Cube, Robotics, Student Council, and Mock Trial. These clubs represent WPMS and have requirements that students will be expected to follow. Each club will have a different signup process throughout the year.

## Attendance

Regular attendance is critical for academic success. **Students are allowed a maximum of 10 (5 per semester) unexcused absences in each year-long class and a maximum of 5 unexcused absences in each semester class. Students may not receive credit seat time in a class if they exceed five days in a semester or ten days in the year.** Attendance is verified each period of the day. Please monitor your student’s attendance on interim reports and report cards. When returning from an absence, students present a parent’s note or doctor’s excuse to the attendance office. **Carefully read the section on student attendance in the *Horry County Schools Parent/Student Handbook* for more details on lawful and unlawful absences and other IMPORTANT information regarding attendance.**

Truant
<b>A student is considered truant</b> after three (3) consecutive all-day absences, or five (5) cumulative all-day absences that are <b>NOT</b> excused by a medical doctor's written statement, proof of bereavement, or principal's approval. Tardiness in middle school is considered a disciplinary issue. The consequences for tardies are listed below.

## Early Dismissal

Whittemore Park Middle School operates under a closed campus policy. Students must remain on campus from the time they arrive at school until they are properly dismissed. **A student may check out through the front office only if a parent, guardian, or approved adult comes to the school prior to 3:00 PM to sign the student out with a valid ID.**

If a student must leave school early, please submit a note requesting early dismissal prior to the start of school and coordinate the time around class changes to avoid interruptions.

## Late Arrivals and Tardies

Students should be in their first class, ready to begin working at 8:20 AM each school day. Any student who is not in the building and through search by 8:10 AM will be marked tardy to school. The consequences for arriving tardy to school are as follows:

- **1st offense:** Verbal Warning and parent notification
- **2nd offense:** Verbal Warning/Parent Contact to make them aware of after-school detention (and consequences for subsequent tardies)

- **3rd through 5th offense:** After School Detention/Parent Contact. A one-hour after-school detention assigned and supervised by school staff; assigned one week to be served the next week. WPMS will host after-school detention from 4:00 PM until 5:00 PM. No transportation will be provided for students who are assigned detention. It is the responsibility of the student and the student's parent(s)/guardian(s) to provide timely pickup and transportation home from an after-school tardy detention.
  - Note: If students do not attend after-school detention consequences of ISS will result (step 7).
- **6th offense:** Suspended pending parent conference; possible revocation of waiver, if applicable.
- **7th offense and beyond :**Note: Accumulation of tardies will restart each semester
  - 7th** - 1 day of ISS
  - 8th** - 2 days of ISS
  - 9th** - 1 day of OSS
  - 10th** - 2 days of OSS
  - 11th** - Evidentiary Hearing

## Testing

**SCReady Testing** is the comprehensive testing program for the state of South Carolina for Science and Social Studies.

**Measures of Academic Performance (MAP)** is a computer-based assessment for Reading. It is given three times each year. Data gathered from MAP performance is utilized to prepare prescriptive instruction to meet the student's needs.

**EOC Testing-** End of Course testing for high school credit classes (Algebra and English 1).

**CogAT Testing-** Testing for Gifted and Talented Placement and Services. All students take it in 2<sup>nd</sup> and 5<sup>th</sup> grade. Students can also be referred to take the CogAT. Testing is usually done in October.

**PSAT-** Early versions of the SAT and ACT for College Aptitude, used to designate students as SC Junior Scholars or Explore Scholars. These tests are precursors to the ACT and SAT and are used to help students begin thinking about college readiness.

**iReady Diagnostic:** is a computer-based assessment in Reading, Language, and Math. It is given three times each year.

## Guidance Services

The guidance office assists students and parents with educational and vocational planning; maintains student records; provides group, individual, and crisis counseling; coordinates fall and spring testing (state and nationally mandated tests), Junior Scholars, and registration of all students. The staff also serves as a liaison with other service agencies. Parents seeking information should call for an appointment between 8:00 A.M. and 4:00 P.M. Students wishing to see a counselor should make an appointment or obtain a pass from a teacher.

## Awards and Recognition

### Gold and Green Awards

At the end of each grading period, all students earning all A's in all subjects, and Satisfactory in Exploratory receive Gold Awards. All of those who have an A or B in all subjects, and Satisfactory in Exploratory receive Green Awards.

### Junior Scholars

Junior Scholars are selected based on performance scores on the PSAT (grade 8) taken in October.

## Perfect Attendance

Certificates are presented quarterly for perfect attendance at our Awards Assembly. A student must be in attendance from 8:10 AM until dismissal to qualify for perfect attendance.

## Communication



WPMS maintains a Facebook page and school website for students and parents to stay up to date on current events and school initiatives. Parents interested in our daily news are encouraged to view it at

<http://wpm.horrycountyschools.net/>. Parents are also encouraged to use our PowerSchool portal for 24-hour access to grades and attendance.

**Parent Conferences** are held school-wide once each semester. Parents and/or teachers who require additional conference times should schedule a mutually agreed upon time before school, during the teacher's planning, or after school.

## Visitors

Parents are welcome to visit. All visitors must report to the main office and show ID. An appointment with any school official or to visit a classroom must be made 24 hours in advance. Parents are encouraged to volunteer and should go online to HCS to fill out the documents.



## Emergency Procedures

**School-wide procedures and plans are in place for emergency situations. This includes, but is not limited to unauthorized visitors.**



**Searches:** Walk-through metal detectors will be used daily on every student. All bags will be searched; please have them open and ready to search upon entry. Visitors to our building may be searched and must provide a photo ID upon entry. Please avoid bringing unnecessary items to school (including: chewing gum, large amounts of food, opened drinks, glass beverages, additional sports equipment, any spray or aerosol items, large lotion bottles (personal/travel size lotions are acceptable), toys, fidget spinners, laser pointers, and other items that may cause a potential danger to students and/or cause a disruption at school...) School grounds and facilities will undergo periodic walkthroughs by R.A.I.D. Corps, a team of trained handlers and canines employed to conduct school inspections.

**HCS Clear Bookbag Policy (Student):** As part of our ongoing efforts to prioritize the safety and security of our schools, Horry County Schools (HCS) is implementing additional protocols and procedures for the upcoming 2024-2025 school year. We know it takes a team effort of our staff, students, and parents working together to provide the safest environment possible. One of the new safety protocols is the requirement that all students who choose to carry a backpack must use a clear backpack, starting this upcoming school year.

For more specifics and FAQs regarding the clear backpack protocols, please visit <http://www.horrycountyschools.net/clearbackpacks>

### HCS Clear Bag Policy (Public):

HCS Schools strictly adheres to the Clear Bag policy for all events open to the public. Please be aware of the Clear Bag requirements and follow them when coming on our campus.

# CLEAR BAG POLICY



\*Medically Necessary & Diaper Bags must be properly inspected by Security Personnel at the entrance!

## Fees

**Breakfast and lunch** will be provided at **NO COST** to all students at WPMS during the 2024-2025 school year. Any uncollected charges from the previous years will still need to be paid.

**A school agenda** is provided to all students at the beginning of the school year. Students are expected to maintain their agendas throughout the year. Should a replacement be necessary, a student must purchase one for \$5.00.

## Lost and Found

**Students should not leave textbooks, purses, cell phones, music devices, or personal belongings unattended!**

Students should remember that valuable equipment and personal items, including any electronics and cell phones, and large amounts of money should be left at home. Do not allow other students to borrow personal items. If an item of value must be brought to school for an instructional reason, please make sure it is kept in a secure location. Students may claim lost articles during lunch and before or after school. **The school does not accept responsibility for items that are lost or broken at school. This includes cell phones, all electronic devices, and other personal items.**

## Health Room / School Nurse

**Health assessment:** If a student becomes ill at school and cannot continue to stay in class, he/she should obtain a pass from the teacher to go to the nurse. After assessment and treatment as needed, the student will return to class or a parent will be called. Remember staying in the restroom during a class because of illness is not permitted and will be considered cutting class resulting in disciplinary action. If a student communicates their illness to a parent/guardian via an unauthorized means (cell phone), the student will be subject to disciplinary action.



If an accident occurs, the school nurse or a faculty member may administer first aid and will notify the parents and/ or call EMS if needed. Any treatments beyond first aid are the responsibility of the parent and/or health care provider. School employees are not allowed to administer medications to students without the approved medical forms on file for all prescription and non-prescription medications.

The school nurse will screen students per the South Carolina DHEC recommendations. Feminine protection products are stocked in the health room for emergencies.

**Medicine:** Parents, please observe the following concerning medications for your child:

- If possible, give medications at home.
- All medication must be provided and brought to the Health Office **by the parent** in its original container and properly labeled.
- For a student to be given a prescription medicine, the student's health care practitioner and a parent need to sign a permission form.
- Emergency medications that must be kept with a student require self-administration forms completed by the health care provider, parent, and the student.
- For a student to be given non-prescription/over-the-counter medicine, the student's parent must sign a permission form.

Medications must be picked up by a parent by the last day of school. Medications will be properly discarded after that time.

**NOTE:**

Medication found in a student's possession (including on the school bus and school grounds) will be cause for disciplinary action. ALL medication must be distributed through the nurse's office. Any substance that appears to be medication will be treated as medication.

## Media Center

The Media Center houses books, e-books, and periodicals for student use. The Media Center is open from 7:45-3:45 daily. Students are required to have a pass from a teacher to enter the media center before school. Students will have the opportunity to visit the media center during ELA class.

## Cell Phones

**Cell phones must be POWERED OFF  
and put OUT OF SIGHT during the school day.**

Cell Phones may be brought to school but must be turned off and put away at all times. All classrooms have phones in case of emergencies.

Once students come into the building, all electronic devices should be turned off and out of sight and should remain so until students exit campus. Parents will be required to pick up any confiscated items belonging to students who fail to comply. Repeated offenses will result in disciplinary actions (ISS, OSS, etc.).

Electronics are the most frequently stolen valuables in school. It is imperative that both students and parents understand that the utmost care must be taken in securing electronics at all times. Administration and staff cannot ensure that lost or stolen electronics will be recovered.

## Earbuds & Airpods

**Only wired headphones will be allowed at WPMS for academic purposes only. No Airpods or Bluetooth headphones will be allowed on campus. If they are brought on campus, they will be confiscated immediately and a parent/guardian will have to pick them up from the front office. The student will also receive consequences.**

Bluetooth Earbuds and Airpods are not allowed at WPMS. If seen in a student's ears during the day, they will be confiscated and the student will receive a consequence. Parents will be required to pick up items etc., of students who fail to comply. Repeated offenses will result in disciplinary actions (ISS, OSS, etc.)

WPMS will provide all students with one (1) pair of wired headphones to use in their classes this year. If they misplace or damage the headphones given to them, they will have to replace them to use in class.

## Whittemore Park Middle School Dress Code Policy

Parents/guardians are responsible for ensuring that students dress in an appropriate manner at all times while on campus or when involved in school activities. The personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Generally, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, or damage school property. In addition to clothing, hats, and shoes, attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. The administrative team reserves the right to determine when a student's dress is appropriate according to the policy. When a student's dress is deemed to be inappropriate by an administrator, the student will be asked to make modifications and/or call someone to bring acceptable attire. The student will be assigned to ISS for the remainder of the day or until the student has appropriate attire. Additional consequences will be given to repeat offenders.

### The following guidelines help to define appropriate dress:

- Attire must comply with requirements for health and safety. Items such as chains, fish hooks, spike jewelry, and metal hair picks are not acceptable.
- Attire must **not** be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.
- Shorts, skirts, and dresses should assure modesty when the student is seated or engaged in school activities. Shorts, skirts, and dresses must be of **adequate length**, meaning at least fingertip length when the student is standing with arms completely extended by his/her side with no skin exposed (including holes). Pants and shorts must be secured at the waist, with no sagging. Leggings should be covered with shorts, skirts, or dresses of **adequate length** (as described above). Top layer of clothing must cover the student's backside.
- Shirts should be at least 3 fingers wide across each shoulder. Racer-back shirts, shirts that expose the midriff or cleavage, spaghetti straps, and halter tops are not appropriate.
- Appropriate undergarments should be worn and should be covered by outer clothing.
- Uniforms for extra-curricular activities that are worn during classes other than physical education must be modified to conform to the Student Dress Code guidelines.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.

- Attire must not display any information about, representation of, or advertisements for tobacco, alcoholic beverage(s), controlled drugs, or illegal drugs or paraphernalia, or insinuate inappropriate content.
- Shoes must be worn at all times. Bedroom shoes and shoes with soft soles are not appropriate.
- Other examples of inappropriate attire include but are not limited to: bandanas, form-fitting apparel, spandex, spaghetti straps, halter tops, tops that expose the midriff, cleavage, or backs, pajamas/sleepwear, boxer shorts, fishnet apparel, sheer fabric, or items that are excessively loose fitting or tight fitting.

**NOTE:** Students are responsible for dressing in an appropriate manner at all times or while involved in school activities. Students should be able to raise their hands without their midriff showing. Students should be able to bend over without exposing their underwear. No underwear should be exposed for any reason at any time. The administrative team reserves the right to determine what is offensive and inappropriate regarding inappropriate attire and hairstyles.

Student attire should not distract the educational process. If the administration determines a student's attire is inappropriate in accordance with the policy, the administrator will require the student to change the attire. In the event that a change is not possible, and the parent cannot be reached, the student will remain in ISS for the remainder of the day or until a parent can be reached.

**Dress code violations will result in ISS and/or OSS.**

## Behavior Expectations

**Arrival:** Upon arrival by bus or other means, students are to report to their designated areas. Students should arrive no earlier than 7:45 AM and no later than 8:10 AM. All students are subject to daily searches.

**Food/Drinks/Candy:** Food and beverage items are not allowed outside of the cafeteria at breakfast or lunch, (Exception: Preapproved team celebrations). No **open** outside drinks should be brought to school. No glass of any kind is allowed. Lunch drinks should remain unopened until lunch. Large quantities of snacks or candy should not be brought to school without prior approval from administration.

Bottles that are brought into the building by students should be **CLEAR** and they should have tops/lids that screw on. They should also be spill-proof and no liquid should come out of the bottle if it is dropped at any time.

No food or snacks of any kind are allowed to be eaten in the classrooms. Snacks are only allowed at lunch and recess.

Only water will be allowed for drinking in the classroom if the teacher permits it. In most classrooms, no food or drinks are allowed.

**Personal:** Students may not hold hands, hug, or display any other forms of public affection to anyone of the same sex or opposite sex. Please keep your hands to yourself at all times. Behavior of this nature may result in disciplinary action.

**Personal Items:** Toys, collecting cards, and other personal items or any items of value should not be brought to school. The school will not be responsible for lost or stolen articles.

**Gum:** Due to gum on equipment, desks, and floors, Whittemore Park Middle has a **NO GUM** policy which is strictly enforced. Any type of gum if found will be confiscated and not returned. Repeated violations are subject to more severe discipline.

**Drink Flavor Packets:** Flavor packets are only allowed for students when they are at lunch.

Excessive amounts of flavor packets will be confiscated.

**PAWS @ The Park:** Students will use this matrix to understand our school-wide expectations for being: prompt and prepared, acting responsibly, working with integrity, and showing respect.

PAWS @ The Park	Classroom	Hallway	Restroom	Recess/Sportsmanship	Bus
<b>P</b> Prompt & Prepared	<ul style="list-style-type: none"> <li>Be on time with a pencil, charged Latitude, and class assignments</li> </ul>	<ul style="list-style-type: none"> <li>Walk quickly and quietly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Have a signed agenda if visiting the restroom without your class</li> </ul>	<ul style="list-style-type: none"> <li>Move quickly and quietly outside</li> <li>Be prepared to lineup and go directly to your line when the whistle is blown</li> </ul>	<ul style="list-style-type: none"> <li>Report to your bus stop on time</li> <li>Be prepared to enter and exit in a timely manner</li> </ul>
<b>A</b> Act Responsibly	<ul style="list-style-type: none"> <li>Go directly to your assigned seat</li> <li>Complete all classroom assignments</li> <li>Follow all classroom routines</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the hall</li> <li>Maintain a safe distance from others in the hall</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Be efficient with your time</li> <li>Return promptly to class /line</li> </ul>	<ul style="list-style-type: none"> <li>Follow all rules for the activities you participate in</li> <li>Remain in your designated space</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Follow all bus safety rules</li> <li>Keep noise levels low</li> <li>Walk slowly on and off the bus</li> </ul>
<b>W</b> Work with Integrity	<ul style="list-style-type: none"> <li>Give 100% effort on all assignments</li> <li>Appropriately ask for help</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Help maintain a clean and safe hallway</li> </ul>	<ul style="list-style-type: none"> <li>Report any issues with the restroom</li> </ul>	<ul style="list-style-type: none"> <li>Discourage negative peer to peer interactions</li> <li>Follow all school rules</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned seat</li> <li>Keep your area clean</li> <li>Keep personal items in your seat</li> </ul>
<b>S</b> Show Respect	<ul style="list-style-type: none"> <li>Treat all students, staff, and surroundings with courtesy</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of classes in session</li> </ul>	<ul style="list-style-type: none"> <li>Keep the restroom clean</li> <li>Be kind to anyone in the restroom</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and respectful to classmates and surroundings</li> <li>Respect personal boundaries and space</li> </ul>	<ul style="list-style-type: none"> <li>Follow all directions from your driver</li> <li>Talk and act respectfully to classmates and adults</li> </ul>

**Pawbucks & Pawback Store:** Students will receive Pawbucks from their classroom teachers and other staff members for following the PAWS Procedures in all areas of the school. Students can purchase school supplies, snacks, and other items from the Pawbucks Store monthly with the amount of Pawbucks they have earned for showing PAWSitive behavior in the building.

## Discipline Guidelines

### Level I

Level I is defined as those activities engaged in by a student that tends to impede orderly classroom procedures, instructional activities, the order operation of the school, or which are frequent or serious enough to disturb the classroom or school.

Acts of **Level I** conduct may include, but are not limited to, the following:

1. Classroom tardiness;
2. Chewing or improper disposal of gum;
3. Lying;
4. Cutting class;
5. Acting in a manner so as to disrupt the instructional process;
6. Truancy;

7. Abusive language between or among students;
8. Unsafe behavior in the hallway;
9. Unsafe behavior on the playground;
10. Refusing to complete assignments;
11. Refusing to carry out directions; minor insubordination;
12. Disorderly conduct involving the use of computers or related equipment;
13. Other unacceptable or disorderly conduct as determined by the administration;
14. Trespassing on campus or being in an unauthorized area.

## **Level II**

Level II includes those activities engaged in by a student that are directed against persons or property, and/or the consequences of which tend to endanger the health or safety of oneself or others in the school. This level also includes offenses that are more serious than Level I, or which are extensions of a Level I matter. Therefore, some instances of Level I conduct may overlap with Level II offenses. Level II offenses result in an immediate written office referral by the staff member.

Acts of **Level II** conduct may include, but are not limited to, the following:

1. Use of an intoxicant;
2. Minor vandalism;
3. Use of forged notes or excuses;
4. Stealing;
5. Threats;
6. Abusive/disrespectful language to staff or agents (such as volunteer aides or chaperones);
7. Refusal to obey school personnel or agents (such as volunteer aides or chaperones); gross insubordination;
8. Possession or use of unauthorized substances as defined by law or school board policy;
9. Use of pagers or cell phones while on school property;
10. Unlawful assembly;
11. Behavior in the hallway which is dangerous to others;
12. Failure to serve detention;
13. Removal from lunch detention;
14. Disrupting lawful assembly;
15. Disruptive conduct involving the use of computers or other related equipment;
16. Inappropriate written, verbal, or physical conduct of a sexual nature;
17. Three acts of office-referred Level I offenses
18. Possession or use of tobacco products (e.g. cigarettes, chewing tobacco, lighters) and fireworks;
19. Any other acts as determined by the administration.

A student's prior record will be considered before sanctions are applied. Sanctions to be applied in cases of Level I and II include, but are not limited to, In-School Suspension,

lunch detention, withdrawal of privilege/exclusion from participation in activities, restitution of property and damages where appropriate, confiscation of illegal equipment, Out-of-School Suspension, recommendation for alternative education program, recommendation for expulsion, and other sanctions as approved by administration.

### Level III

Level III conduct is defined as those activities engaged in by a student which result in violence to oneself or to another person or person's property, or which pose a direct and serious threat to the safety of oneself or others in the school. These activities usually require administrative actions that result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the school board or its designee. A staff member will escort a student who commits a Level III offense to the office of an administrator.

Acts of **Level III** conduct may include, but are not limited to, the following:

1. Fighting
2. Assault;
3. Battery (see "Sanctions, III.F");
4. Extortion;
5. Bomb threat;
6. Possession, use, or transfer of a dangerous weapon (see "Sanctions, III.F");
7. Sexual offenses;
8. Major vandalism;
9. Theft, possession of stolen property, or sale of stolen property;
10. Arson or attempted arson;
11. Furnishing or selling unauthorized substances, as defined by Board policy;
12. Furnishing, selling, purchasing, or possession and/or manufacture of a controlled substance such as drugs (including prescription drugs), narcotics, or poisons;
13. Possession of ammunition for a dangerous weapon when the administration determines that the student intended to use the ammunition or transfer it to another person for illegal purposes (see "Sanctions, III.F");
14. Threatening to take the life of or to inflict bodily harm upon an elected or appointed public official, teacher, or principal, or members of their immediate families (see "Sanctions, III.F");
15. Criminal conduct involving the use of computers or related equipment;
16. Three acts of Level III offenses.
17. **Special circumstances:** Whenever a student possesses or transfers a dangerous weapon or whenever a student intentionally causes or attempts to cause great harm to another person, he/she will be recommended for expulsion.

Sanctions to be applied in cases of Level III conduct include parent notification with Out-of-School Suspension, recommendation for assignment to alternative school, recommendation for expulsion, restitution of property and damages where appropriate, and other sanctions as approved by administration.



A School Resource Officer is assigned to our school by the Conway Police Dept. and the school district. The SRO is here to ensure a safe learning environment for all students and that all laws are followed appropriately.

# Horry County Schools Bus Behavior Expectations

To assure safety on school buses, students and parents must recognize the necessity for all bus riders to cooperate fully with the bus driver and to observe the rules that they remain seated on buses and conduct themselves in an orderly manner. The bus driver has responsibility for the supervision of students on the bus. He/she may stop the bus at any time misbehavior or threatening behavior poses a hazard to safe driving. A student who creates a disturbance shall be reported to his/her school principal. Appropriate disciplinary action shall be taken. (Regulation JKD-R, 6/21/99). The following regulations govern the conduct of students and other passengers on school buses serving Horry County Schools. The bus driver shall ensure that his/her passengers abide by them. Parents should not try to solve disagreements with drivers or students at school bus stops. Please contact the local bus supervisor at 843-488-6094.

## Video Cameras:

- Students on a school bus are subject to being videotaped at any time to promote safety. The tapes may be used by the administration to take disciplinary or other appropriate action against the students.



## Meeting the Bus:

- Students must be on time.
- If a student has to walk along the highway when approaching the bus stop, he/she should always walk on the shoulder.
- Students should remain on their side of the roadway and wait for the driver to signal them to cross.
- Students should walk, not run when crossing the highway.
- Students should not run alongside the bus when the bus is moving but should wait until it stops and then walk to the door.
- Students should not enter the restricted area set aside for bus parking or loading unless the bus is at a complete stop.
- Students should enter only their assigned bus.

## On the Bus:

- Students should go to their seats without crowding or pushing and remain seated while the bus is in motion.
- Students are not allowed to eat or drink on the bus.
- Students must never extend their arms, legs, or heads out of the bus window.
- Students should not talk to the driver while the bus is in motion except in an emergency.
- Students must never tamper with the emergency exits or any other part of the bus equipment.
- Students must not mar or deface the bus or its seat coverings in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
- Only the driver or other authorized person should remove first aid equipment which is to be used only for emergency treatment.
- Students must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.
- Students should only open bus windows with the permission of the driver.
- Students must not fight, scuffle, or create any disturbance on the bus. The same conduct expected in the classroom should be maintained on the bus.
- Students must not wave or shout at pedestrians or occupants of other vehicles. Students must not throw objects from the windows.
- Books, lunch boxes, or other objects should not be placed in the aisle of the bus. The "SC Commercial Driver's License Manual" states there should be nothing in the aisles that might trip other bus riders. Aisles and stairways must always be clear. Band instruments, science projects,

coolers, etc... will not be allowed on any state or county-owned school bus unless they can be placed under the seat or held in the rider's lap.

**Students must remain seated until the bus comes to a complete stop. They must never attempt to exit the bus until it has come to a full stop and the door is opened to indicate that they may exit.**

### **Exiting the bus:**

- Students should leave in an orderly manner.
- Students must not loiter or play around the stopped or parked bus.
- Students are permitted to leave only at regular designated stops. Any changes must be made with the parent's request and approved by the bus supervisor in advance. A written parent request should be given to the school secretary by 9 a.m. The secretary will call the parent to confirm the note and the need for a change in the bus stop. The secretary will write a rider verification note for the student at that time. Due to bus overcrowding, a change of bus to ride home with a friend or relative will not be permitted. Changes to bus stops will be made for a change in address, with verification or in the case of an emergency, which must be approved by the administration.
- After the student leaves the bus to cross the highway, he/she should walk at a right angle at least ten feet in front of the bus and wait until the bus driver directs him/her to cross.
- After the driver gives the signal, the student should walk, not run, across the highway. (Regulation JCDAD-R, 7/31/96.)

### **Sanctions to be applied by WPMS in cases of bus conduct violations include, but are not limited to:**

1. **First offense** – warning and/or parent conference.
2. **Second offense** – suspension from bus for up to (5) five school days.
3. **Third offense** – suspension from bus for up to (10) ten school days.
4. **Fourth offense** – suspension from bus for up to (15) fifteen days.
5. **Fifth offense** – loss of bus riding privileges for the remainder of the school year.

**More serious violations may result in more severe consequences.**

**NOTE: If the bus supervisor and the principal determine that a student's behavior on the bus poses a direct and serious threat to the safety of himself/herself or others on or off the bus, the student will lose his / her riding privileges for the remainder of the school year. (Regulation JKD-R, 6/21/99).**

**Suspension from the bus IS NOT suspension from school. The student is expected to use an alternate means of transportation to come to school and return home.**