



2024-2025
W.A. PERRY MIDDLE SCHOOL
STUDENT HANDBOOK

“Excellence is the Only Expectation!”

Dr. Robin L. Coletrain, Principal

My Goal Setting Sheet

***SC READY* Scores:**

ELA: Spring 2024: _____

Goal for 2025: _____

Math: Spring 2024: _____

Goal for 2025: _____

***SCPASS* Scores:**

(6th Grade Only) Goal for 2025: _____

2024 Spring STAR Reading

2024 Spring STAR Math

Fall 2024

Winter 2025

Spring 2025

STAR Reading _____

STAR Math _____

2024-2025 SCHOOL YEAR

The student handbook is designed to give you the rules, procedures, and policies established for all students at W. A. Perry Middle School. It should be studied carefully, referred to throughout the school year, and shared with your parents. This handbook is an excellent reference tool for your use throughout the school year and will be valuable. Welcome to the 2024-2025 school year at W. A. Perry Middle School.

RICHLAND ONE MISSION STATEMENT

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

RICHLAND ONE VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring that each learner achieves his/her potential in a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.

MISSION STATEMENT

The mission of W. A. Perry Middle School is to educate each student and prepare him or her for a successful high school experience, so each can become a lifelong learner, achieve his or her maximum potential, and become a productive member of society, enhanced by collaboration with our parents and the community.

VISION STATEMENT

The vision of W. A. Perry Middle School is to become a shining example of excellence through high-quality academic instruction, staff, and community involvement with parental support to achieve student success.

GENERAL INFORMATION

FOR ASSISTANCE, SEE THESE STAFF MEMBERS

Principal	Dr. Robin Coletrain
Assistant Principal	Mrs. Lisa Payton-Johnson
Assistant Principal	Mr. Scott Sayers
Assistant Principal	Ms. Tara Kelly
Curriculum Resource Teacher	Mrs. Camelia Brown

Guidance Counselors:

Grade 6th

Grade 7th

Grade 8th

Librarian/Media Specialist

Cafeteria Manager

Principal's Secretary

Bookkeeper

Guidance Secretary

Nurse

Ms. Jameka Young

Mrs. LaShae Wallace Hayes

Dr. Bernadette Darby

Mrs. Cynthia Shell

Ms. Melissa Rivers

Mrs. Alexis Jackson

Mrs. Jill Asouzu

Ms. Lorraine Brown

Mrs. Jessica Wise

ARRIVAL TIME

The school day is from 8:40 am to 3:45 pm. Students should not arrive at school earlier than 7:00 am. Students arriving at school between 7:00 am-7:30 am must report to the Early Bird Program. Students riding to school in cars should be unloaded in the area designated for loading and unloading (in the back of the school building). Upon arrival at school at 8:00 am, students should report to the cafeteria or assigned designated area.

DAILY SCHEDULE

W. A. Perry Middle School 2024-25				
All Grades Bell Schedule				
Regular				
Block	6 th	7 th	8 th	
	Elective			
1 st Block	8:40-9:36	8:40-9:36	8:40-9:36	
	Elective			
2 nd Block	9:39-10:35	9:39-10:35	9:39-10:35	
		Elective		
3 rd Block	10:38-11:34	10:38-11:34	10:38-11:34	
4 th Block	11:37-12:48	11:37-12:48	11:37-12:48	
Enrichment	12:17-12:48	11:37-12:08 (G2)	11:37-12:08	
		12:17-12:48 (G1)		
Lunch/Recess	11:37-12:17	11:37-12:17 (G1)	12:08-12:48	
		12:08-12:48 (G2)		
5 th Block	12:51-1:47	Elective	12:51-1:47	
		12:51-1:47		
6 th Block	1:50-2:46	1:50-2:46	Elective	
			1:50-2:46	
7 th Block	2:49-3:45	2:49-3:45	Elective	
			2:49-3:45	
Dismissal				

TARDIES TO SCHOOL

Students arriving at school after 8:40 am should report to the Main Office and get a pass to class. Parents should sign in late students at the Main Office or send a note with the student explaining the tardy. Repeated tardies to school and/or class will be referred to the grade-level administrator.

1 st - 2 nd Tardy	Warning
3 rd Tardy	Warning/Call to parent
4 th - 7 th Tardy	Lunch detention/call to parent
8 th - 9 th Tardy	ISS/call to parent
10 th Tardy	Mandatory Parent Conference/ Attendance Intervention

DISMISSAL

Parents must pick their child up before 3:30 pm for early dismissal to avoid delays with carpool traffic and end-of-school announcements. The school will not dismiss students after 3:30 pm except for cases of extreme emergency. Students not participating in an after-school program or activities must be off campus by 4:15 pm. Students participating in after-school activities must be picked up immediately after the program ends.

ATHLETICS

Participation in athletics requires all students to maintain an overall “C” average or above in all classes. Eligibility requirements are evaluated as follows:

- Students must pay athletic fees, district insurance, and other and debts before participating in athletics.
- Fall sports/Winter Sports — must have a “C” average in the second semester of the preceding year.
- Spring Spots -must have a “C” average for the first semester of the current school year.
- S. C. High School League governs additional rules and regulations concerning athletics. All students must have an annual physical and proof of insurance.

ATTENDANCE

Any student who accumulates more than 10 absences faces the possibility of being retained.

- When your child is absent, you must turn in a medical note or parent

note within **2 (2)** days of returning to school.

- A parent note will excuse a maximum of 10 days. These notes only will be accepted if the absences are considered to be lawful.
- If notes are not handed in within the specific time frame, your child's absences are considered unlawful.
- There are serious consequences for unlawful absences.

Lawful Absences:

- Absences that are excused by a doctor or other medical professional
- Death in the immediate family (parent, grandparent, or sibling)
- A recognized religious holiday
- Special circumstances approved in advance by the principal (*Teachers do not have the authority to approve absences for special circumstances. **You must get approval from an administrator.***)
- If your child has an illness that will cause him/her to be absent in excess of five days, you must call the school and make a request for homebound instruction. You must have medical documentation verifying the need for this request.

Unlawful Absences:

An unlawful absence is any absence that is not excused under the conditions mentioned above.

Consequences:

- A total of three consecutive or five total unlawful absences are considered to be truant.
- **Five (5)** unlawful absences could result in a referral to Truancy Mediation.
- Refusal by the student to attend truancy mediation and accumulating two or more unlawful absences after the scheduled mediation date will result in a referral to family court.
- Parents convicted for educational neglect may be placed under court order, fined up to \$50 a day, and/or imprisoned for up to thirty days in jail for each unexcused absence thereafter.
- Students between the ages of twelve and seventeen years of age may be prosecuted for truancy in family court. This could result in the child being placed in a DJJ facility for a period of 30 to 90 days and will result in the child having a criminal record.

BUS REGULATIONS

1. Do not enter the bus during the school day.
2. No smoking by anyone on the school bus or at the bus stop.
3. Except in an emergency, no person shall enter or leave the bus by any other means than the front right-hand side door.
4. Any student found guilty of destroying any property in the school bus shall be reported to the proper officials and pay a fine. (Example: cutting seats, marking or scarring backs of seats, tampering with emergency door, breaking glass, etc.)
5. Drivers have been instructed to report any misconduct on the bus to the proper officials.
6. Students will be suspended from riding the school bus for cursing or fighting on the bus or at bus stops.
7. Knives or other weapons are never allowed on the bus or at bus stops.
8. Students may lose their privilege of riding the bus if they are found guilty of any violation of the above rules and regulations. In accordance with local school board policy: A pupil may be suspended from riding the bus for one week for the first offense, two weeks for the second offense, and three weeks for the third offense. If, after a third offense, a pupil persists in uncontrollable conduct while riding a school bus, he shall be suspended from such bus for the remainder of the school session then in progress.
9. The driver of your school bus is in full charge of the bus and of the pupils. Students should obey the driver promptly.
10. Students must obey the monitor on duty.
11. Any student discharging a fire extinguisher will be charged for re-servicing the extinguisher.
12. Please refer to the Richland School District's One Code of Conduct.

STATE LAWS RELATED TO SCHOOL BUS TRANSPORTATION

1. To be eligible to ride a school bus, students must live at least 1 ½ miles from school.
2. A school bus cannot leave the approved route to pick up a student who lives within walking distance of less than ½ mile from the point where the bus passes.
3. School bus stops must be at least two tenths of a mile apart.
4. Bus drivers are required to: a) drive only on approved routes, b) make only approved stops.

PUPIL CONDUCT Meeting the Bus

1. Students must be on time.
2. If a pupil has to walk along a highway in route to the bus stop, he/she should always walk on the shoulder.
3. Students should walk, not run, when crossing the highway. Pupils should wait on their side of the roadway and await the signal to cross from the driver or patrol.
4. Pupils should not run alongside the bus when the bus is moving but should wait until the bus stops and then walk to the door.

On The Bus:

1. Passengers should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, or heads out of the bus.
3. Passengers should not talk to the driver while the bus is in motion except in an emergency.
4. Passengers must never tamper with emergency exits or any other part of the bus equipment.
5. Passengers must not mar or deface the bus or its seat covering in any manner. Any damage to the bus or seats should be reported by the pupil to the driver as soon as possible.
6. Only the driver or other authorized person(s) should remove the first aid equipment which is to be used only for emergency treatment.
7. Passengers must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.
8. Passengers should only open bus windows with the permission of the driver.
9. Passengers must not fight or scuffle or create any disturbance in the bus.
Classroom conduct should be maintained in the bus.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
11. Books, lunch boxes or other objects should not be placed in the aisle of the bus.
12. Passengers are not allowed to eat or drink on the bus.

Leaving the Bus:

On The School Grounds:

1. Passengers must remain seated until the bus comes to a complete stop.

They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.

2. Passengers should leave in an orderly manner. Pupils in the front seats leave first.
3. Pupils must not loiter or play around the stopped or parked bus.
4. Pupils should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop and should enter only their assigned bus.

On The Trip Home:

1. Passengers are permitted to leave only at regular designated stops. Any changes must be made at the parent's request and approved by the school principal.
2. The pupil, after leaving the bus (if he/she must cross the highway) should walk at right angles at least 10 feet in front of the bus and wait until the bus driver or school bus patrol directs him/her to cross.
3. After the driver or the bus patrol gives the signal, the pupil should walk, not run, across the highway.
4. Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to ensure that all items are kept under control of the student at all times in case of an accident or emergency.

STUDENTS WISHING TO RIDE A BUS OR GET OFF AT A STOP OTHER THAN HIS OR HER REGULAR STOP MUST ALLOW 24 HOURS NOTICE AND BRING A SIGNED NOTE FROM HIS OR HER PARENT. THIS NOTE MUST BE GIVEN TO THE GRADE LEVEL ADMINISTRATOR FIRST THING IN THE MORNING FOR VERIFICATION AND SIGNED APPROVAL.

CAFETERIA

Conduct in the cafeteria is to be the same as that expected in all other areas of the school. Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. **Breakfast will be served each morning from 8:00 until 8:45 am. Special provisions will be made for students who arrive late and want breakfast.**

CELL PHONE/ELECTRONIC DEVICE

In accordance with RSD1 discipline policies, all Level I Offenses will be handled at the building level by the principal or his designee; Level I.J. states

students should not be in possession of an electronic device. However, cellphones can be used at the teacher's discretion during monitored instructional activities. Otherwise, cell phones should remain in pocket or book bag (not in hand). Upon confiscation of an electronic device, all staff and teachers should call the Main Office, request a hall monitor to retrieve the electronic device and complete the appropriate paperwork prior to the hall monitor picking up the cellphone. The hall monitor will collect these items from the classroom teacher and submit these items to the Main Office. Staff may also turn confiscated electronic devices into the Main Office themselves. The following actions will occur when cell phones are confiscated:

1st Offense - Adult will collect phone and turn it in to the main office; student will be allowed to sign the phone out from the main office; adult who collected phone will call parent and document incident in ABE.

2nd Offense - Adult will collect phone and turn it in to the main office; parent will be allowed to sign the phone out from the main office; adult who collected phone will call parent and document incident in ABE.

3rd Offense - Adult will collect phone and turn it in to the main office; adult will also enter classroom action in ABE; adult who collected phone will call parent and document incident in ABE; administrator will process classroom action and call parent to schedule meeting with parent and student to develop strategies.

4th Offense - Adult will collect phone and turn it in to the main office; adult will also call parent and document incident in ABE; adult will enter office referral in ABE; and student will receive 1 day OSS.

CHANGE OF ADDRESS

Parents must produce a proof of residence, i.e. utility bills, rental lease for the school to change address. The school must have a correct home address and a telephone number where parents can be reached during the school day in case of emergencies. Inform the guidance secretary immediately when there are changes in an address or phone number.

CLASSROOM VISITS

Parents are encouraged to visit, volunteer, and participate as equal partners in their children's education. For security and safety reasons, however, all visitors must register in the office at the beginning of any visit, no matter how brief. This

includes arrival on campus in the morning. You may arrange to visit during the school day by contacting your child's teacher, school counselor, or administrator. Please schedule conferences either before or after school or during the teacher's planning period.

Parents are also encouraged to observe their children in the educational setting. When doing so, please adhere to the following:

1. Do not draw attention to yourself. Most observations aim to see your child in his typical day, which does not include a parent in the classroom. Try to be as unnoticed as possible.
2. Observations are usually scheduled when the students are settled into their routine. Please do not sit with your child; stay in the seat provided. When your observation time is over, slip out quietly and without notice.
3. Limit interactions with the teacher and students. You are here to observe, not participate. The teacher is working and should not be interrupted by questions, commentary, or chitchat. Take notes and record questions so you can bring them up later. If a child greets you, feel free to say "Hello." If they ask what you are doing, answer that you are observing your child. Then, gently remind them to return to their work.
4. Maintain privacy. Focus your attention on your own child. Do not ask questions about other children and their services, disabilities, behaviors, and achievements. The teacher cannot address such questions due to privacy.

CONFERENCES

Parents wishing to talk with an administrator should call 803-256-6347 for an appointment. Please call when any problem arises or when we can be of service. Conferences with teachers should be scheduled through the guidance office (803-256-6347).

DEBTS

Students are responsible for all supplies, materials, or equipment checked out in their names. Debt sheets will be issued periodically during the school year for IDs, lost/damaged textbooks, DLE devices, DLE chargers, and library books etc. Report cards may be held for non-payment of school debts.

DISCIPLINE

All students are expected to adhere to the rules outlined in the RCSD1 Student Code of Conduct - Student Rights, Responsibilities, and Character Development Handbook. W. A. Perry students are to show responsible behavior. Respect for parents, teachers, staff and fellow students is expected. Sportsmanship as athletes and spectators, neatness and cleanliness in dress and appearance, language, and behavior all reflect on the students of W. A. Perry. A primary goal of education is to prepare students for a healthy, functional life in society. This goal can best be accomplished in a teaching- learning environment which allows information to be transferred from teacher to student through avenues of interest and challenge in an atmosphere of mutual respect. Improper student behavior would be considered to be that which interferes with the learning environment, safety of others, and the orderly function of the school. The correction of improper behavior will be carried out in a positive and effective manner. The following procedures are utilized in correcting improper student behavior:

- Teacher-student conference
- Teacher-parent-student conference
- Lunch detention
- After school detention
- Saturday detention
- Referral of student to guidance counselor and/or Character Coach
- Referral of student to assistant principal
- Administrator and parent conference
- Detention assigned by administrator
- After school detention
- Character Coaching/In School Suspension (ISS)
- Out of school suspension
- Recommendation for expulsion

*Please note that the severity of the misbehavior will dictate which of the above consequences will be used as well as the order in which they will be used. All discipline is administered upon the discretion of the school administrator.

DETENTION

Detention may be given for general infractions of school or classroom rules. Detention is held during lunch, after school, and on Saturdays. A student assigned after school detention or Saturday Detention will receive a 24 hour notice either in writing or a parent will be notified by telephone. School policy requires that students make up double time if they fail to serve the original detention. Students not serving detention will be assigned alternative discipline. Detention is assigned upon the discretion of the administrator.

DRESS CODE

W.A. Perry students are expected to dress and be groomed so as not to distract or cause disruption in the educational program or orderly operation of the school. 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. Students should dress for the educational setting and not the recreational one.

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

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

Tights, leggings, jeggings, and/or yoga pants (4% or more spandex) are only permitted if worn with a loose-fitting top that stops at the fingertip. Holes in jeans are only permitted if some type of garment is worn underneath. Holes should not be more than three inches above the kneecap. Students are not permitted to wear jeans with holes in the rear (i.e., buttocks, thighs, etc.). Spandex skirts and dresses are not permitted. Shorts and skirts must stop at the fingertip.

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

Shirts must be tucked to the extent that belts or waistbands are clearly visible at all times. Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut, or show cleavage. Shirts should be loose-fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps, see-through shirts, and shirts with shoulder cutouts (i.e., cold shoulder shirts) will not be allowed.

Students may not wear hats, hoods, head scarves, bonnets, etc. inside the building. If any of these items are needed for medical reasons, a medical note from a doctor must be provided. Headbands and sweatbands made from cloth that are appropriate are permitted. Headbands should be less than 3 inches wide.

Attire must not evidence membership or affiliation with a “gang” in any negative sense. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators, including symbols, hand signals, graffiti and clothing/accessories. Bandannas and do-rags are not allowed on campus. Administrators will not be held liable for confiscated items.

Proper shoes must be worn at all times. Open-back shoes are permitted. Shower shoes, bedroom slippers, and slides, including bubble slides, are not allowed. Stilettos and open-toe shoes are also not permitted. Crocs are permissible.

Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Lower garments should be of adequate length to assure modesty when the student is seated or engaged in school activities.

Students may not continue to attend class wearing inappropriate clothing. Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/Legal guardians and students are expected to comply to ensure a comfortable, safe, and non-confrontational environment for all students.

Students must wear his/her ID badge every day. It is a security measure to aid in identifying students. The ID is considered a part of the dress code.

Administrators and faculty members are expected to always enforce the dress code. The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any clothing or other items that lead to or may foreseeably result in the disruption of or interference with the school environment.

If a student comes to school not wearing the dress code, the student will be allowed to call home for a change of clothes. The student will be sent to In-School Suspension until a change of clothes is dropped off by the parent/guardian.

Failure to comply with the dress code could result in the following disciplinary actions:

- | | |
|--------------------|--|
| •1st - 3rd Offense | Warning (contact parent for a change of clothes) |
| •4th Offense | After School Detention/parent contact |
| •5th Offense | Saturday Detention/parent contact |

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

EARLY DISMISSAL

In order to provide a safe and educational environment for all students, the school attempts to minimize all unnecessary disruptions. It is the school’s policy that no student will be dismissed after 3:30pm unless for extreme emergencies approved by an administrator. For the safety of all students, the Main office staff will only release students to persons to whom the parent/guardians have given consent for release on the W. A. Perry Student Information Update Form. In all cases, photo identification will be required for verification prior to the release of all students. For the safety of our students, there will be no exceptions to this policy.

EMERGENCY DRILLS

An emergency evacuation map is posted in each classroom area; study the plan and become familiar with it. When the fire alarm sounds or an official announcement is made by an administrator, walk quietly while leaving the building. Students should remain with their class and await further instructions from the teacher or public address system. Students in the media center during an evacuation should exit and remain with the media specialist

or other library staff person. All students, staff, and visitors must participate in all emergency drills, failure to do so will result in the appropriate consequences.

FIELD TRIPS

The RSD1 Board of School Commissioners defines a field trip as any learning activity which a school sponsors, approves and supervises and which requires the student(s) to leave the school grounds. According to Policy IJOA, instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip.

All RSD1 approved chaperones must adhere to the following regulations: have written permission slips signed by the parent prior to allowing student to participate in field trip, ensure supervision of students at all times and exercise close control over all students, maintain the RSD1 student to chaperone ratio of 10:1, establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus, have all medical records of students that receive medical attention on a daily basis by the school nurse and follow all district policies.

All field trips are considered an extension of the school and as such, all W.A. Perry Middle Students must follow the same rules as outlined in the RCSD1 Student Code of Conduct - Student Rights, Responsibilities and Character Development Handbook. These rules include: no fighting, bad language, physical intimacy, and rough housing. Students involved in school trips must stay at the accommodations arranged by the school. The use of drugs or alcohol by any students on a school trip will result in those students involved being sent home at their own expense and could lead to further punitive action such as suspension from school. Curfew times, as set forth by chaperones will be adhered to by all students. All bus rules and regulations must be followed as outlined in the Student Planner unless instructed otherwise by a chaperone, exceptions may include electronics and food on the bus.

Any violations of school and field trips rules will result in the appropriate consequences administered at the discretion of a staff member.

FOOD POLICY

All soda, candy, food and sunflower seeds are not permitted in the classroom or hallways. Teachers must obtain prior approval from administration for special circumstances. All soda, food, candy and sunflower seeds must remain in the cafeteria. Soft drinks or juices brought to school for lunch must be in pre-sealed containers. The sale of any food or drink item by a student on the school campus is prohibited. Teachers and administrators will confiscate all items brought to school in violation of school food policy. Violation of this policy will result in referral to the school administrator and possible suspension for uncooperative behavior.

Parents are not allowed to drop off lunch during school hours. In addition, parents and students are not allowed to order lunch to be delivered to the school.

GRADING POLICY

Grades will be based on a variety of assessments. The criteria for creating the grading policy should include the following:

- A minimum of 15 assessments (10 related arts) documented in the grade book during the nine-weeks marking period, 5 of the 15 must be major assessments such as tests, written compositions, performance and projects.
- 7 assessments must take place before the interim.
- Grading scale:

Major 60%

Test
Projects

Minors 40%

Classwork
Homework
Quizzes

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D= 60-69

F= Below 60

MAKE UP WORK

The number of days allowed for a student to turn in makeup work will be equivalent to the number of days absent from class. Projects will be due the day the student returns to school. If a student is absent on the day of a test, the test will be taken on the day the student returns to school. If a student is absent days prior to a test, the number of days that he or she may make up prior to taking the test will be equivalent to the number of days he or she was out.

HALL PASSES

Students must have a hall pass signed by a teacher/administrator in order to leave a class during the school day. Students are to travel only in their grade level hall, except when going to co-curricular classes.

HEALTH ROOM/MEDICATION

W.A. Perry Middle School has a fully equipped health room with a full-time registered nurse and a health room assistant. The health room is open from 8:00 am - 3:45 pm. Students who become ill or injured during the day should obtain a pass from a teacher or administrator and report to the health room with their student identification and the pass. The school does not furnish any medication to students, including Tylenol. Students who need to take medication during the school day must bring the medication to the health room first thing in the morning in the original container with a note from the parent. Medication sent without a parent note, or not properly labeled, will not be administered. All prescription medication, including inhalers, must come in the original prescription bottle, or box, with the most recent prescription date on the label. All prescription medication also will require a physician's signature on the permission form. Medication only will be administered according to the prescription label unless a physician's note changes the dose of the medication. All medications for field studies should be sent to the health room in advance so the nurse can give them to the proper adult chaperones, along with the emergency bag. Students may not have responsibility for their own prescription and non-prescription medication for field studies. Please direct any questions to the school nurse at 256-6347.

HIGH SCHOOL CREDIT

When approved by the principal and the parents, a student promoted to the seventh or eighth grade who has given evidence of superior achievement or who has a special need may earn high school credit in the areas such as computer science,

mathematics, foreign language, and/or English, as determined by the district. Middle school students taking high school credit courses must earn a final grade of sixty or better to receive the high school Carnegie unit. Carnegie units of courses taken in middle school will count toward the GPA, except for courses taken over in grade 9. Gifted and Honors courses awarding high school credit will be weighted. Courses for high school credit must be listed in the Master Course Catalog and approved by the Board. Middle school transcripts will show numerical grades for courses carrying Carnegie units. All courses taken for high school credit must follow the guidelines outlined in the state Uniform Grading Policy.

HOMEWORK – CLASS WORK CREDIT

Homework is assigned to students on a regular basis as a way to supplement and strengthen the students' regular classwork. Homework assignments should average approximately 20 minutes per subject each day. Parents of a student who is ill and will be absent from school three or more consecutive days may request assignments by contacting the guidance office (803-256-6347).

EXTRA CREDIT

Assignments for extra credit may be offered at the discretion of each teacher. Work done for extra credit will not replace regular assignments.

NO ZERO POLICY

W.A. Perry has adopted a no zero policy for all assignments. Students are expected to make-up any missing assignments by the end of each nine weeks. Students who have missing assignments must complete them during Early Bird, Lunch Detention, Lunch and Learn, or After School.

RICHLAND ONE COUNTY SCHOOL DISTRICT ONE **REDO/RETAKE POLICY**

General Guidelines

Students who score **below 70** can redo/retake up to three (3) assessments/projects per marking period. Students will have only **one** opportunity to redo/retake each assessment.

The higher grade achieved **up to 70** (original or redo) will be recorded.

The teacher determines the re-teaching/tutoring opportunity required prior to the student retaking the assessment.

Retakes will cover same objectives but will not be the original assessment/assignment. Alternative assignments may be required at the teacher's discretion since some assessments/assignments may not be replicated.

The redo/retake opportunity will occur no later than within five (5) days of the end of the marking period.

Student Procedures

1. The student must complete a Redo/Retake Plan of Study.
2. Sign and get parent/guardian signature.
3. Submit the Plan of Study to the teacher within three (3) school days of receiving the assessment score below 70.

***Teacher Procedures**

1. The teacher reviews the Plan of Study and indicates the tutoring/instructional support required and the rescheduled assessment date/time.
2. Sign the Plan of Study and submit a copy to the student/parent.
3. The teacher may schedule a redo/retake opportunity before school, during school or after school.
4. Keep a copy of each Plan of Study as a part of your student files.

***Complete process within seven (7) days of receiving the student's Plan of Study.**

ID CARDS

ID cards will be issued to all students at the beginning of the school year. All students will be required to wear their ID cards throughout the school day. Replacement IDs are \$5.00 each. Students will be issued a debt slip for nonpayment of replacement IDs.

IMPROPER EQUIPMENT

Items such as cell phones, skateboards, computer games, IPODS, MP3 players, CD players, radios, beepers, stuffed animals, toys, blankets, cameras, collectable trading cards, baseball bats, basketballs or footballs, etc. are not necessary to the instructional program and therefore should be

left at home. If these items, or others not essential to the education process, are brought to school, they will be confiscated and the student referred to the administrator for disciplinary action. The school will not be responsible for the safekeeping of these items.

LOADING ZONES

To ensure safety and improve traffic flow, all carpool students will enter and exit from in the carpool lane in the rear of the school. Only buses will be allowed to enter and exit in front of the school. **DO NOT DROP OFF STUDENTS IN FRONT OF THE SCHOOL.** All traffic patterns are subject to change during the school year.

LOST AND FOUND

“Lost and Found” is located in the main office. Students should check this area periodically for misplaced articles. Students should write their names in all workbooks, textbooks, and notebooks. It is recommended that all personal property items be labeled. Unclaimed items will be disposed of at the end of each nine weeks.

MEDIA CENTER

The Media Center staff makes every effort to provide all necessary resources for students and teachers. The staff will conduct an orientation through language arts classes early in the school year. The Media Center is open from 8:00 am-4:00 pm daily. Students who come to the media center must have an individual pass from the teacher. Students must sign in at the desk upon arrival and note their purpose. Students also must sign out when they leave. Students may be asked to return later if the Media Center becomes overcrowded. Disruptive students will be asked to return to their class.

PARENT TEACHER ORGANIZATION

The W.A. Perry Middle School Parent-Teacher Organization comprises parents and teachers interested in promoting a better understanding between the home, school, and community. With the cooperation of all parents, teachers, and students, the goals of W.A. Perry will be attained. If you are interested in joining the PTO, contact the school parent and community coordinator.

PROMOTION/RETENTION

The promotion and retention policy requires all students to pass all language arts, math, social studies and science courses from the sixth

through the eighth grades to be promoted to the next grade.

EIGHT GRADE PROMOTION CEREMONY

In order to participate in the eighth grade promotion ceremony at the end of the school year students must pass ELA, math, social studies, and science classes. Students may be excluded from the ceremony due to discipline issues or nonpayment of school debts.

REPORT CARDS/INTERIM REPORTS

Report cards will be distributed digitally every nine weeks. Parents may request a printed copy to be sent home. Interims will be sent home every four weeks.

REPORT CARD DATES 2024-2025

First Nine Weeks: October 24, 2024

Second Nine Weeks: January 16, 2025

Third Nine Weeks: March 27, 2025

Fourth Nine Weeks: June 2, 2025

SPECIAL SERVICES

Programs and services are offered to students who qualify for special education. Programs include teacher consultant support and resource classrooms. Ancillary services may include speech and language, occupational therapy, or physical therapy as determined by an individualized educational plan. Students identified for special education programs and services must meet state and federal eligibility guidelines. If a parent feels that his or her child has some type of disability and is in need of special education, related services, or accommodations, he or she should let administration know as soon as possible so the school can provide appropriate educational opportunities.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A school team decides if a student is eligible. Once deemed eligible, a team composed of the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff, develops an individual accommodation plan. The

individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

Individual with Disabilities Education Act (IDEA) Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact your child's guidance counselor for more information.

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact your child's guidance counselor.

SUSPENSIONS

W.A. Perry Middle School will adhere to the discipline policies and procedures as outlined in the Richland One Code of Conduct booklet.

SCHOOL DISMISSAL

For supervision and safety purposes, students must be off campus by 4:15 pm and within 15 minutes of the conclusion of any extra-curricular or school activity. Failure to comply may result in disciplinary action (i.e., excluding students from extracurricular events).

SEARCH AND SEIZURE

To ensure the safety of our school community, school administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other material in violation of school rules. The search may include inspection of book bags, clothing, purses, wallets, or other personal property. The search also may include an inspection of school property, including desks or other areas in which items may be kept.

STOPit

STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse and other inappropriate behaviors. It consists of an app and a back-end incident management system for school administrators. This program teaches students, parents and staff how to recognize the signs of at-risk behaviors and gather information and report, and it allows administrators to assess, manage and resolve incidents. The STOPit app will be downloaded on all district-issued student laptops. It also will be accessible through our school website and the district's website. Students also can download the STOPit app on their smartphones and other personal devices at no cost.



Log in

Access code

StopitW.A.Perry

STANDARD RESPONSE PROTOCOL (SRP)

To ensure the safety of all our students and staff, Richland One has adopted the “I Love U Guys” Foundation’s Standard Response Protocol (SRP). All staff, including substitutes, and all students will be trained on the SRP. We will be teaching, practicing, and drilling five specific actions that will guide our students on how to respond and react based on verbal directives. Students will become very familiar with the signage and the vocabulary used during any kind of emergency.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard
Tornado
Hazard
Earthquake
Tsunami

Safety Strategy
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

STUDENT RECORDS

The principal of each school is the legal custodian of all student records for that school. Students and parents/legal guardians will have access to the student's school records. Schools will notify parents and adult students on an annual basis of their rights concerning student records. School records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, guidance counselor, or school psychologist for his/her own use, and which are not made available to others, are exempted from the definition of school records. The school district will maintain student records in a confidential manner, and will comply with all state and federal laws, including the Family Educational Rights and Privacy Act, concerning the publication and dissemination of student records.

TECHNOLOGY

All students are required to have their parents sign and return the "Richland One Acceptable Use Policy Form" before access to a computer will be given. All students must abide by the rules outlined in this signed document and in the Acceptable Use Policy set forth by Richland School District One. Computer access will be denied for those who fail to follow the Acceptable Use Policy.

STUDENT LAPTOPS

All students are provided with a laptop and charger issued by the district. Parents must sign and return the Richland One Student Laptop Agreement at the beginning of each school year.

TELEPHONE

Students are allowed to use the telephone after obtaining permission from a staff member. All phone calls about illness must be made by the school nurse. Parents should call the main office at 803-256-6347 if any emergency arises at home.

TEN MINUTE RULE

There is a 10-minute rule at the beginning and end of each class. Students are not allowed to leave their class for the first 10 minutes or the last 10 minutes of any class. This will allow teachers an opportunity to provide instruction to all students at the beginning of class and bring closure to the lesson at the end of the class.

TEXTBOOKS

All students will have access to online textbooks. Parents of students with IEPs or 504s also have the option to request hard copies. Students are expected to take good care of textbooks. The state of South Carolina furnishes textbooks, and students must assume full responsibility for the care of books lent to them. Books are barcoded and issued to students through the book room. At the end of the school year, or upon withdrawal from school, books will be returned to the book room. Books will be scanned in, and students will be held responsible for any book issued and not returned. If a textbook is lost, payment for the original must be received before another text is issued. If the book is found and returned, a refund will be made. If books are damaged, a damage charge is required depending on the damage and the book's condition when it was issued.

NEWSLETTER/PARENT NOTICES/SCHOOL MESSENGER

A school newsletter is produced to communicate activities, events and information about our school programs. All families are encouraged to keep School Messenger preferences current to receive pertinent building and district information.

VISITORS

Visitors, particularly parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a staff member, s/he should call for an appointment before coming to the school to schedule a mutually convenient time. Parents or guardians may visit classes, but they may not interrupt instruction. Conferences with teachers should be scheduled during non-instructional time.

WITHDRAWALS

Students needing to withdraw from school must report to Guidance, accompanied by a parent or guardian, and receive a clearance form that all teachers must sign. These signatures indicate clearance regarding textbooks, library books, other school equipment, and debts.

W. A. Perry Middle School

2600 Barhamville Road

Columbia, SC 29204

Phone: 803-256-6347

<http://perry.richlandone.org>



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