

SHMS STAFF HANDBOOK



“Our mission at Spring Hill Middle School is to inspire and empower our students to reach their full potential through academic excellence, personal growth, and community engagement.”

2025-2026

“Champions of Learning”

Lamont Graves, Principal
Kristin Oxendine, Assistant Principal

PERSONNEL

ADMINISTRATION

Mr. Lamont Graves, **Principal**
Mrs. Kristin Oxendine, **Assistant Principal**
Ms. Tara Hancock, **Instructional Facilitator**

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OFFICE PERSONNEL

Lynette Gibson, **Data Manager**
Leslie Gilmore, **Receptionist**
Jaqueitta Anderson, **Secretary/Admin Asst.**
Cody Gainey, **School Resource Officer**

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SUPPORT STAFF

Katherine Clark, **School Nurse**
Lauren Holloway, **Social Worker**
Malinda Hatchell, **Guidance Counselor**
Charles Jones, **MTSS Coordinator**
Melissa Dunson, **Guidance Counselor**
Jessyca Morgan, **Media Specialist**
Brandi Bostic, **Mental Health Worker**
Jeremy Baker, **In-School Suspension**
Jessica Williams, **EC Facilitator**
Darrel Gibson, **Attendance Liaison**
Brenda Smith, **Teacher Assistant**
Jeremy Jacobs, **Teacher Assistant**
Christina Shaw, **EC Teacher Assistant**
Franette Smith, **Behavior Support**
Kendra Locklear, **Indian Education Teacher**

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CUSTODIANS

Alrechio McLean
Fayla Johnson
Prentiss Campbell

The following alphabetized list (of staff members and responsibilities) provides a quick guide as to who to contact pertaining to concerns or questions you may have.

LEADERSHIP DUTIES AND RESPONSIBILITIES AT A GLANCE

Department/Issue	Contact
Announcements	Leslie Gilmore and Lamonte Graves
Athletics (Sports Teams, Schedule, Game Duties)	Jeremy Baker
Attendance (Staff)/ Absences	Jaqueitta Anderson
Beginning Teachers	Tara Hancock
Buses and Transportation	Charles Jones, Kristin Oxendine, and Leslie Gilmore
Cafeteria	Amanda Bryant
Calendar (School)	Jaqueitta Anderson
CFST: Child and Family Support Team	Lauren Holloway
Clubs	Tara Hancock
Crisis Plan	Lamont Graves and Kristin Oxendine
CTE Department / Job Shadowing	Kandon Luquer
Cumulative Folders / Records	Lynette Gibson, Malinda Hatchell & Melissa Dunson
Curriculum and Instruction	Tara Hancock
Custodians	Lamont Graves and Kristin Oxendine
Discipline	Administration
Elective Team	Carmen Herring
English Language Arts Department Chair	Tara Hancock
EVAAS	Lamont Graves
Exceptional Children Department	Jessica Williams
Facilities / Maintenance	Kristin Oxendine and Jaqueitta Anderson
Field Trips	Kristin Oxendine and Jaqueitta Anderson
Friday Review Staff Newsletter	Lamont Graves
Fundraising	Kristin Oxendine and Jaqueitta Anderson
Furniture	Kristin Oxendine
ISS	Jeremy Baker
Keys (Building, Office Furniture)	Jaqueitta Anderson
Lockers	Kristin Oxendine
Mail	Leslie Gilmore
Mathematics Department	Theresa Houston
MTSS	Charles Jones
New Enrollments	Lynette Gibson
Parent Teacher Organization (PTO)	Lamont Graves, Tara Hancock
Payroll	Jaqueitta Anderson
Physical Education Department	Jeremy Baker
PowerSchool	Lynette Gibson
Professional Development	Tara Hancock
Professional Learning Communities (PLCs)	Tara Hancock and Charles Jones
Report Cards	Lynette Gibson
Reimbursements	Jaqueitta Anderson

Schedules	Lynette Gibson
School Improvement Team	Lamonte Graves
Science Department	Kellie Hawkins
Social Media	Lauren Holloway
Staff Attendance and Leave	Lamont Graves and Jaqueitta Anderson
Student Attendance	Lynette Gibson
Supply Requests	Leslie Gilmore
Technology Repairs and Requests	Jessyca Morgan
Testing & Accountability	Kristin Oxendine
Textbooks / Curriculum Resources	Tara Hancock
Volunteers	Jessyca Morgan
Work Orders (Maintenance)	Lamont Graves and Jaqueitta Anderson

SHMS BEST PRACTICES

We are top-notch at Spring Hill. The following practices will be utilized to ensure the success of our students and within our professional practices:

1. We are up and about during instruction.
2. We are kind and nurturing to students.
3. We have a listening ear for concerned parents.
4. We have classroom environments where students are determined to get in, not out! (Engagement)
5. We are a family that supports one another.
6. We focus on data to make the best decisions.
7. We base our decisions on student needs.
8. We are Spartans, and we are committed to Spartans!

FACULTY MEETINGS AND SCHOOL EVENTS

Faculty meeting and school event dates are given at the beginning of the year OR assigned with advanced notice (when applicable). All certified and support staff are required to attend.

CLASSROOM MANAGEMENT

Classroom Rules and Consequences should be determined by the teachers and staff on each team with student input. These should be posted in ALL classrooms by the second week of school. This includes the Elective Team, as well.

HALLWAY BEHAVIOR

Instruction is a top priority. All staff members should expect exemplary behavior from students during hallway movement, bathroom usage, locker visits, morning arrival, and afternoon dismissal. Staff members should model the behavior we expect of our students.

Students will abide by hallway rules while transitioning:

- Use the **RIGHT SIDE** of hallway;
- Use a **0-1 VOICE LEVEL**;
- Use **RESPECTFUL LANGUAGE** and **TONE**;
- **WALK** the hallway in a **CONTROLLED MANNER**;
- **SINGLE FILE** with **TEACHER**;

SUPERVISION – DURING AND AFTERSCHOOL HOURS

SCS employees must monitor SHMS students at all times. Failure to provide supervision for students in your care can result in disciplinary action, including dismissal. This pertains to the classroom, hallway, cafeteria, all after-school events (including sports), etc. Supervision by adults who are not employed by SCS does not excuse the assigned employee from liability.

CONFISCATED ITEMS

Although staff can confiscate items that distract from the learning environment, it is discouraged. Staff members are financially responsible for items in their care should they be damaged or lost. In the event an item must be confiscated, it should be submitted to the front office immediately with an identification slip (provided by the office). Parent contact should be made by the staff member to inform the parent that the item was confiscated and submitted to the office, and he or she should make arrangements for pick-up.

CODE OF ETHICS AND DUTIES OF TEACHERS

- NC Department of Instruction Code of Ethics
 - <http://www.ncpublicschools.org/docs/effectiveness-model/ncees/standards/code-of-ethics.pdf>
- SCS Personnel Policies
 - https://boardpolicyonline.com/bl/?b=scotland_county#&&hs=TOC%3a7
- Duties of a Teacher
 - https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-307.html

SOCIAL MEDIA

- Social Media should be used on staff member's personal time.
- Employee use of social media is prohibited from communicating with current students through non-school-controlled social media or "friending or following" without parent permission, except to the extent that the employee and student have an appropriate relationship that originated outside of the school setting.
- Employees shall not make social media posts that negatively impact their ability to perform their jobs.
- The school board respects the right of employees to use social media as a medium for self-expression on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system.

DUE DATES AND DEADLINES

Just as expectations are set for the classroom, faculty members should meet them in their own duties. Due dates and deadlines are given with advance notice. All faculty members are required to meet the due dates and deadlines as assigned. Repeated failure to meet deadlines can result in disciplinary action.

EXCEPTIONAL CHILDREN'S PROGRAM GUIDELINES

Confidentiality

All information pertaining to EC children is confidential. At no time should the identity of an EC student be revealed through email, photocopying, photography, or verbal communication. Information pertaining to EC students is shared on a “need to know” basis with individuals that are directly involved with the student.

Services

It is the responsibility of all staff members attached to the EC student to provide EC services as indicated on the child’s IEP. It is the responsibility of the EC teacher to always keep those staff members attached to the EC child notified and updated throughout the school year about the details of the IEP. Failure to follow service times, instructional needs, and/or accommodations can and will result in disciplinary action.

Documentation

Both the EC teacher and regular education teachers (Elective and Core) must keep documentation as proof of service delivery and/or implementation of all components of the IEP. This includes any service or accommodations for behavioral needs as listed on the IEP or BIP.

Exceptional Children's Folders

At the school level, the EC folder that includes the student’s individual education plan (IEP), psychological results, social history, etc. is to be kept in the EC Facilitator Office. Records are not to be left in the EC classroom. The information within the EC record should be available to teachers currently teaching the EC student. The sign-off sheet located inside the front cover of the EC record should be signed to document whenever anyone reviews the record, including EC teachers, reg. ed. teachers, Elective teachers, etc.

MTSS

Part of the school improvement process requires direct and intentional interventions with students who are experiencing difficulties. MTSS (Multi-Tiered System of Supports) is DPI’s approach to ensuring students receive the support they need to succeed in the classroom. Core teachers are expected to use the Branching Minds system to improve student performance by providing interventions for struggling students, meeting deadlines with paperwork, and being consistent with the process. The MTSS process is not intended to move a student through the exceptional child identification process, but to PREVENT it.

FIELD TRIPS

Field trip request forms will only be accepted at the beginning of school for fall and winter field trips and in December for spring trips. Field trips may only be planned between August and April, unless special permission is granted.

Field trip fees cannot be collected from students for a learning opportunity that is an extension of the curriculum, but donations can be accepted from parents and/or the community. If the team chooses, it may be necessary for teams to fundraise to supplement more expensive trips and/or additional field trips. Students can only be charged for extracurricular field trips that are not intended to extend the learning of the curriculum or content. In the event there are safety concerns due to student behavior or health, an administrator should be notified immediately to determine next steps for individual students.

*** Teams should utilize parents and community members as chaperones. Fellow co-workers and staff

members should not be used as chaperones to protect the instructional day of other students.

FINANCIAL RESPONSIBILITIES

Teachers will receipt all monies on a daily basis. Teachers will balance the monies collected against receipts issued daily. All monies collected must be submitted to the School Bookkeeper no later than 12:00 P.M. each day. Monies should only be submitted to the bookkeeper or an administrator in the event the bookkeeper is absent. Under no circumstances should funds collected from students be taken home or left in classrooms overnight.

Although a school has multiple accounts pertaining to clubs, athletics, and academics, money spent must be approved PRIOR to purchasing or ordering items. Staff members will not be compensated for money spent when receipts are presented for reimbursement after a purchase has been made without prior approval.

Balances in school accounts may be transferred at the end of the year to the general fund at the principal's discretion. The best practice for school funds entails using current funding for current students. Excessive spending at the end of the year may not be approved.

HEALTHY ACTIVE CHILDREN POLICY (HAC)

The state of North Carolina requires that students have the opportunity to be educated about health and also to be active in the school setting. The HAC Policy states that no staff member shall use exercise as a punishment, NOR will staff members withhold activity or recess due to behavior. To meet per-week exercise requirements, please ensure that you provide students with vigorous walking opportunities after lunch and also provide **active** brain breaks throughout the day. Students who did not earn TLC can be given the option to complete indoor TLC.

STAFF DRESS CODE

- ✓ Avoid attire that is provocative and/or distracting to the instructional day.
- ✓ Shoes should have a professional look. Flip-flops and athletic shoes should be worn ONLY on non-instructional days.
- ✓ Fridays are spirit days, which include jeans and spirit shirts for our school or district. Personal college spirit shirts are acceptable as well.
- ✓ Hats, visors, hair wraps, bandanas, etc. should not be worn.
- ✓ Revealing necklines, bare midriffs, short skirts or dresses, and/or tight clothing should be avoided.
- ✓ The dress code expected of students should be modeled by staff members.

GUIDELINES FOR STAFF MEMBERS WITH CHILDREN

- ✓ Upon arrival in the morning, your child should report to their assigned teacher once the bell rings.
- ✓ Further contact throughout the day should be limited. Procedures should be followed and set forth for other students when homework is forgotten, a document is not signed, a lunchbox is left at home, etc.
- ✓ If an emergency situation arises that requires your child's notification (ex: you are sick, transportation has been changed, etc.), please call the front office and notify the receptionist. A notification will be delivered to your student at the end of the day, when all students are given messages.
- ✓ If your child gets sick at school, teachers will be instructed to send him or her to the nurse. The nurse will assess your child and make a decision about whether to contact you or not.
- ✓ Your child may report to your classroom at the end of the day when bus students are dismissed. To avoid disturbing other staff members at the end of the day, children should not leave their parents'

classroom.

- ✓ Family members, including children, should not attend Spring Hill Middle School during regular student days to protect the instruction of the students assigned to your care. Children are allowed on campus during teacher work days as long as they are monitored within the classroom and do not disturb the work, classroom, or office of co-workers.

HALL PASSES

All teachers will be given hall pass lanyards for student use. Each pass provides permission for ONE STUDENT to leave the classroom. At lunch, teachers should direct students to the SRO or Behavior Support for a pass to use the restroom and/or visit the front office. ***Movement in and out of the classroom should be very limited to protect instructional time.

LOCKERS

Students will be assigned a free school locker and lock and are expected to use it to safeguard their possessions. Book bags should be placed in lockers as an added safety precaution. A roster of locker assignments that includes the student's name, locker number, and combination number is to be submitted to the assistant principal for school purposes. Teachers should notify students that they are not to share lockers due to liability purposes.

GYM LOCKERS

Gym lockers are available to students during PE. Students should be encouraged to bring their own locks to secure items. Cell phones and other items of value should be kept in their assigned homeroom locker and not taken to gym class. This will prevent theft and damage to personal belongings. The school is not responsible for items left unsecured in gym lockers.

PLANNING/PLCs/LESSON PLANS

All certified staff members are expected to attend, arrive on time, and participate in planning and PLC sessions. Lesson plans should be placed in the correct Google Folder by Friday morning before they are taught.

STAFF REPORTING

State Law mandates that staff report incidents of student abuse, suicide, and/or ideas of homicide immediately to an administrator. Reports should be made immediately (not at the end of the class period and/or end of the day) to administration upon notification of an incident. Staff members' failure to report to an administrator could result in serious disciplinary action and/or dismissal.

DISCIPLINE

- District policy must always be followed when disciplining a student.
- Educator's Handbook should be used to document a minor incident and/or to refer a student to the office. Keep in mind that the documentation in Educator's Handbook can be reviewed by the parent, central office personnel, and legal sources. Documentation should be free of emotions and state only the facts.
- At no time should students be sent to the office for disciplinary action. A phone call should be made to the front office to have an administrator report to the staff member in need.

- ONLY administrators can assign students to ISS. This includes assigning silent lunch, short bounces, etc. in the ISS classroom by staff members.
- PBIS bounces should be utilized with a bounce partner. Avoid sending students where teacher-student conflict may occur, classmates may cause further disruption, etc. A phone call must be made to the receiving teacher before a student is sent to his or her bounce classroom.
- The SRO may not be contacted to assist with discipline. An administrator will determine when the SRO should be involved.
- Once a student has been referred to the office, the staff member has relinquished their rights to handle the situation. District policy will be followed to assign consequences.
- Administrators should not be the first to contact a parent about a disciplinary infraction. Staff members should always make contact first to communicate the issue and establish rapport with the parent.
- Three bounces in one day in an individual teacher's class based upon disruptive and disrespectful behavior can result in an office referral made by the student's teacher. Each time a parent is required to be contacted when a bounce occurs. Three or more bounces in a day over a designated period of time with multiple teachers does not constitute a referral. Culminating minors from multiple staff members does not warrant a write up. Cumulating minors from multiple staff members to constitute an office referral the behaviors must be the same teacher within a day/week. The MTSS process and/or student support protocols should be followed to address frequent behaviors. At no time will bounces for incomplete work count toward a discipline referral. (Administrator's will no longer complete bounce audits.)

INTERNET LIABILITY / PHOTO PERMISSION

Staff members are responsible for ensuring that students have secured parent permission before allowing them to access the internet or before allowing someone to post pictures of individual students on social media.

PROMOTION AND RETENTION OF STUDENTS

Maintaining contact with parents and guardians is of utmost importance. For that reason, when students are at risk of being retained, teachers are to notify parents as follows:

1. By **February 1** of each year, the parent or guardian of possible retention shall be notified by mail, notifying him or her of the child's risk of retention. Additional personal contact should have been made throughout the year concerning academic issues.
2. Notification should be made throughout the year to parents indicating the possibility of retention. Documentation should be kept of phone calls, CFST meetings, and MTSS meetings.
3. Only students on Tier 3 of the MTSS process should be considered for retention. This shows that every effort has been made to provide the support conducive to success.
4. Parental or guardian concerns should be considered but may not constitute the determining factor for a final decision regarding promotion or retention. This decision shall be made by educators based on student progress, student attendance, and what is best for the student. Per state law, the final decision rests with the principal. North Carolina statutes give principals the authority to "grade and classify" students (G.S. 115c-288A). At no time should a teacher notify or inform parents that their child will be retained.

STAFF ATTENDANCE / TARDIES

All staff members are expected to report to work each day and arrive on time.

- The principal will be notified five days prior to an absence. Approval must be gained by the principal before scheduling in the attendance system established by the district.
- If there is an unforeseen absence (sickness or emergency), a direct phone call should be made to the principal (no text or email) by 6:00 a.m. the morning of. The later the call, the greater the possibility that coverage cannot be arranged. In the event students are left unsupervised due to failure to follow this procedure, disciplinary action could result. Calls after 6:30 may require that the staff member report to work due to the inability to secure a substitute.
- It is the responsibility of instructional staff to secure their own substitute through the attendance system utilized by the district. Office staff are not responsible for scheduling substitutes.
- Staff attendance and tardies that are not excused and that are excessive will be utilized for overall evaluation purposes. Dismissal may be the result of excessive attendance and tardy issues that impact the success of students and the overall safety of the classroom and school as a whole.
- Staff members are expected to arrive at school by 7:55 a.m. each day and remain on campus until 3:45 p.m. each afternoon. Failure to observe these hours could result in students being left unsupervised and/or duties being left without an assigned staff member. Disciplinary action can be taken for neglect of duties.
- Planning periods should be utilized for instructional planning and/or taking care of school business related to teaching and learning. In the event that a staff member needs to leave campus, he or she must seek the principal's approval.
- Gaining approval from an office staff member does not take the place of administrator approval. Protocols listed above must be followed for leaving campus, scheduling an absence, and covering students when tardy.
- Established dates on the calendar for staff members are required (for example, parent nights, faculty meetings, etc.) All doctor's appointments and other affairs should be planned around these dates.

STAFF CELL PHONE USE

To maintain consistency in our school and to model for students that cell phone use is not appropriate during instructional time, staff cell phones should be put away. Staff cell phones may be used during planning periods when they are not involved in planning and/or meetings scheduled by the school and/or district. Using cell phones in the presence of students on campus is inappropriate (i.e., cafeteria, hallways, TLC). This applies to staff members that are not assigned to students as well.

STUDENT ATTENDANCE

See Full Details in the SHMS Student Handbook

It is mandatory that teachers complete attendance daily in PowerSchool by 9:00 a.m. or when the announcement is made that all buses are on campus. Keeping an accurate record of attendance and tardies is critical and your legal responsibility as a teacher [See General Statute 115C-307(g)]

*******NEW: ABSENCES MUST BE MADE UP**

As a local promotion standard, a middle school student may not miss more than 10 days of school a year. The student must make up time for each day of absence over 10 days during the school year. When a student accumulates more than five absences, he or she may begin to attend make-up sessions or days as designated by the school. Makeup sessions or days could include before and after-school learning labs, virtual learning opportunities, workdays, and summer school.

When a student has been absent for more than 10 days and has failed to make up the time missed, he or she

will be referred to the principal or designee as a candidate for retention. The principal or designee will notify the parent of the school's concern and inform the parent of the attendance requirements in regard to the local promotion standard. The decision to retain may be re-evaluated before the beginning of the fall term based on the student's participation in opportunities for make-up time, such as summer school and/or virtual learning opportunities. If the student has fulfilled the makeup requirement, the decision may be made to promote him or her to the next grade level.

Attendance at Middle School is for the purpose of obtaining an education. Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he or she is not in his or her designated place at the appropriate time.

COMMUNICATION WITH PARENTS OR GUARDIANS

It is vital to keep an open line of communication between school and home. Staff members should communicate frequently with parents concerning progress and/or concerns with both academics and behavior. The REMIND app, newsletters, email groups, etc. are REQUIRED to keep parents and guardians abreast of school happenings. All materials from the school level should be distributed, as directed, in a timely fashion.

TELEPHONE USE

The office phone is primarily for school business. The office will only call any teacher or student to the phone in an emergency. However, under normal conditions, messages will be taken and placed in teachers' boxes. Students will be called to the office during the end-of-day announcements to receive messages taken during the day.

TEACHER WORKDAYS

Workday hours for teachers are 8:00 a.m.–3:30 p.m., with an hour and 15-minute lunch. Dress-down clothing may be worn on Teacher Workdays. If you choose to forego lunch, you may leave at 2:30 p.m. Staff members' personal children can accompany their parents as long as they do not interrupt the work or classroom/office of co-workers.

VIDEO/MOVIE USE

Videos to be viewed in the classroom are only to be directly aligned with curriculum standards. Entire movies that may take multiple days of viewing are discouraged. Students should be given assignments during the viewing of videos to hold them accountable for information. All full-length videos must be pre-approved by administration and included in the teacher's lesson plans. For videos that may include political and/or PG-13 content, both administrative and parental approval are required.

VISITORS

Family members, including children, should not visit Spring Hill Middle School during regular student days to protect the instruction of the students assigned to your care. Children are allowed on campus during teacher work days as long as they are monitored within the classroom and do not disturb the work of co-workers.

COACHING STAFF

Coaching staff are held to the rules and regulations of the DPI Middle School Athletics Handbook. Students participating in workouts, tryouts, and/or seasonal sporting teams must have a current sports physical and signed concussion form on file in the front office before participating in workouts, practices, and/or play. It is the Athletic Director's and coach's responsibility to ensure all students are eligible for participation BEFORE trying out and/or joining a team. In the event a student is injured on or off the field relating to athletics, administration should be notified, the parent should be contacted immediately, and an injury report should be completed and submitted to the school nurse.

THE SCHOOL IMPROVEMENT TEAM

The statute for School Improvement Team membership and election is found in 115C-105.27(a). By law, mandatory membership on the team includes the principal, representatives of the assistant principals, instructional personnel, instructional support personnel, teacher assistants assigned to the school, and parents of children enrolled in the school. The representative school personnel mentioned above (not parents) must be elected by secret ballot. Parents must be elected by the parents of children enrolled at the school. This would be done by the PTA or PTO.

THE INSTRUCTIONAL LEADERSHIP TEAM

The prime responsibility of the ILT team is to analyze data to identify instructional needs, coordinating efforts to implement the school's improvement plan, and supporting teachers to enhance their practice. This team will include Principal, Assistant/Vice Principals, Climate Team Facilitator or representative, School Based Instructional Coach: supports math and ELA, Student Intervention Team (SIT) Facilitator or representative, and Classified staff representative

SCHOOL CRISIS ACTION PLAN SCHOOL CRISIS ACTION TEAM MEMBERS

Mrs. Lamont Graves, Principal

Mrs. Kristin Oxendine, Assistant Principal

Mrs. Malinda Hatchell, Guidance

Ms. Jaqueitta Anderson, Bookkeeper/Administrative Assistant

Ms. Lynette Gibson, Data Manager

Mrs. Katherine Clark, School Nurse

Mrs. Lauren Holloway, Social Worker

Mr. Jeremy Baker, Athletic Director

*School Crisis Team members will meet in the Nurse's office when it is safe to meet for "Code Blue," "Code Red," and "Code Black".

SCS GRADING POLICY

[Policy Code 3400 Evaluation of Student Progress](#)

Grading Scales

In each course, the academic grade a student earns shall reflect the student's mastery of NCSCOS content objectives and satisfaction of attendance requirements. The content grade should not reflect the student's conduct or social habits. Students should not be graded on student and parent behaviors (i.e. progress report signatures, students talking during a quiz, bringing needed materials for the class, etc.)

Academic Grading Scale for Grades 3 – 12

A = 90 – 100 (Superior Mastery)

B = 89 – 80 (Mastery)

C = 79 – 70 (Progress Toward Mastery)

D = 69 – 60 (Partial Mastery)

F = Below 60 or excessive absences (Not yet Mastered)

*Mastery is synonymous with "proficiency"; thus, a student mastering 80% of objective-based work is deemed proficient in that content area

Grading Criteria

Standard Level Courses

- 10% Homework
- 40% Class work (includes class work, quizzes, etc.)
- 50% Tests (includes unit tests, projects, common assessments, essays, etc.)

*** Math I EOC scores will count for 20% of a student's final grade and will be reflected in the final report card grade for the course.

Teachers shall not assign group grades. Teachers shall assess the work and contributions of each individual student when grading collaborative assignments.

Attendance, effort, volunteering in class, lateness to class, and other student compliance behaviors or disciplinary actions shall not be considered when calculating student grades unless the behaviors are specifically outlined in the student's IEP. Student behaviors shall only be reflected in the comments that teachers make on the progress report and report cards, communicated to parents via phone calls, conferences, or written communication, or handled through the school's disciplinary policies and procedures.

No Zero Policy

For clarification purposes, the following grading will be required:

- The grade that the student receives should be entered initially; thus, entering a grade of 50 at the end of the nine-week report card grade. Progress reports should reflect the actual average at that point in the quarter.
- If a student still has an opportunity to submit make-up work, missing assignments should be left as blanks as opposed to 0s.
- If the student is not required to complete the assignment, click "Exempt" on the "Enter Marks/Comments" page.
- Teachers are required to utilize the automated comments in PowerSchool to indicate whether an assignment was "not submitted", "not yet mastered", etc. All students and parents should be provided with comments on their report card for feedback concerning grades.

Test Retakes

Opportunity

In re-taking tests, there is a great opportunity for both teachers and students. Teachers have the opportunity to explore more creative ways to teach content and to address misunderstandings. Students have the opportunity to take ownership of their learning to fill a gap in understanding. Students will be able to retake a test only once.

Guidelines

Evidence of Intervention

- This process should be led by the teacher but owned by the student. Depending on the circumstances, intervention can take many different forms.
- If less than 80% of a class has "not yet mastered" an objective, TIER I interventions should be documented

Logistics

Re-takes should be administered within approximately 10 days of the original test and after the MTSS process has occurred. Barriers that exist to a student being able to retake a test should be removed. Thus, if a student is unable to stay after school to retake a test, teachers should make arrangements to allow the student to retake the test before school, during class time, or during lunch. When applicable, retakes should be provided to the majority of the class if the majority of the class has not reached “mastery”.

Grading

For any retake, a student will receive the grade of their greatest mastery (think SAT, EOC, and EOG scoring). In other words, if they initially received a “54” and then scored a “75” on the re-take, the highest grade will be entered into PowerSchool, not the average. The highest grade that a student may receive for a retake is an 80.

Homework

1. Homework assignments shall be meaningful and aligned to taught standards. They shall be directly related to the course outcomes, rigorous, and differentiated based on individual students’ needs.
2. Homework should be used to prepare students for subsequent lessons.
3. Homework should be used as practice or review to strengthen concepts and skill development.
4. Homework should be used to evaluate what students know by applying, extending, or refining their knowledge and understanding through projects or other assignments.

Amount

The amount of homework should be appropriate to the students’ needs and abilities; moreover, the total amount of homework from all the students’ classes should be reasonable. In calculating a reasonable amount of homework, use the Ten-Minute Rule (Cooper, 2006). This rule states that a student should have approximately 10 minutes of homework per grade level. For example, a first grader should have no more than 10 minutes worth of homework per night; a sixth grader should have no more than 60 minutes, etc. This rule should be used as a guideline and not interpreted as policy.

Assigning collaborative or group projects for homework can be problematic for students. Teachers who assign collaborative or group projects for homework shall do so with discretion and knowledge of the inherent obstacles that such homework can present for our students and families, for example, a lack of technology or internet access at home. Teachers should adjust their expectations accordingly to reflect the best interests of all students involved.

Pass the Final Exam and Fail the Course

Any student who passes the final exam and still has a failing grade must request a committee meeting and prove that he or she has mastered at least 70% of the material as predetermined by the content area teachers. The committee will be made up of the administration and teachers.

Interim Reports - K-12

- Regular communication with parents and guardians by means other than formal report cards should take place throughout each nine-week period.
- Interim reports should be sent home at least once per report card period. It is strongly encouraged that this be completed more than once.

- No parent should be surprised by a grade due to failure to communicate on the part of the teacher or school.
- Students may not be punished for not returning an interim report or report card. In the event students do not return the report, parent contact should be made on the part of the teacher.

SAFETY AND SECURITY

[*Policy Code 1510/4200/7270 School Safety*](#)

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The propping of doors throughout the campus is prohibited. Please ensure that all doors are securely closed and locked. Refer to the policies in the link above for details.

Calendars and Schedules

Scotland County Schools 2025-2026

Traditional School Calendar



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

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

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

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

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

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

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

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

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

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

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

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

School Start/End Times:
 Elementary: 8:00 am - 2:30 pm
 Middle: 8:30 am - 3:25 pm
 SHS: 7:40 am - 2:40 pm
 Shaw: 8:30 am - 3:25 pm
 SEarCH: 8:00 am - 3:00 pm

- Required Teacher Workday
- Optional Teacher Workday
- Holiday
- Annual Leave Day
- End of Grading Period
- First & Last Day of School
- △ Early Release for Students
- ☆ Report Cards
- Progress Reports

Important Dates:
 Aug. 25 - First Day of School
 Sept. 26 - Early Release for Students
 Oct. 2 - Parent/Teacher Conference
 Oct. 3 - District PD Day
 Nov. 7 - Early Release Day for Students
 Dec. 19 - Early Release Day for Students
 Feb. 12 - Early Release Day for Students
 Mar. 5 - Parent/Teacher Conference
 Mar. 6 - District PD Day
 May 1 - Early Release Day for Students
 June 4 - Last Day of School

SHMS Master Schedule 2025-2026*

6th Grade 4 Man Team		7th Grade		8th Grade		Electives	
FLEX 1	8:00 - 9:00	FLEX 1	8:00 - 9:00	FLEX 1	8:00 - 9:00	Duty	8:00 - 9:00
Core 1	9:00 - 10:05	Elective 1	9:00 - 9:45	Core 1	9:00 - 10:05	7th Elec 1	9:00 - 9:45
Core 2	10:05 - 11:10	Elective 2	9:45 - 10:30	Core 2	10:05 - 11:10	7th Elec 2	9:45 - 10:30
Lunch	11:10 - 11:45	Core 1	10:30 - 11:35	Elective 1	11:10 - 11:55	Planning/Lunch	10:30 - 11:10
Core 3	11:45 - 12:50	Core 2	11:35 - 12:05	Elective 2	11:55 - 12:40	8th Elec 1	11:10 - 11:55
Core 4	12:50 - 1:55	Lunch	12:05 - 12:40	Lunch	12:40-1:15	8th Elec 2	11:55 - 12:40
Elective 1	1:55 - 2:40	Core 2 (cont')	12:40 - 1:15	Core 3	1:15 - 2:20	Planning	12:40 - 1:55
Elective 2	2:40 - 3:25	Core 3	1:15 - 2:20	Core 4	2:20 - 3:25	6th Elec 1	1:55 - 2:40
		Core 4	2:20 - 3:25			6th Elec 2	2:40 - 3:25

LUNCH SCHEDULE					
6th Grade	11:10 - 11:30	Francis	8th Grade	12:40 - 1:00	Dendy / Morel
	11:15 - 11:35	Fuselier / Hines		12:45 - 1:05	Houston / Staten
	11:20 - 11:40	Tougher / Gale		12:50 - 1:10	Hawkins / Sullivan
	11:25 - 11:45	Ward / Vasquez		12:55 - 1:15	Haywood / Miller
	11:30 - 11:50	Quick / Clark/ Covington			
7th Grade	12:05 - 12:25	Wall / Jeansonne			
	12:08 - 12:28	Smith / Awuku			
	12:13 - 12:33	Patterson / Jamison			
	12:15 - 12:35	Mwanza / Mclean			

FLEX SCHEDULE	Mon - 6th Intramurals	Tues - 7th Intramurals	Wed - SEL Lesson	Thurs - 8th Intramurals	Fri - Clubs 2nd & 4th
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CODE OF STUDENT CONDUCT 6-8

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Sexual Harassment (4300-B)*	Parent Conference/Counselor referral/ up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/Counselor referral/Up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/Counselor Referral/Up to 5 days OSS Virtual Environment – Up to 5 days suspension from virtual class, Parent Conference, Counselor Referral
			ADDITIONAL OFFENSE Parent Conference/Counselor Referral/Up to 10 days OSS/possible LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible LTS/Expulsion
Integrity and Civility (4310)	Up to 3 days ISS/ Parent Conference Virtual Environment – Parent Conference, Up to 3 days virtual ISS	Counselor Referral/Up to 3 days ISS/Parent Conference Virtual Environment – Parent Conference, Counselor Referral, Up to 3 days virtual ISS	Counselor Referral/ Up to 3 days OSS/Parent Conference Virtual Environment – Parent Conference, Counselor Referral, Up to 3 days suspension from virtual class, Parent Conference
Disruptive/ Disrespectful Behavior/ Insubordination (4315)*	Parent Conference/ Counselor Referral/ Up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/ Counselor Referral/ Up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/ Counselor Referral/ Up to 10 days OSS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral
Student Dress Code (4316)	Parent Contact/Up to 1 day ISS pending correction Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of camera pending correction	Parent Contact/Up to 2 days ISS pending correction Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of camera pending correction	Parent Contact/Up to 2 days OSS Virtual Environment – Parent Contact, Opportunity to correct the issue, Up to 2 days suspension from virtual class
Use of Wireless Communication Devices (4318)	Warning and Parent contact Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue	Up to 2 days ISS pending Parent Conference Virtual Environment – Warning, Parent Conference, Opportunity to correct the issue	Up to 3 days OSS/Parent Conference Virtual Environment – Warning, Parent Conference, Opportunity to correct the issue, up to 3 days suspension from virtual class
Inappropriate Use of Computer	Warning/Parent Contact/ Counselor Referral Virtual Environment – Warning, Parent Contact, Counselor Referral	Parent conference/Counselor Referral/Up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/ Counselor Referral/Up to 5 days OSS Virtual Environment – Up to 5 days suspension from virtual class, Parent Conference, Counselor Referral
Tobacco and Vaping Products including vaping products without THC (4320)	Parent Conference/Warning/up to 1 day OSS/Tobacco Awareness (scoring at least 80%) Virtual Environment – Warning, Parent Conference, Referral to Tobacco Awareness Program, Up to 1 day suspension from virtual class	Parent Conference/Up to 1 day OSS/ Tobacco Awareness with additional resources Virtual Environment – Parent Conference, Referral to Tobacco Awareness Program, Up to one day suspension from virtual class	Parent Conference/Up to 3 days OSS Virtual Environment – Parent Conference, Up to 3 days suspension from virtual class

Drugs and Alcohol (4325) ** (Includes Possession, Under the Influence, Paraphernalia, vaping)	Parent Conference/Counselor Referral/Up to 10 days OSS/ Possible ALT/LTS/ Expulsion Substance Abuse Awareness Program (scoring at least 80%) Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral to Substance Use Program, Possible ALT/LTS/ Expulsion	Parent Conference/Counselor Referral/up to 10 days OSS/ possible ALA/LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral to Substance Use Program, Possible ALT/LTS/Expulsion	Parent Conference/Counselor Referral/up to 10 days OSS/ possible ALA/LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral to Substance Use Program, Possible ALT/LTS/Expulsion
Sell or Distribute Drugs (4325)**	Counselor Referral/Up to 10 days OSS/ Possible ALA/Expulsion Virtual Environment - Counselor Referral/Up to 10 days suspension from virtual class/ Possible ALA/Expulsion	Counselor Referral/10 days OSS/Possible ALA/LTS/ Expulsion Virtual Environment - Counselor Referral/Up to 10 days suspension from virtual class/ Possible ALA/Expulsion	Counselor Referral/10 days OSS/Possible ALA/LTS/ Expulsion Virtual Environment - Counselor Referral/Up to 10 days suspension from virtual class/ Possible ALA/Expulsion
Gang Related Activity (4328)*	Parent Conference/Counselor Referral/Up to 10 Days OSS/ Possible ALA/LTS/ Expulsion Virtual Environment – Warning, Parent Conference, Opportunity to correct the issue, No use of Camera during current class, may only chat with instructor during class, counselor referral, up to 10 days suspension from virtual class, possible ALA/LTS/ Expulsion	Parent Conference/Counselor Referral/Up to 10 Days OSS/ possible ALA/LTS/ Expulsion Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible ALA/LTS/ Expulsion	Parent Conference/Counselor Referral/Up to 10 Days OSS/ Possible ALA/LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible ALA/LTS/ Expulsion
Theft, Trespass and Damage to Property (4330)*	Counselor Referral/ Warning Up to 3 days OSS/Restitution Virtual Environment – Up to 3 days suspension from virtual class, Counselor Referral, Restitution	Counselor Referral/Up to 5 days OSS/Restitution Virtual Environment – Up to 5 days suspension from virtual class, Counselor Referral, Restitution	Counselor Referral/Up to 10 days OSS/Restitution/ possible ALA/LTS/expulsion Virtual Environment – Up to 10 days suspension from virtual class, Counselor Referral, Restitution
Fighting, Assaults and Threats (4331)*	Parent Conference/Counselor Referral/ Up to 10 days OSS/ possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible ALA/LTS	Parent Conference/Counselor Referral/Up to 10 days OSS/ Possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible ALA/LTS	Parent Conference/Counselor Referral/Up to 10 days OSS/possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral, Possible ALA/LTS
Bullying and Harassment (4329)*	Parent Conference/Counselor Referral/ Up to 10 days OSS/ possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/Counselor Referral /Up to 10 days OSS/ possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral	Parent Conference/Counselor Referral/ Up to 10 days OSS/ Possible ALA/LTS Virtual Environment – Up to 10 days suspension from virtual class, Parent Conference, Counselor Referral
Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety (4333)**	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension Virtual Environment - 1 – 10 Days suspension from virtual learning/ Follow mandated consequences by law/ 365 Day Suspension	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension Virtual Environment - 1 – 10 Days suspension from virtual learning/ Follow mandated consequences by law/ 365 Day Suspension	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension Virtual Environment - 1 – 10 Days suspension from virtual learning/ Follow mandated consequences by law/ 365 Day Suspension

* Law Enforcement may be notified ** Law Enforcement shall be notified (Parental contact must occur on all offenses)

BUS DISCIPLINE MATRIX WITH INFRACTIONS AND CONSEQUENCES

Level 1	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Weapons	1-365 day suspension	1-365 day suspension	1-365 day suspension	1-365 day suspension	1-365 day suspension
Level 2					
Physical Abuse	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Refusal to identify oneself	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Bullying/ Threats	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Possession of drugs/ alcohol	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Vandalism	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Opening rear door while bus is in motion	5 day bus suspension	15 day bus suspension	suspended for year	NA	NA
Level 3					
Disrespect/ disruption/ insubordination	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year
Moving about the while bus is in motion	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year
Inappropriate language/ profanity	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year
Throwing objects Eating/ drinking	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year
Inappropriate use of Technology	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year
Parent Problem- no one home to	Conference /Warning	3 day bus suspension	5 day bus suspension	15 day bus suspension	suspended for year

receive child					
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