



2024-2025

Student Handbook

**1104 Elm Street
Conway, SC 29526
(843)488-1611**

https://www.horrycountyschools.net/Conway_Middle_School

Conway Middle School

Every Student Matters, Every Moment Counts



The faculty and staff of Conway Middle School extend a personal welcome to you and your parents as we begin a new school year. Middle school will be a time of change and new experiences for incoming sixth graders and continued growth and development for seventh and eighth graders. We hope you will take advantage of the many opportunities that will be provided for you.

This handbook and the Horry County Schools Parent/Student Guide will provide answers to many of your questions concerning school situations. Please read the resources carefully. The information contained here is gathered to help you have a successful, satisfying experience at Conway Middle School.

You are surrounded by teachers, staff members, and administrators who want you to succeed. We care about you and look forward to watching you grow academically, socially, and emotionally throughout the year.

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

Conway Middle School does not discriminate on the basis of race, sex, age, national or ethnic origin, religion, or disability in the education programs and activities it operates or in employment opportunities. Conway Middle School complies with the provision Title VI and Title VII of the Civil Rights Act of 1964, as amended: Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. If there are any questions, please call 843-756-2181.

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Who to Contact

Athletics	Anthony Carroll (CHS)	843-488-0662
	Megan Mincey(CMS)	843-488-6040 ext 22311
Attendance	Angela Klug	843-488-6040 ext 53003
Bookkeeper	Sheron Grant	843-488-6040 ext 53011
Buses (CHS)	Bus supervisor	(843)488-6094
Discipline	Megan Mincey (6 th , and 8th grade Girls)	843-488-6040 ext 22311
	TBD (7th Grade, 8th Grade Boys)	843-488-6040 ext 223167
Food Services	Gay Stalvey	843-488-6040 ext 53527
Guidance	Amber Jenkins (A-L)	843-488-6040 ext 53001
	TBD (M-Z)	843-488-6040 ext 53010
Media Center	Staci Faulkenberry	843-488-6040 ext 53914
Nurse	Michelle Lakers	843-488-6040 ext 53913
Principal	Regina Treadwell Pertell	843-488-6040 ext 63004
Secretary	Christy Brantley	843-488-6040
Technology	Cynthia O'Hara	843-488-6040 ext 53909
Textbooks	Megan Mincey	843-488-6040 ext 22311

General School Information

Attendance

Excused (lawful) absences are absences resulting from such circumstances as illness, death in the family, major religious holidays or principal approved absences. When a student returns from an absence, the appropriate documentation (doctor excuse, obituary, principal approval form) needs to be provided within three school days to the Data Quality Clerk. Absences that are prearranged for other reasons and/or extreme hardships are at the discretion of the principal and are to be submitted to the attendance office in advance on a completed Principal Approval Form. Principal Approval forms can be obtained from the school attendance office. Excessive absences may result in grade level retention. A student may miss no more than ten unexcused days per school year per class. A student absent for more than ten days may appeal for subject credit or promotion by furnishing a doctor's statement of absence due to medical reasons to the principal. Intervention for unlawful absences will include parent conferences and, if necessary, referral to the District Attendance Supervisor. If you have questions about attendance, contact the Data Quality Clerk at (843)488-6041. For more information on Attendance see page 10 of this handbook.

Assemblies*

Assembly programs are an important part of a student's education experience. Students must always treat performers and participants with respect. The following procedures will be followed:

- Applaud at the appropriate time.
- Whistling, loud noises, boos, or stomping on bleachers are not allowed.
- Remain seated with your class until given permission to move.
- Talking is not permitted during a presentation.
- Treat performers with respect.
- Sit upright so feet are not on chair backs or seats.

Awards Day

At the end of each semester, an Awards Assembly will be held to recognize student achievement.

Students earning all A's and B's in academic classes will be honored. Students with perfect attendance will be recognized. Junior Scholars are selected based on performance scores on the PSAT (grade 8) taken in the Fall semester.

Behavior in the Classroom

In order to be successful at school, students must come to class prepared with paper, pencil, earbuds, and other materials required by the teacher, do all assignments given to them by teachers, and not disrupt the classroom or disturb other students. Disruptive students will be disciplined by the teacher, or for extreme or severe disruptions, may be issued an office referral and sent to the administrative team.

Bookbags

All students may bring regular book bags to school.

Lockers will not be issued to students. Bookbags will be placed beside each student in the classroom. All bags are subject to search throughout the school day.

Books

Students are responsible for the books they are issued, and students are required to pay for lost or damaged books. If a book is lost, the student should get the price from his/her teacher and pay the bookkeeper in the office. If the book is found later, the money will be refunded.

- Never write in your books, throw them, sit on them, or leave them outside.
- Keep up with your books; do not let anyone borrow them, and never leave them unattended.
- Putting book covers on textbooks will save expense and trouble.

Breakfast and/or Lunch Money

Money for meals/al-a-cart may be deposited into the student's account. Breakfast will be available each school day.

Bus Information and Behavior

Bus routes are coordinated through the Transportation Office at CHS for the Conway area. A student may be suspended from riding the bus for misconduct. Profanity, fighting, disobedience, or disrespect of the driver will not be tolerated. Contact the school or the bus supervisor at (843)488-6094 to report any concerns about bus routes, pick up time, or other safety issues. If your child needs to ride a different bus or be a car rider for a day, you must send a note with the details and a number where you can be reached during the day for confirmation. The note should be turned in at the front office first thing in the morning. Bus transportation is an extension of the school building. Students are expected to sit facing forward, with their feet in front of them while being

transported to their designated drop off location. Students not following the expectations and procedures of the bus driver are subject to an Administrative referral.

[CMS Bully Intervention Plan](#)
[BULLYING / HARASSMENT COMPLAINT FORM](#)

Cafeteria

For lunch, students will be escorted to the cafeteria by a teacher. Each student cleans up his/her area after eating. Students will be escorted back to class by teachers. Money may be placed on your students lunch account through [MyPayments Plus](#).

Care of Premises

Student help is needed and appreciated in the care of the school and grounds. Encouraging others to dispose of litter and to refrain from damaging property is helpful in keeping CMS in top condition.

Car Riders

Car riders must be picked up from the car lane. Students may not walk through the parking lot to cars or cross streets to meet cars in remote locations. This causes a safety issue. Please do not ask your child to disobey school rules and meet you off campus. Parents are asked to pick up car riders from the designated car lane at the front of the school. Please drive down as far as the traffic pattern allows, not stopping along the way for your child to enter your car. By bringing the line down we are able to dismiss in a much more efficient manner. This location will have adults on duty at all times to direct traffic and monitor students as they wait for rides.

Cell Phone Use or Texting

CMS is not responsible for lost, stolen, or damaged cell phones or other personal electronic items.

Cell phones may be brought to school but must be turned off and out of sight while on school property. Any student that is seen texting or using a cell phone during the school day will have their cell phone confiscated and given to the front office. Any student caught taking videos and/or pictures will also have their cell phone confiscated with parent pick up required. Refer to the [District Student Policy Guide](#) for more information.

Cell Phone Policy continued:

1st Offense: warning and logged in Powerschool
 2nd Offense: Phone given to the administrator, Logged in PS and phone may be picked up in the front office
 3rd Offense: Referral, Parent pick up the phone
 4th Offense: 1 day of ISS, parent pick up the phone
 5th Offense: 2 Days of ISS, parent pick up the phone

Telephone Use

Office phones are for emergency use only. Students must have permission from a teacher or administrator to use the office phone. Classroom phones are not to be used for personal calls home by students. Please do not ask us to deliver messages unless it is an emergency. Telephone messages disrupt instruction. In emergency situations, you may leave messages with the front desk, and we will deliver the message. Refer to the [District Student Policy Guide](#) for more information.

Classes

Our school operates on a six period day which includes the following 65 minutes classes: Math, English Language Arts, Science, and Social Studies. Each semester, each student has two exploratory periods for 45 minutes each during which up to four classes may be taken during the year. Students also attend lunch/outside time with their grade level peers for 30 minutes each day.

Classrooms

Everyone should be seated at the start of class. The school tardy plan is followed in each class. Students are expected to complete all class assignments. Students are to be prepared with homework, needed materials, and books for each class.

Communication

Communication between home and school is critical during the middle school years. CMS maintains several modes of communication to parents and students which includes: daily grade level homework email, a CMS website, Facebook Page updates and Parent Link System messages. Parents interested in our daily news are encouraged to view our [website](#), [Facebook page](#), and [Twitter page](#)

Dances*

CMS hosts two dances each year, one in the fall and one in the spring. There is a final dance, The 8th Grade Social, for 8th grade students only. Students should wear clothing that is comfortable and that meets school dress code guidelines.

Dress Code

Please refer to the [Horry County Schools Student Policy Guide](#) for a detailed description of acceptable dress.

Parents may be called to bring a change of clothing, or the child will be issued alternative clothing if it is available. For more information see page 13 of this handbook.

Field Trips*

CMS provides a variety of field trips for every grade level each year as enrichment activities. Students who participate must have written parental permission prior to leaving the school campus. Students who have office referrals or academic deficiencies may, upon recommendation of the principal, become ineligible to participate. **After deposit/payment, a student receiving any OSS, or the accumulation of more than 1 full day of ISS will not be allowed to participate in the field trip, and the deposit will not be refundable.**

Food and Drink Policy

All food or drinks must be consumed in appropriate areas. No food may be consumed in the hallways. Food or drinks cannot be consumed in the classrooms, media center, or any other area of instruction without permission. With the exception of a closed top bottle of water.

Guidance Services

The guidance office assists students and parents with educational and vocational planning, maintains student records, provides group and individual counseling, coordinates fall and spring testing (state and nationally mandated tests), and registration of students. The staff also serves as a liaison with other service agencies.

Hall Passes

Students are not allowed out of class without the use of a digital hall pass (SmartPass).

Hallways

Students should enter the building in an orderly manner. Movement in the halls should be orderly, efficient, and quiet. Keeping to the right in the hallways alleviates congestion. There are traffic patterns to follow on each grade level. Pushing, shoving, shouting, running, and playing are not appropriate. Since each grade level is on a different schedule, some classes are in session during class changes.

Health Room/School Nurse

Conway Middle School has a full-time nurse, who provides emergency care for illnesses and injuries. She will monitor immunization records and dispense medication. All medications, either prescription or over-the-counter, must

have a form on file. When the nurse is not present, medicine will be dispensed by the adult in the office who has been trained by the nurse. If a student becomes ill at school and cannot continue to stay in class, he/she should obtain a pass from the teacher to go to the nurse. After assessment and treatment as needed, the student should return to class or a parent will be called by the nurse. If an accident does occur, the school nurse may administer first aid and will notify the parents and/or call EMS. Any treatment beyond first aid is the responsibility of the parent and/or family physician. Seventh graders receive hearing and vision screenings and dental checks.

Immunizations

See the [Horry County Schools Parent/Student Guide](#) for detailed information on immunizations. All students are required to have a completed South Carolina Certificate of Immunization. Students entering the seventh grade must receive (or have received) a Tdap vaccine in order to attend school along with an updated South Carolina Certificate of Immunization to prove your child had the vaccination.

Medication

Parents, please observe the following concerning medication for your child:

- If possible, give medicine to your child at home.
- All medicine must be provided and brought by the parent to the nurse for a child's use. Medication found on a student will result in disciplinary action (including the school bus and school grounds).
- A signed permission form must be on file at the school for each medication a child takes.
- If prescription medication must be kept by the student (inhalers), the student must also have in his/her possession a medication permit signed by the school nurse.
- Leftover, outdated medicines will be discarded after two months.

Insurance

Horry County Schools provides limited student accident insurance for all students at no cost to the family. It is secondary to any other insurance coverage and only covers accidents occurring on school property during school hours up to the policy's limits. See the [Horry County Schools Parent/Student Guide](#) for more information.

Lockers

Lockers will NOT be issued to students.

Lost and Found

Please make sure all items are labeled with the student's name. Students may claim lost articles before or after school in the main office. Administrators will not interrupt instructional time to search for items. Students should not leave textbooks, purses, or personal belongings unattended! Students should remember that valuable equipment, personal items, and large amounts of money should be left at home. The school does not accept responsibility for items that are lost at school.

Media Center

Books circulate for 10 days. Ebooks are available and are checked out to students' devices for ten days. Computers may be used when the media center is open. Students may not attempt to access websites which would be considered inappropriate or have no academic value. Students are expected to use quiet voices and ask for assistance as needed.

Medical Homebound

Medical homebound instruction is provided for students with and without disabilities who cannot attend school for a medical reason – a mental or physical condition that exists due to an accident, an illness, or pregnancy – even when transportation is furnished. The goal of homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular setting as quickly as possible. State Board of Education Regulation 43-241 outlines the provision of medical homebound services.

Metal Detectors

To ensure your child's safety, all of our students are searched and walk through the metal detector every day. The searches are conducted by teachers or administrators. A School Resource Officer (SRO) is assigned to our school by the Conway City Police Department and the school district. The SRO is here to ensure a safe learning environment for all students.

Search Provision

Administrators have the authority to search book bags, lockers, or persons when they feel that there is a reasonable suspicion that an individual is in possession of weapons, illegal substances, or stolen property. School grounds and facilities will receive periodic searches by R.A.I.D. Corps, a team of highly trained handlers and canines employed to conduct unannounced school inspections.

Off-limits Areas

The following areas are off-limits to students

- Hallways where students do not have classes
- Teachers' workrooms
- Any hallway during class time without a pass

Open House

Open house is held in August of each school year. Parents are encouraged to attend to learn more about our school programs and expectations.

Parent Teacher Organization (PTO)

The PTO is a vital part of making our school a better place for children to learn. It sponsors a variety of activities and fundraisers. Meetings are scheduled throughout the year and will be announced via the newsletter.

Parent Conferences

Structured parent conference nights are held annually after the completion of the first quarter of the school year. Parents may meet with teachers as needed throughout the year, generally during the teacher's planning period. Parents are encouraged to call their child's teacher directly by phone or email to schedule a conference. Advance notice is requested but not required so that all participants needed may be prepared and in attendance.

Personalized Digital Learning (PDL)

Students are issued a district-owned electronic device for instructional use and may only download applications that are educational. Appropriate consequences including fees will be issued for any misuse of the device or damage to the device. Students who willfully destroy or deface the device will be required to pay for a replacement. Click here for more information about [HCS PDL](#).

PowerSchool

Horry County Schools PowerSchool Parent Portal is a great way for parents to keep track of their child's report card grades, attendance, class schedules, and more through the internet. Please contact our Data Quality Clerk, to set up your account.

Public Display of Affection (PDA)

Students may not hold hands, hug, kiss, or display any other forms of public affection. These actions by students will result in disciplinary actions by Administration.

Safe Schools Act

It is illegal for any person to bring a weapon (gun, knife, or any object that could cause physical injury) on the school campus. This provision includes look-alike objects. When students possess weapons, the police will be called. The school will press charges and recommend that the student be expelled for the year. It is also illegal for any person to threaten (physically, verbally, or in writing) or to strike or hit any staff member. The police will be called for any serious violation that requires their assistance and appropriate charges will be filed.

Safety Drills

The safety and welfare of our students and staff is our highest priority at Conway Middle School. Throughout the school year, we conduct safety drills, such as fire, severe weather, intruder, earthquake, tornado, and bus drills. Prior to these drills, your child's teacher will thoroughly review procedures with the students.

School Pictures

School pictures are taken in the fall and spring.

School Hours

School hours are from 8:15 A.M. until 3:30 P.M. each day. Students will report to class starting at 7:45 A.M. Students must be picked up by 3:50 P.M. unless they are participating in a supervised school activity. Please be aware that there will be no supervision before 7:45 A.M. or after 3:50 P.M. Students can only be dropped off at 7:45. Parents who arrive early must remain in their vehicle with their child. Students are allowed out of the car once the administration opens the doors at 7:45. There are no exceptions. The administration will issue consequences if this rule is not followed.

School Supply Lists

School supply lists will be posted on the school's website and available in the front office.

Student Behavior

Please refer to the [Horry County Schools Parent/Student Guide](#) for detailed district and state guidelines for governing student behavior. These documents outline rights and responsibilities of students regarding conduct and safety issues. Parents should read these carefully and discuss them fully with students. We will work with students and parents to assure that all students are provided a safe, orderly learning environment. Conway Middle School will adhere to all policies described. When minor infractions occur, we will conference with individual students, assign detentions, or contact parents if necessary. Serious infractions require parent conferences and may result in over-night suspensions, in-school suspensions, or out-of-school suspensions, transfer to the Horry County Education Center, or expulsions. More information on student discipline can be found on page 12 of this handbook.

Lunch Detention

Students may be assigned lunch detention by any staff member. Students are expected to serve the detention during lunch/outside time. Students sit in a designated area, fill out a form and eat quietly. Students that have more than five detentions in a semester are subject to a referral. Detentions start over at the semester change.

Student Information Change

It is imperative that the school office be notified immediately of any change of address, phone numbers, or emergency information during the academic year. Every student must have an emergency phone number on file.

Telephone Use

Telephone messages disrupt instruction. In emergency situations, you may leave messages with the front desk, and we will deliver the message. Office phones are for emergency use only. Students must have permission from a teacher or administrator to use the office phone. Classroom phones are not to be used for personal calls home by students. Please do not ask us to deliver messages unless it is an emergency.

Testing

SC Ready is the comprehensive testing program for the state of South Carolina. PASS is the assessment for Science and Social Studies. Measures of Academic Progress (MAP) is a computer based assessment in reading, language, and mathematics. It is given twice each year. Data from MAP testing is used to prepare instruction to meet student needs.

Tobacco/Vapes Alternative Nicotine Products

Tobacco/Alternative Nicotine Products including but not limited to, e-cigarettes, vapes, juuls, pods, chargers, and all related equipment or devices (possession or use on school grounds, school sponsored events or school buses)

1st offense: 2 -5 days OSS (Baseline is 2 days OSS. Additional days may be added if it is blatant use in the hallways or the classroom, if students post videos of use, or if distributed to other students.)

2nd offense: 3-5 days OSS and tobacco prevention education program

3rd offense: Evidentiary Hearing

Vehicles

Student-operated motor vehicles are not allowed on campus. Bicycles are permitted on campus and must be secured with a student owned lock. Rollerblades and skateboards are prohibited on campus.

Visiting the School

Parents are welcome to visit the school. Parents may visit classrooms, or meet with teachers and administrators. To prepare for meetings, advance notice of 24 hours is required. Please contact your child's teacher or grade level administrator for more information. All visitors must first report to the main office to sign in and obtain a visitor's pass. Visitor's will be asked to show picture identification, wanded as a security check and escorted to their destination. Students are not permitted to bring a person to visit during the normal school day.

Volunteers

Volunteers provide many valuable services to the children and faculty of the school. If you have some time available, even if it is just for one hour per week, please get involved and make our school an even better place. Activities such as reading with a child, doing clerical work for a teacher, or assisting with PTO projects are always appreciated. Apply now to [volunteer](#).

Walker Expectations

Walkers are released on the first floor through the C-Wing. Teachers will escort the walkers out of the building and ensure that it is safe for students to cross neighboring streets

and walk safely to their homes. Students should not cross through the parking lot to exit the premises.

Withdrawals and Transfers

Students moving to another school (in or out of the district or state) should have their parent request transfer information from the main office staff.

Yearbooks

CMS publishes a yearbook every year. Information on purchasing a yearbook will be communicated throughout the year.

Attendance, Arrival, and Dismissal Information

Attendance Expectations and Requirements

Regular attendance is critical for academic success. Attendance is verified each period of the day. Please monitor your son/daughter's attendance on interim reports and report cards. Student attendance in middle school is counted per class meeting rather than per day. Truancy intervention will begin after three consecutive or a total of five unexcused absences, and an attendance intervention plan may be implemented. Read carefully the section on student attendance in the [Horry County Schools Parent/Student Handbook](#) for more details on lawful and unlawful absences and other important information regarding attendance expectations.

Early Dismissal

Conway Middle School operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. If a student must leave school early, please send a note requesting early dismissal and try to coordinate the time around class changes. A student may check out through the front office only if a parent, guardian, or approved adult comes to school prior to 3:00 P.M. to sign the student out. This procedure is in place to avoid continual class interruptions during the last instructional block.

Late Arrivals

Students should report to the front office to receive a pass to class. A parent must sign the student in if tardy unless the student has a medical excuse. Upon third unexcused tardy, a referral will go to the administrator for after school detention.

HCS Middle School Tardy to School Policy

Students should be in their first class, ready to begin working at ___8:15___ am each school day.

Any student who is not in the building and through search by ___8:15___ will be marked tardy to school.

Consequences for arriving tardy to school are as follows:

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

3rd through 5th offense: After School Detention/Parent Contact. A one hour after school detention assigned and supervised by school staff; assigned one week to be served the next week. Note: If students do not attend after-school detention consequences of ISS will result (step 7)

6th offense: Suspended pending parent conference; possible revocation of waiver, if applicable.

7th offense and beyond:

8th - 1 day of ISS

9th - 2 days of ISS

10th - 1 day of OSS

11th - 2 days of OSS

12th - Evidentiary Hearing

Note: Accumulation of tardies will restart each semester

It is the responsibility of the student and the student's parent(s)/guardian(s) to provide timely pickup and transportation home from an after school tardy detention.

2024-2025 CMS Bell Schedule

Regular Bell Schedule										
6th Grade										
Early Bird	1	2	3	10:52-11:00 Restroom Break	4	5	6	1:43-1:51 Restroom Break	7	8
7:45	7:45-8:30	8:35-9:45	9:47 - 10:52		11:00-12:05	12:06 - 12:36	12:38 - 1:43		1:53 - 2:38	2:40 - 3:30
	Tiger Time	Academic 1	Academic 2		Academic 3	12:06-12:21 1st Lunch. 12:21-12:36 2nd Lunch	Academic 4		Exploratory 1	Exploratory 2
7th Grade										
Early Bird	1	2	3	10:52-11:00 Restroom Break	4	5	6	1:04-1:12 Restroom Break	7	8
7:45	7:45-8:30	8:35-9:45	9:47 - 10:52		11:00 - 11:30	11:32 - 12:17	12:19-1:04		1:14- 2:19	2:21 - 3:30
	Tiger Time	Academic 1	Academic 2		11:00-11:15 1st Lunch 11:15-11:30 2nd Lunch	Exploratory 1	Exploratory 2		Academic 3	Academic 4
8th Grade										
Early Bird	1	2	3	10:12-11:00 Restroom Break	4	5	6	1:05-1:13 Restroom Break	7	8
7:45	7:45-8:30	8:35 - 9:25	9:27-10:12		10:22 - 11:27	11:29 - 12:34	12:35 - 1:05		1:15 - 2:20	2:22- 3:30
	Tiger Time	Exploratory 1	Exploratory 2		Academic 1	Academic 2	12:36-12:50 1st Lunch. 12:50-1:05 2nd Lunch		Academic 3	Academic 4

Exploratory

Early Bird	1	2	3	10:12-1	4	5	6	1:04-1:	7	8
7:45	7:45-8:30	8:35-9:25	9:27 - 10:12	0:20 Restroom Break	10:21 - 11:31 1:13 - 1:52	11:32 - 12:17	12:19 - 1:04	12 Restroom Break	1:53 - 2:38	2:40 - 3:30
	Tiger Time	Exploratory 1	Exploratory 2		Planning & Lunch	Exploratory 1	Exploratory 2		Exploratory 1	Exploratory 2

Discipline Guidelines

Student offenses are divided into three categories by the district:

A student's prior record will be considered before sanctions are applied. Sanctions to be applied in cases of Level 1, 2, or 3 include but are not limited to, In-School Suspension, withdrawal of privilege/exclusion from participation in activities, restitution of property and damages where appropriate, confiscation of illegal equipment, Out-of-School Suspension, recommendation for alternative education program, recommendation for expulsion, and other sanctions as approved by the administration.

Level 1: Disorderly Conduct
Student activities which tend to impede orderly classroom procedures, the orderly operation of school, or the frequency or seriousness of which disturb class/school.

Level 2: Disruptive Conduct
Student activities which are directed against persons or property and tend to endanger the health or safety of oneself or others in the school.

Level 3: Criminal Conduct
Student activities which result in violence to oneself or to another person or property or which pose a direct or serious threat to safety.

<p>Acts of Level 1 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Classroom tardiness • Improper disposal of gum • Cheating on tests • Cheating on classroom assignments • Lying • Cutting a class • Acting in a manner so as to disrupt the instructional process • Truancy • Abusive Language between or among students • Unsafe behavior in the hallway • Unsafe behavior on the playground • Refusing to complete assignments • Refusing to carry out directions; minor insubordination • Disorderly conduct involving the use of computers or related equipment • Other unacceptable or disorderly conduct as determined by the administration • Trespassing on campus or being in an unauthorized area <p>* Use of cellular phones while on school property</p>	<p>Acts of Level 2 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Use of an intoxicant • Minor vandalism • Use of forged notes or excuses • Stealing • Threats against other students • Abusive/disrespectful language to staff or agents (such as volunteer aides or chaperones) • Refusal to obey school personnel or adults; gross insubordination • Possession or use of unauthorized substances as defined by law or school board policy • Unlawful assembly • Behavior in the hallway which is dangerous to others • Behavior on the playground that is dangerous to others • Failure to serve detention • Removal from lunch detention • Disrupting lawful assembly • Disruptive conduct involving the use of computers or other related equipment • Inappropriate written, verbal, or physical conduct of a sexual nature • Three acts of office-referred Level 1 offenses • Possession or use of tobacco products (e.g. cigarettes, chewing tobacco, lighters), fireworks 	<p>Acts of Level 3 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Assault • Battery • Fighting • Extortion • Bomb threat • Possession, use or transfer of a dangerous weapon • Sexual offense • Major vandalism • Theft, possession of stolen property, or sale of stolen property • Arson or attempted arson • Furnishing or selling unauthorized substances, as defined by Board policy • Furnishing, selling, purchasing, or possession and/or manufacture of a controlled substance, such as drugs (including prescription drugs), narcotics, or poisons • Possession of ammunition for a dangerous weapon when the administration determines that the student intended to use the ammunition or transfer it to another person for illegal purposes • Threatening to take the life of or to inflict bodily harm upon an elected or appointed public official, teacher, or principal, or members of their immediate families • Criminal conduct involving the use of computers or related equipment • Three acts of Level 2 offenses
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CMS General Discipline Consequences (subject to administrator discretion)

1st Infraction – Verbal warning/conference with student

2nd Infraction –Parent contact with lunch detention

3th Infraction – Office referral

Bus discipline:

Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be reported to his/her principal. Appropriate disciplinary action will be taken pursuant to the District's Behavior Code procedures. The bus driver has responsibility for supervision of all students on his/her bus. He/she may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving. In addition to disciplining students, according to the District's Behavior Code procedures, upon the recommendation of the bus driver or supervisor(s) of transportation, the principal may suspend a student from riding the bus.

First offense: (not to include sex, drugs, weapons, or serious bodily injury), the student may be warned or may be suspended from riding the bus (conference with Administration).

Second offense: may result in a suspension for 3-5 school days.

Third offense: may result in a suspension for up to ten school days.

Fourth offense: may result in a suspension for up to 15 school days.

Fifth offense: may result in a loss of bus riding privileges for the remainder of the school year. These guidelines may be adjusted based on the seriousness of the offense.

Dress Code

Parents/guardians are responsible for assuring that individual students dress in an appropriate manner at all times while on campus or when involved in school activities.

The administration will determine the appropriateness of student dress. The administrative team of each school will have the authority to decide if a student's dress is inappropriate and to follow through with corrective action. The school administration's ruling regarding inappropriate dress and corrective action is final pending review only by the Superintendent or her/his designee. Disputes involving student dress are not appealable to the Board.

Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Generally, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, or damage school property. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. Please refer to the PSH for additional information regarding the dress code.

Please note the following guidelines concerning dress:

In the event the administration determines a student's attire is inappropriate in accordance with this policy, the administration will require the student to change. **When the student needs to be sent home to change and the parent cannot be reached, the student may remain in ISS for the remainder of the day or until a parent can be reached.**

- Attire must comply with requirements for health and safety. Items such as spiked jewelry, dog chains, and metal toe plates are not allowed.
- **No sagging.** Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Pants and tops must be worn so that underwear, undershorts, or mid-skin is not showing.
- Examples of unacceptable external clothing includes, but is not limited to, boxer shorts, tube tops, fishnet apparel, exposed midriff apparel, bike shorts, swimming attire, pajamas/sleepwear/loungewear, halter tops, muscle shirts, spaghetti strapped tops, or bralettes.
- Shorts, skorts, skirts, and dresses must be worn **no shorter than fingertip length while the student is standing with his/her hands at sides. Holes in jeans must also comply with this rule.**
- Leggings or bottoms of similar fit are not allowed without apparel worn over them and must cover the bottom.
- Uniforms for extra-curricular activities that are worn during the school day must be modified to conform to the guidelines set forth in this policy.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Attire should not have pictures or references to weapons or violence.
- Attire must not display any information about, or advertise for, alcoholic beverages, tobacco, and other such products. Attire may not display any information, drawings, and/or other representation concerning illegal drugs, inappropriate use of controlled drugs or other substances, including use, possession, distribution, and/or paraphernalia associated with the foregoing.
- Attire such as hats, bandanas, the hood of a hoodie and sunglasses are not to be worn inside the building.
- Attire must not contain images or wording that an administrator deems to be offensive to other students or disrupt the school environment

Emergency Procedures

Fire Evacuation

When a fire alarm sounds, all students should stop work and proceed out of the building (silently) in an orderly fashion. Copies of the exit plan are posted in each classroom. Students must remain with their class during a fire drill and re-enter only after the all-clear signal is given.

Tornado

In the case of a tornado watch or warning, all students are to proceed to the designated area outlined for safety in the hallways. The tornado safety position is taken by kneeling on the floor, placing the head between the knees and folding the arms over the back of the neck and head. All students are to remain in the designated areas until the signal is given to return to class.

Inclement Weather

When inclement weather occurs, district administrators will make a decision regarding the closing of school. The decision will be broadcast on area radio, television stations, school mass email, and Social Media Parents and students are asked not to call the school so that the phones will be available for emergency communications.

Safety Announcements

“HOLD”- Hold in your room or area, clear the halls

ACTIONS

- Students and teachers are to remain in their classroom or area, even if there is a scheduled class change, until the all clear is announced.
- Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.
- Students and staff outside of the building should remain outside unless administration directs otherwise.
- It is suggested that prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct business as usual.

“SECURE”- Get inside, Lock outside doors

ACTIONS:

- The Secure Protocol demands bringing people into a secure building, and locking all outside access points.
- Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.

“LOCKDOWN”- Locks, Lights, Out of Sight

ACTIONS:

- The Lockdown protocol demands locking individual classroom doors, offices and other securable areas, moving occupants out of line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence.

- If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

“EVACUATE”-Evacuate to the Recess field

ACTIONS:

- The Evacuate Protocol demands students and staff move in an orderly fashion

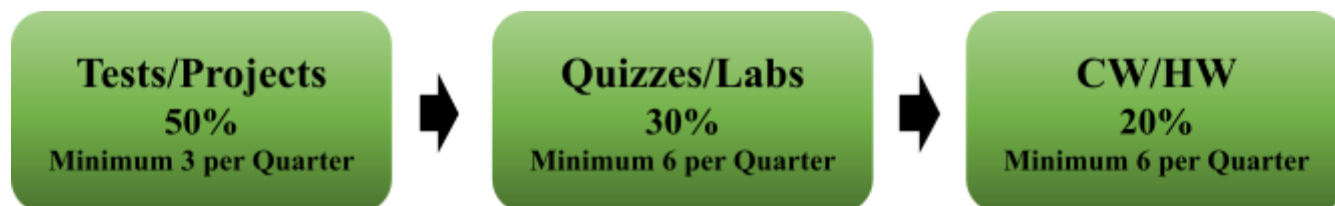
“SHELTER”-

ACTIONS:

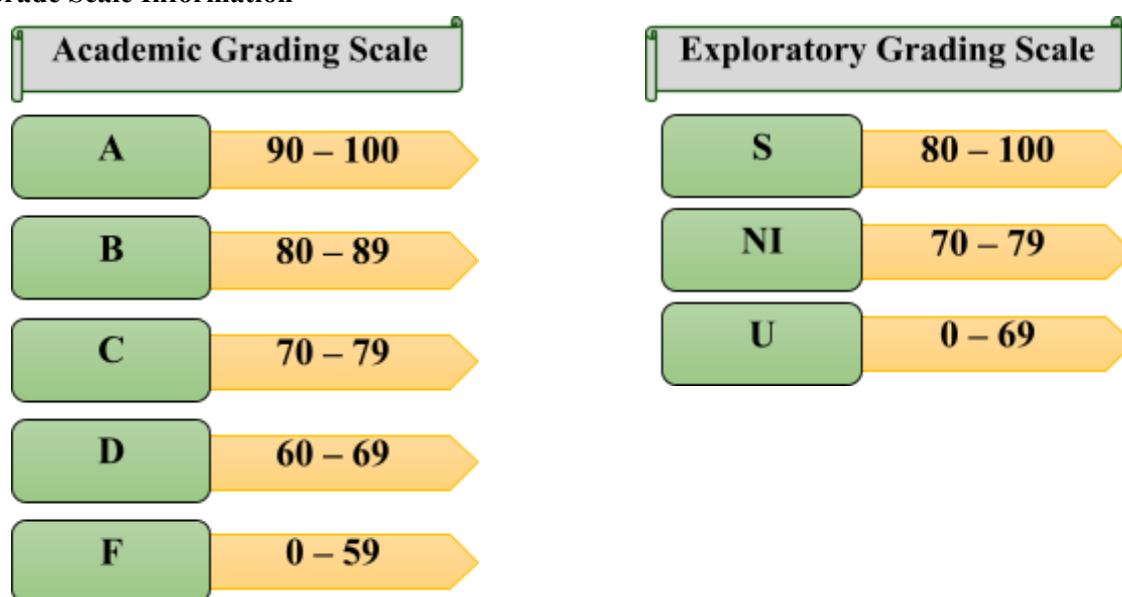
- Move to the location (under desk, downstairs hallway on your knees covering your neck and head area with your hands and arms) that is announced.

Grading Information

Grade Category Weight Information



Grade Scale Information



Interim Reports

Interim Reports are issued four times a year in order for students and parents to monitor progress in each subject. These Reports will be sent home with the student.

Report Cards

Report cards are issued to students at the end of each quarter. The final report card will be sent home.

In exploratory classes, students will receive either an S for satisfactory, NI for needs improvement, or U for unsatisfactory as a grade. Academic grades are reported using numerical grades.

High School Credit Classes

CMS offers several high school credit courses. All courses offered for high school credit include a cumulative final exam weighing as much as 20% of the final grade. Students may earn one Carnegie unit of high school credit by

successfully completing the course requirements. Currently, CMS offers: Algebra 1 Honors, English 1 Honors, Geometry Honors, Fundamentals of Computing 1 and 2.

Promotion and Retention

Students in 6th – 8th grades are expected to learn, at a minimum, curriculum standards in English Language Arts (ELA), Mathematics, Science, and Social Studies, and meet attendance requirements. Students failing to meet promotion criteria will be retained. Students may attend summer school for one or two subjects to be considered for promotion. Failing three or four subjects will result in repeating the academic grade the following year.

Make up work:

Please refer to the HCS District Policy- pg. 83 for details pertaining to this.

Out Sick - your teacher will work with you for a reasonable amount of time

Out of school - 1 week to make-up the work

Refuse to do the work or just did not turn the work in - 11 points off per day

HCS issued Device Policy

Student's Role

- 1.) Students will not switch HCS issued devices with each other.
- 2.) The Device is used as an educational tool and should be handled with care.
- 3.) Student use of a HCS issued Device is a privilege, not a right.
- 4.) I will not place decorations (such as stickers, markings, etc.) on the personal mobile computing device.
- 5.) I will not deface the serial number, manufacturer labels or district labels on any personal mobile computing device.
- 6.) I will be responsible for all damage or loss caused by neglect or abuse.
- 7.) I agree to return the personal mobile computing device and power cords in good working order at the end of the school closures, the end of distance learning or the Hybrid model, or upon my leaving the district for any reason.

Respectful, Responsible and Ethical Use and Care of HCS issued Device

- 1.) School rules apply.
- 2.) Carry a Device with two hands.
- 3.) No food or drink near the Device.
- 4.) Sit the Device flat on the desk.
- 5.) No pencils or pens near the screen.
- 6.) Open and close the Device carefully and type gently on the keyboard.
- 7.) Do not insert anything into the openings of the Device.
- 8.) Do not harass, insult, or attack others via electronic communications

Students who pay the Technology Fee:

- pay an additional \$25 for the first accidental damage repair, \$75 for the second accidental damage repair and full cost of repair/replacement for all subsequent accidental damage repairs during the academic year
- pay an additional \$25 for device replacement due to theft (requires formal police report)
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss of device
- students in grades 6-12 are allowed to take devices home

Students who do not pay the Technology Fee:

- pay full repair cost for all damage
- pay full replacement cost for lost due to theft
- pay full replacement cost for loss of device

If the offense is more severe than not using the device properly. it will be coded differently.

Device Violation:

-1 Block of ISS (during an exploratory)

-1 Day ISS

-2 Days ISS

-1 Day of OSS

-3 Days OSS

*Administration will determine if and when a student's device is taken and alternative assignments are given by the teacher.