

North  
Myrtle Beach  
Middle School

Parent & Student  
H A N D B O O K



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\*\*\*SPECIAL NOTE\*\*\*

This handbook was prepared to give students and parents information about school policies and procedures. The information within this handbook is subject to change according to state, district, and local level policy changes that may occur throughout the year. For additional information about policies and procedures, please refer to *Horry County Schools Parent Student Handbook*.

## Forward

This handbook has been prepared to help students and parents better understand the philosophy and daily operations of North Myrtle Beach Middle School. Our goal is to help each student progress academically and to provide a supportive environment for them as they are developing throughout the middle school years. We welcome the support of students and parents as our staff strives to provide rewarding educational experiences for each student.

Each student at NMB Middle will be assigned to a team of academic teachers who will be responsible for the academic program of their students and for providing assistance to their students throughout the year. The curriculum in the middle school is defined by the South Carolina Curriculum Standards in the following academic areas: language arts, mathematics, science, and social studies. In addition to the regular educational program, the middle school offers an honors and an accelerated program for those students who qualify according to state and/or district criteria. Students in need of additional academic assistance will be offered the use of computer-assisted instruction as well as tutorial help before and/or after school. The special education department will serve students identified using federal and state guidelines. In addition to their academic classes, students will also be scheduled in exploratory classes which include the following courses: physical education and health, band, orchestra, chorus, computer applications, drama, art, and general exploratory.

North Myrtle Beach Middle School also has a guidance department consisting of four guidance counselors. The guidance counselors are devoted to helping each student and are available to work with students, their parents, and their teachers to help them achieve positive academic, social, and emotional growth throughout the middle school years. The guidance counselors will work with all students throughout middle school to help them assess individual skills and interests so that each student will exit the middle school at the end of the eighth grade with an individualized graduation plan (IGP) to assist them in their transition to high school and in years to come.

The school has a large media center with a variety of resources to aid students. A media specialist is available to help students with selecting library books, resource materials, etc. Students and parents are encouraged to use the expertise of the media specialist to enhance educational opportunities.

Parents and school patrons are encouraged to be active participants in North Myrtle Beach Middle School endeavors. Our volunteer program, education-business partnerships, substitute teachers, Parent-Teacher Organization, School Improvement Council, etc., provide valuable resources that richly benefit our middle school students.

I look forward to a rewarding school year. North Myrtle Beach Middle has a long history of academic excellence, and we look forward to working with all parents to provide the most engaging, challenging and richly rewarding middle school experience for all.

*James LaPier,*

Principal

## OUR VISION

North Myrtle Beach Middle School's vision is to be a premier, world-class middle school in which every student acquires an excellent education. Our school will be a welcoming center organized around high-quality teaching and learning.

## BUSINESS-EDUCATION PARTNERS and ACADEMIC DONORS

To encourage academic excellence, North Myrtle Beach Middle solicits business partners and academic donors. Through donations from these partners, many of our incentives for student achievement, equipment, and supplies are purchased. If you are interested or know of someone who may be interested in making a contribution to our programs or being a partner with our school, please contact the school and speak with the principal.

## VISITING THE SCHOOL

We welcome visitors to our school. However, in order for students to gain full advantage of classroom instruction and to ensure the safety and welfare of our students, the following procedures are to be followed:

1. Please contact your grade level administrator to schedule a time if you wish to visit a classroom. An administrator will accompany visitors to the classroom.
2. When visiting the school, always report to the front office and secure a visitor's pass to visit or observe a classroom. You will be required to present your driver's license when checking in at the office.
3. Upon entering a classroom, please present your visitor's pass to the teacher and sit near the back of the classroom to avoid distracting students.
4. Please do not interrupt classroom instruction by talking to the teacher or students.
5. Prior to leaving the school, you are requested to report back to the front office and sign out with the school's secretary. If you request, the secretary will schedule a conference as a follow-up to your visit.
6. Visitors, other than parents of students in the school, are to check with the principal or the assistant principal to secure a pass.

## VOLUNTEER PROGRAM

North Myrtle Beach Middle welcomes those who wish to share in the educational process of our students. The students and staff welcome volunteers to help make the total school program a better one for everyone. The district has a volunteer form that must be completed and returned to the school by those wishing to volunteer within our schools. The form is available online and at our front office for those interested in volunteering. Once the form has been completed and cleared, those indicating an interest in volunteering will be contacted by our volunteer coordinator to set up a time to explain the procedures for volunteering and to orient them to the school. We appreciate your support in the past and your continued help in the coming year.

## NORTH MYRTLE BEACH MIDDLE PTO

North Myrtle Beach Middle School is proud to have an active Parent-Teacher Organization. Parents are needed throughout the school year to assist PTO in a variety of areas. We welcome all approved volunteers to work with our PTO.

The first PTO meeting for the school year will be held in September. Announcements of the exact dates and times of future meetings will be sent home with the students and posted on the school's website.

PTO plays a valuable part in supporting our educational program, and you are encouraged to become an active member in our PTO.

## SCHOOL IMPROVEMENT COUNCIL

School Improvement Council (SIC) is a group composed of parents, teachers, and community members who assist the school in the improvement process. Parents who are willing to serve on the SIC will be given the opportunity to submit their names as possible candidates during registration. The election of new SIC members will be held during the month of September, and new members elected to the council will be notified by the SIC Chairperson or principal. Meetings of the SIC are scheduled in advance and communicated with elected SIC members.

## GENERAL POLICIES and REGULATIONS

### Daily Schedules

School will begin promptly at 8:20am and dismiss at 3:15 pm. Parents who transport students are requested to have them at school by 7:50 am and to pick them up at 3:15 pm. No students should be brought to the school earlier than 7:00 am. Students should not be left at school after 3:45 pm since most of the staff leaves prior to this time and no one will be on duty.

### Tardiness to School

Students arriving after 8:20 am are considered late. Students who are car riders and arrive at school after the second bell rings must be signed in by a parent. Notes for tardiness are not accepted. Students who are tardy for more than one half of the period will be marked absent for that period. Due to the high volume of students who ride in cars, parents are urged to plan accordingly to get to school on time.

### Student Information and Emergency Contact Information

The safety of students is paramount. It is extremely important that we have the most current information for every student including, but not limited to health issues, addresses, phone numbers, custody issues and transportation. This information is vital during emergencies. If any information needs to be changed during the school year, parents should notify the office of the change[s] immediately. Parents are asked to provide the school with correct and current information so the school can contact the parent if their child should become ill or have an accident. In the event that a parent cannot be reached, parents are asked to provide the school with names of other responsible adults who can take responsibility for the student.

### Signing Out of School

Only the parent or guardian will be allowed to sign a student out of school unless others are designated on the emergency sheet. In emergency situations, the parent may send a note with another person provided a work or home phone number is on the note so that the school may verify the note. When a student misses half of the class period or more, the student will be considered absent for that class.



## Lost and Found Articles

If a student loses an article at school, the office should be notified as soon as possible. Students should check the lost and found storage area as directed by the secretary. When an article is found at school, it should be taken to the office immediately.

## Transfer to Another School Prior to the End of the Present School Term

If a student is transferring to another school, the guidance office must be notified. The parent must come to the guidance office to sign a transfer form to take to the school in which the student will enroll. The transfer form must be completed by the student's current teachers, and all textbooks, library books, and other school materials must be returned to school prior to leaving.

# ACADEMICS

North Myrtle Beach Middle offers a wide variety of courses that enable students to develop academically, socially, physically, and emotionally. Students are encouraged to work especially hard to achieve since this is the reason why they are in school. Some important points concerning academics are as follows:

## Grading and Reporting

Students will receive two [2] types of reports during each nine-week grading period, an interim report and a report card.

Interim reports are issued approximately in the middle of each of the four nine-week grading periods.

Report cards are issued at the end of each nine-week quarter.

Students will receive either an A [90-100]; B [80-89]; C [70-79]; D [60-69]; or F [59 and below] on all academic subjects (language arts, math, science, social studies) and on courses receiving high school credit based on achievement.

Students will receive an S, NI, or U on all physical education and exploratory courses that are not high school credit courses based on their performance in class.

S: Satisfactory indicates progress is consistently being attained at a level of 80% or higher

NI: Needs Improvement indicates progress is being made but is inconsistent and sometimes falls below requirements for satisfactory achievement

U: Unsatisfactory indicates consistently poor achievement with work falling below 70% in accuracy.

Parents are urged to check each progress report and to contact the teacher or principal concerning any questions relating to their child's progress in school. Parents may also keep up with their child's academic progress by regularly monitoring their grades through the PowerSchool Parent Log-in portal. Students are given their passwords for access from their homeroom teachers, and parents who do not already have their confidential log-in may obtain it by coming to our guidance office. These passwords must be given to parents in person.

### Academic Incentives

Junior Beta Club: Junior Beta Club focuses on developing character, leadership skills, service involvement, and academic achievement. To be considered for the Junior Beta Club, students must meet the following criteria:

Have a 3.50 grade point average in all subjects to be based on final end of year grades in fifth, sixth and seventh grades

Have no out-of-school suspensions.

Have no more than one [1] in-school suspension.

Be enrolled at North Myrtle Beach Middle for two [2] consecutive nine-week grading periods.

Be enrolled in a grade level academic program.

\*Copies of the Junior Beta Club bylaws are available upon request.

### Academic Honor Rolls

Alpha Award: Students who have earned all A's in all subjects in each of the four academic quarters will be placed on the Honor Roll and will be positively rewarded for their academic endeavors. Alpha Award recipients must have received a satisfactory rating in all elective classes for the school year.

Beta Award: Students who have made all A's, and B's in all subjects in each of the four academic quarters will be placed on the Merit Honor Roll and will be positively rewarded for their academic

endeavors. Beta Award recipients must have received a satisfactory rating in all elective classes for the school year.

## Promotion and Retention

The following are promotion and retention standards, as established by the Horry County Schools Board of Education:

Promotion Criteria: Students in grades six through eight are expected to learn, at a minimum, state curriculum standards in English language arts, mathematics, science and social studies, and meet attendance requirements in addition to the following criteria:

- Criterion 1: The student has earned passing grades in English language arts, mathematics, science, and social studies (If language arts is taught as a separate subject in grades 6-8, the English language arts grade will be determined by the mean of the yearly average of reading and language arts); and
- Criterion 2: The student has demonstrated mastery of the grade-level state curriculum standards in English language arts and mathematics by scoring at or above the state standard on the achievement tests mandated by South Carolina, or this criterion may be documented through assessments.

End-of-year Promotion/Retention Status: The following are summary designation and descriptors for the end-of-year promotion/retention status of students in grade six through eight.

- Promoted: The student has met all promotion criteria.
- Promoted: Summer School Recommended. The student has met all promotion criteria, but the achievement tests mandated by South Carolina indicate the student is not performing consistently at grade level in English language arts and/or mathematics.
- Summer School Required: The student has failed to meet promotion criteria for English language arts, mathematics, science, or social studies or has failed to satisfy the elements of an academic plan for the current year.
- Retention: The student has failed to meet promotion criteria for more than two of the core courses (English Language Arts, mathematics, science, and social studies).

Students must successfully pass each of the four academic subjects [language arts, mathematics, science, and social studies]. Specific standards for failure to pass the four academic subjects are stated below:

Students who fail more than two academic subjects [language arts, mathematics, science, or social studies] will be retained in the current grade.

Students who fail one or two academic subjects must attend summer school and make-up the subject[s] necessary to be promoted to the next higher-grade level.

Yearly averages are obtained by averaging the four-quarter grades for the year except for the high school credit classes which must meet district/state policy requirements for grades. Parents are encouraged to be sure students are doing their best in order to obtain a passing grade. Each quarter [nine-weeks] grade will give an indication of progress in each subject area.

All handicapped students as defined by law and regulation, shall be subject to the provisions of the promotion criteria unless the student's individual education plan [IEP] defines alternative goals and promotion standards.

Summer School for Grades Six through Eight. A summer school will be provided by the District for students in grades six through eight who evidence the greatest need for additional instruction to master grade-level state curriculum standards or school district requirements in English language arts, mathematics, science, and social studies.

#### Appeals for Grades Sixth Through Eighth

- Parents may appeal the retention to the appropriate executive director if they are in disagreement with the recommendation for retention.
- Parents who choose to appeal must do so in writing within two weeks of the notification of the retention decision. This letter, addressed to the Executive Director of Middle Schools, Horry County Schools, 335 Four Mile Road, Conway, S.C. 29526, must specify the reasons for disagreement with the retention decision.
- After consultation with the Chief Academic Officer, the appropriate executive director will render a decision on the matter within ten working days after receipt of the appeal. The decision and the reasons will be reduced to writing and copies sent to the appellant and the principal.

#### Student Homework

Homework is usually not given over a weekend or holiday. We feel students and parents need those hours together without the responsibilities of homework. We do urge students to read for pleasure

during their free time, work on long-term assignments or projects, or make-up work. Parents are encouraged to see that students spend time studying at home on school nights, Monday-Thursday, to strengthen efforts made by the teacher.

Mastery of the knowledge required by the curriculum cannot be achieved during school hours alone. The teacher makes specific assignments after careful consideration. Some guiding principles involving properly planned homework assignments are as follows:

- Homework will be assigned after students have had classroom instruction on the topic so the homework can be completed with little or no assistance.
- Most assignments are geared, as far as possible, to meet individual needs and should be within the student's range of skills.
- Students are required to complete all assigned homework at the designated time and return it to the teacher. Late homework may or may not be accepted based on the policy of each teacher. The teacher has the responsibility to determine the grade of the homework assignment based on the quality and quantity of the work assigned.
- Teachers may accept late assignments within three [3] days after the assignment is due. Late assignments will receive a one-letter grade reduction for each day the project is late.
- During the school year, an after school tutoring program will be staffed two days each week to provide academic assistance to students.

### Grouping and Class Assignments

NMB Middle groups students, as closely as possible, based on a district provided rubric. No student will be permitted to move from one section or class to another without the permission of the administration. Each student's progress is considered, and when it is evident from the student's data that he/she will benefit by being placed in another group, the student may be moved.

### Testing Programs

All students participate in state testing. In addition, the majority of our students also participate in district testing.

- Sixth, seventh, and eighth grade students take end of year state assessments in English Language Arts (reading and writing), and math. Sixth grade students will take an end of year assessment in science as well.
- Students taking Algebra I for high school credit will be required to take a state End-of-Course test (EOC) for the subject.
- Selected students may take a norm-referenced test determined by the state. This test measures achievement in language, reading, and math.
- All students will take the iReady Diagnostic assessment three times each year in both reading and mathematics. This test diagnoses strengths and weaknesses based on a continuum of learning.
- All students will take benchmark tests in science and social studies to determine mastery of the curriculum standards.

### Parent Conferences

Conferences with parents will be held during the school year to discuss all areas of student academic progress. Parents are encouraged to attend these conferences.

### Attendance

Attendance at the middle school level is taken every class period. Therefore, if a student comes to school late or leaves early, the student is marked absent for the class period if more than half of the class is missed. North Myrtle Beach Middle Schools follows the South Carolina Department of Education guidelines for attendance. Students are also held accountable for instances when they are tardy to school. The tardy to school policy is implemented at all middle schools throughout Horry County Schools.



### **HCS Middle School Tardy to School Policy**

Students should be in their first class, ready to begin working at 8:20AM each school day.

Any student who is not in the building and through search by 8:20AM will be marked tardy to school.

Consequences for arriving tardy to school are as follows:

**1st and 2nd offense:** Verbal Warning and parent notification

**3rd offense:** Verbal Warning/Parent Contact to make them aware of after school detention (and consequences for subsequent tardies)

**4th through 10th 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.

**11th offense:** Suspended pending parent conference; possible revocation of waiver, if applicable.

**12th offense and beyond:**

**12th - 1 day of ISS**

**13th - 2 days of ISS**

**14th - 1 day of OSS**

**15th - 2 days of OSS**

**16th - Evidentiary Hearing**

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

Note: Accumulation of tardies will restart each semester

## Promotion/Course Credit

There is a strong correlation between attendance and achievement in school. Middle school students who have more than 10 unexcused absences for any class period will not receive credit for that subject regardless of the grade. Absences will only be excused with a medical doctor's written statement, proof of bereavement, or principal's approval. Students are to bring written excuses to their Advisor/Advisee teacher the day they return to school after being absent or to the attendance clerk in the guidance office.

## Truancy

Students are considered truant after three consecutive or five total days of absence that have not been excused by a medical doctor's written statement, proof of bereavement, or principal's approval. An Attendance Intervention Plan (AIP) will be done with the parent/guardian at this time. If a student is unlawfully absent after the AIP conference has been held, a referral will be made to the District's Attendance Coordinator for further action which may include a referral to family court.

## STUDY TRIPS & CO-CURRICULAR ACTIVITIES

From time to time, students will take academic study trips.

- Students who go on study trips must make up any missed classwork or assignments.
- Students must receive a permission slip from the teacher or sponsor, have parents sign it giving permission to go on the field trip, and return it to the designated teacher or sponsor by the required date and prior to going on a study trip.
- Students who have been suspended out of school, have more than one [1] in-school suspension for any amount of time or have more than one bus suspension are ineligible to go on study trips. This regulation is based on each semester.

School dances and other co-curricular functions are governed by the above policy for student participation. The principal must approve any exception to this policy.



## PHYSICAL EDUCATION

All students are expected to dress out and participate in physical education classes. If participation becomes impossible due to a physical problem, a written statement from a medical doctor is required. The signed statement is to be presented to the PE teacher. Safety procedures for physical education will be distributed and discussed on the first day of class. Students will also be issued a locker for PE. The school will provide each student with a lock for his/her PE locker. The student is expected to secure personal items in the locker. The school will not be responsible for unsecured, lost, or misplaced items.

## STUDENT SERVICES

### Media Center

North Myrtle Beach Middle School's Media Center houses thousands of volumes and many periodicals for your use. The Media Specialist and the Media Aide are always eager to assist you. Media Center hours are 8:15 a.m. until 3:00 p.m.

Students are expected to talk only when necessary and in quiet tones when using the media center. All books and materials must be properly checked out prior to students leaving the Media Center. A student may only check out two books at a time for a two week period.

### Guidance

Guidance services are available to all students. Our guidance counselors are available to work with students, their parents, and their teachers toward students' educational, emotional, and social growth. Students who desire to have a conference with a guidance counselor should go to the guidance office before school, during lunch break, or after school.

### Telephone Calls

Students will only be allowed to use a school telephone if permission has been obtained from a school administrator. Parents should not call the school to leave messages for students or ask to speak to students at school unless it is an emergency. We strongly urge parents to plan travel changes and other details before their child leaves for school each morning. Students may use the telephone to call home after school is dismissed each day.

## School Nurse

We have a full-time school nurse at North Myrtle Beach Middle School. A few of the nurse's responsibilities include:

Complying with state and local policies on administering medications and transporting students.

- Caring for emergency illness or injury.
- Implementing policy on exclusion and re-admission of students in connection with infections, contagious diseases, and immunization requirements.
- Observing the school environment and making recommendations to the principal relative to health and safety conditions.

### *Illness During the School Day*

Students who become ill during the school day should follow the following procedures:

1. Tell the classroom teacher if during class or the duty teacher if on the playground.
2. The teacher will write a pass to the nurse's office.
3. The student is to take the pass and report to the front office at once.
4. If the nurse is not present, the secretary will take the student's pass and call parents if necessary.

### *Medication*

Students who take medication, either prescription and/or over-the-counter, must have a dated request form filled out and signed by the parent on file in the front office. The medication must be brought in by the parent and given to the school nurse or the front office so that it can be properly secured. It must be in the original container and properly labeled. Only parents will be allowed to pick-up unused medication. Parents must take all unused medication home on the last day of school. Either the school nurse or other designated school personnel will administer medication.

## School Insurance

Since all North Myrtle Beach Middle School students are required to take a semester of physical education and health, parents are encouraged to have health insurance in case of accidents. Horry County Schools sells both school-time and full-time coverage. Horry County Schools provides a supplemental health plan for all students. The supplemental policy only pays when other policy limits have been reached and the benefits are limited. For more information you can visit the insurance company website at [www.BollingerSchools.com](http://www.BollingerSchools.com).

## Cell Phones and Other Electronic Messaging Devices

Cell phones are allowed at school, but cell phones must be turned off and be out of sight upon a student's arrival at school until the student has been dismissed at the end of the day. Whenever a student violates this policy, school personnel will take the telephone or other device from the student. The phone will be given to an administrator and returned only to the parent, and the student will face disciplinary consequences for violating the policy. The following consequences have been established to deal with inappropriate student possession or use of cell phones and other electronic messaging devices:

- 1st offense: warning and parent contact
- 2nd offense: one day ISS
- 3rd offense: two days ISS
- 4th offense: 1 day of OSS
- 5th offense: Mandatory parent conference and administrative decision based on previous offenses.

\*If a parent states they can not pick up the cell phone and asks for the phone to be returned at the end of the school day, the student will receive one day ISS.

\*If a student refuses to give their cell phone to school personnel, the administration will issue additional consequences as they deem appropriate.

When a student's use of the device is egregious, stronger sanctions may be used regardless of the number of offenses up to and including an immediate suspension pending an evidentiary hearing. The school cannot accept responsibility for lost or stolen cell phones.

## Dress Code

Students are expected to dress in an appropriate manner at all times while on a school campus or while involved in school and/or district activities. Student attire should adhere to school policy, 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. It should 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.

In compliance with the policy, the administration has established the following regulations:

- Students are expected to be clean and neatly dressed. All attire must comply with requirements for health

- and safety.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.
- Shorts, skirts, and dresses should be of adequate length to assure modesty when the student is seated or engaged in school activities. A "finger-tip" length is most appropriate;
- Leggings may be worn underneath a skirt, dress, and or cover shirt. The length of the cover must minimally reach the length of your fingertips when arms are stretched to your side.
- Undergarments must be worn at all times.
- Outer garments should be properly worn at all times and conceal undergarments.
- Excessively tight clothing is inappropriate.
- Shoes must be worn at all times.
- Attire must not display any information about, representations of, or advertisements for alcoholic beverage(s), tobacco, controlled drugs, or illegal drugs or paraphernalia associated with the foregoing.

The following may NOT be worn at school:

- Basketball jerseys and tank tops with over-sized arm holes must be worn with a t-shirt or shirt underneath.
- Clothing such as see-through garments, low-cut tops that reveal cleavage, tops or dresses with thin or spaghetti straps, midriff tops, halter-tops, or shirts that expose any part of the midsection.
- Clothing that is excessively tight such as "spandex" type garments.
- Attire such as hats, bandanas, headbands, gloves, and sunglasses are not to be worn in the building.
- Oversized baggy pants or pants that are too tight or worn too low on the hips.
- Pajama tops, pajama bottoms, and bedroom slippers.
- Clothing that is excessively ripped or torn.
- Attire that shows affiliation with a "gang" in any negative sense of the term.
- Attire that does not meet school or district guidelines.

The principal and/or assistant principals have the authority to determine when personal appearance and dress style does not meet the school's standards. When necessary, students deemed inappropriate will be asked to call parents to bring them appropriate clothing to change into at school or disciplinary action may be taken. *For further information on dress code, please refer to Horry County Schools Parent Student Handbook.*

Dress should not affect or distract the educational process. In the event the administration determines a student's dress is inappropriate in accordance with the policy, the administration will require the student to change. When the student needs 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.

Students should be able to raise their hands without their midriff showing. Students should be able to bend over without exposing their underwear. No underwear should be exposed for any reason at any time. The administrative team reserves the right to determine what is offensive and inappropriate in

regards to hair styles, unnatural hair coloring and inappropriate clothing. Please note that students grow over the course of the school year, what may have been appropriate in the fall may no longer fit in the spring due to students growing throughout the school year.

#### Hall Lockers

Hall lockers will be assigned to students by parent request only. Students will be allowed to carry book bags with all necessary items needed for classroom instruction. If a student has sports equipment, arrangements can be made to have those items stored in our locker room. If your child is in need of a locker, please contact their grade level administrator.

## TRANSPORTATION

#### Arrival and Departure of Students by Cars

The school's doors open at 7:30 AM and students should not be dropped off before then. Students who are car-riders in the mornings should depart from the car at the front of the building and enter through the front office doors. Students who are car-riders in the afternoons will exit from the front of the building when they are called to their assigned car station. Students are to arrive and depart at the crosswalks only. No student will be allowed in the Teachers' or Visitors' Parking Lots before or after school. This is for the safety of our students. For the safety of all concerned, parents are asked to keep younger children in cars awaiting middle school dismissal. Any change in transportation must be made in writing and will not be allowed by phone. Cars are not allowed to enter the road that goes to the back of the school where buses load and unload students. Parents are asked to refrain from using cell phones when dropping off and picking up students. Safety during arrival and dismissal is the responsibility of staff, students and parents. It will take everyone working together and following the procedures as outlined to maintain safety and efficiency. Parents are asked to drive slowly and be cautious to prevent accidents from occurring.

#### Arrival and Departure of Students by Buses

##### *Bus Schedule*

Students who live within one and one-half miles of their school may be provided bus transportation if they have hazardous walking conditions. Also, bus stops are spaced at least one-fifth of one mile apart unless deemed hazardous by the District transportation staff. In either of these situations, District staff will determine safe points for bus stops.

Students living less than three-tenths of one mile from a main road must meet the bus at an established safe point.

Students should arrive at their bus stop ten minutes early. Be ready to board the bus to avoid delays or missing the bus altogether.

Students are to get on and off buses only at their designated stops unless prior approval has been signed by the administration.

No middle school student will be allowed to get off the bus at the high school unless a written note from the parent has been sent to the school and signed by the administration.

The bus supervisor, located at North Myrtle Beach High School, schedules the routes; thus, the supervisor must approve any change from the schedule. We are interested in accommodating each student within the guidelines that must be followed by the state. If you have problems or concerns, please contact the bus supervisor, principal, or assistant principal to make them aware. Driver complaints should be directed to the bus supervisor at North Myrtle Beach High School at (843)399-8575.

### *Change of Buses*

Parents who wish to make a change in transportation (permanently or for a short period of time) must do so in writing. Handwritten notes or faxes will be acceptable as long as the note includes the child's name, the specific details of the change, a number where the parent/guardian can be contacted and a parent/guardian signature. This regulation is necessary to prevent overcrowding on the buses and to ensure the safe return of your child.

### *Misconduct/Misbehavior on Buses*

Bus transportation is a privilege that can be suspended if a student's behavior creates an unsafe condition on the bus. A student may be suspended from riding the school bus for misconduct following a disciplinary referral from the bus driver or bus supervisor generally using the following guidelines:

- First Offense: May be suspended off the bus for up to [3] days or as the administration deems appropriate.
- Second Offense: May be suspended off the bus for up to five [5] school days or as the administration deems appropriate.
- Third Offense: May be suspended off the bus for up to ten [10] school days or as the administration deems appropriate.
- Fourth Offense: May result in loss of bus riding privileges for the remainder of the school year or as the administration deems appropriate.

These guidelines may be adjusted based on the seriousness of the offense. For serious offenses, students may be suspended off the bus for the remainder of the school year and/or out of school immediately, regardless of the number of infractions. In addition, police charges may be filed, and the student may also be recommended for an evidentiary hearing.

## EMERGENCY EVACUATION

The following regulations should be observed whenever the school fire alarm signal is sounded:

The signal for evacuation may sound in three [3] ways:

- Continuous ringing of the regular fire drill alarm
- Instruction over the PA system
- Sustained ringing of bells

All work should stop and classes exit rapidly in line to a designated area that has been previously reviewed by the classroom teacher according to the school's crisis management plan.

Students are to remain quiet, in a line, away from the building until an all-clear signal [usually ringing of a bell] is given for students to quietly return to their classes to resume their work. Students should always remain with their classroom teacher and follow directions.

North Myrtle Beach Middle School has a Crisis Management Plan that addresses other crises that could occur in school. All teachers have a copy of the plan and procedures will be reviewed and practiced with students at designated times throughout the year.

## LUNCH and BREAKFAST PROGRAM

The food menu and preparation is under the direction of the cafeteria manager. While students eat breakfast and/or lunch, they are under the supervision of the administration and teachers on duty. Students may purchase breakfast or lunch daily, bi-weekly, by the semester, or by the year. Parents are encouraged to complete free and reduced lunch/breakfast applications if they feel they may qualify.

Applications can be completed online at:

[http://www.horrycountyschools.net/pages/Horry\\_County\\_Schools/3352373296737269426/Support\\_Services/Food\\_Services](http://www.horrycountyschools.net/pages/Horry_County_Schools/3352373296737269426/Support_Services/Food_Services) . This link is also available via our school website.

\*Students are not allowed to have food delivered to school via meal delivery services. If there are questions in regards to this please contact the school administration.

## Cafeteria Rules and Regulations

- Students may not charge for meals except in the case of an emergency, in which case they need to see the cafeteria manager or the principal.
- Students may purchase individual items, but these items are not included in regular lunch prices.
- Students will sit at designated tables which will be assigned by school personnel.
- Students are not allowed to exchange food with one another.
- Students may not take food items out of the cafeteria.
- Students are expected to speak quietly and display good table manners in the cafeteria.
- Students who choose to eat breakfast will pick up from the cafeteria carts in the main hallway and take it to their homeroom.
- Students are to remain in their seats until dismissed by the teacher or other school personnel.
- Students may not get in front of others in the cafeteria line but are to go through the line in an orderly manner.
- Students are allowed to go through the line only once so students need to get all items at that time.
- The administration has the right to restrict the use of the cafeteria for students who refuse to go by the rules and regulations of the cafeteria and school.

## TEXTBOOKS

Textbooks are issued to students by school personnel using an electronic database through the South Carolina Department of Education. Textbooks are issued to students at no cost to the student. Once a book has been issued to a student, it is his/her responsibility to use the book and properly care for it. A student should never write in a textbook. The book should be returned at the end of the year in the same condition as it was when issued.

If a student loses or damages a textbook, then the student must pay for the lost or damaged textbook prior to another textbook being issued. All damaged and lost book fees due from the previous school year must be paid prior to or at registration before any additional free textbooks can be issued for the current school year. The prices for textbooks are determined by the South Carolina Department of Education.

## STUDENT BEHAVIOR

Students are expected to conduct themselves in a manner that will be in the best interest of themselves and other students who attend North Myrtle Beach Middle School at all times. Acceptable



behavior is an important part of a student's education, as this determines his/her ability to get along with others, to live a happier life, and to make a worthy contribution to society. No one has the right to prevent a teacher from teaching or a student from learning.

### Candy

Candy and snacks may be brought to school and eaten in the cafeteria or on the playground, provided candy wrappers are properly disposed of in trash cans.

### Drinks

Soft drinks and water may be brought to school, provided they are in the original sealed bottles or cans packed with lunch and consumed in the cafeteria. Open containers brought into the school with liquid from home will be disposed of by school personnel.

### Selling Of Items On Campus

Solicitation is not allowed on campus without permission from a school administrator. Parents will be called to come to the school for a conference should a student choose to violate this policy.

### Items NOT TO Be Brought To School

Toys, games, cards [athletic or playing], I-Pods, cameras, or any other item that would interfere with our educational program are not to be brought to school by students at any time. The school will not be responsible for lost or stolen items. Items brought to school will be taken from the student by the administration and will be returned only to a parent or guardian. Parents will be notified when students bring unauthorized items to school so that they may retrieve them. The school will not be responsible for items that have not been retrieved within thirty [30] days of notice.

### Student Use Of Technology

Consequences for unsafe handling/misuse of the Dell Latitude are as follows:

- 1st Offense: Teacher takes device for remainder of the period, calls the parent and logs in log entries, submits a minor incident in Review360.
- 2nd Offense: Detention written by teacher in Review360. Loss of device for the rest of the period and parent phone call with log entry.

- 3rd Offense: Device taken and given to administrator with referral in Review360. Incident handled by grade level administrators at their discretion.

\*Administrators have the discretion to make disciplinary decisions regarding the use of Horry County Schools technology including student devices.

## Hallways

The following procedures should be followed at all times as students move throughout the building:

- Students should enter the building in an orderly manner. Running, pushing, jumping, and/or playing in the hallway is dangerous and is not allowed.
- Students should walk to the right at all times in the hallways.
- Loitering in the hallways is not allowed. It creates an unsafe condition for all students trying to change classes and causes other students to be tardy to classes.
- Students who leave the classroom or travel in the building for any reason must submit a SmartPass. Students out of class without a SmartPass will be considered to be cutting class and subject to the school's discipline policy.

## Classrooms

Students are required to follow the teacher's instructions and to do all assignments given to them by teachers. They should not disrupt the classroom or disturb other students. The teacher will discipline students who are not obeying classroom rules, disrupting class, and/or being disrespectful or disobedient to a teacher. If the problem is serious, the student will be sent to an administrator for disciplinary action. The following are general classroom rules.

- Have all materials needed for class
- Be in your assigned seat(s) or place(s) and prepared to work with required materials when class begins
- Follow the teacher's instructions and procedures
- Keep hands, feet, objects, and inappropriate comments to self
- Wait for the teacher to dismiss you at the end of class

## Instigation

Students are expected to refrain from participating in the instigation of any inappropriate behavior. Students who choose to take part in the instigation of inappropriate behavior by another student or group of students may be subject to disciplinary action.

## Classroom Tardiness

All students are expected to be in class and in their assigned seat when class begins. Class tardiness includes going to the restroom, water fountain, etc., after the class has begun without a written hall pass. Once a student enters a classroom, he/she must remain in the classroom unless the teacher gives written permission to leave. Students will receive a lunch detention if they are late to class three times without a pass or excuse.

Class tardiness is based on each nine-week grading period. Teachers, teams, and the administration are responsible for assigning detentions.

## Detentions

The Horry County Schools' Board of Education has authorized the use of school detention as a punishment provided the parent has been notified. Individual teachers, teams, and the administration are responsible for determining the time and location of detentions. Staff member[s] will be on duty during detention time. Reassignment of detentions may be arranged if needed by contacting the person who assigned the detention. 5 lunch detentions will result in a referral, and a day of ISS. For every 3 subsequent lunch detentions, a referral will be issued as well.

Requirements of a student when serving detentions:

- Arrive on time prepared to work
- Bring your school issued device, books, paper, and pencils to the detention room
- If you have a lunchbox, bring it with you to the detention room

## Levels of Discipline Offenses

The District expects students to conduct themselves appropriately including, but not limited to, behaving with honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others. They must know, understand, and follow District and school policies and rules. Ignorance of the provisions of policies and rules will not be acceptable as a defense in the event of an infraction by a student. Rules of student conduct and consequences for violations are necessary for the orderly operation of the school. There are three levels of discipline offenses listed below with a brief description and a few examples. For more information concerning student behavior and discipline, please refer to Horry County Schools Parent Student Handbook.

### *Level I – Disorderly Conduct*

Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Examples of Level I Disorderly Conduct may include but are not limited to the following: failure to complete assignments, lying, disturbing class, forging notes, profanity, cheating, tardiness, littering, etc.

### *Level II – Disruptive Conduct*

Disruptive conduct is defined as those activities engaged in by a student which is directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain criminal offenses justifying both administrative sanctions and court proceedings. Level I Disorderly Conduct may be reclassified as disruptive conduct (Level II) if it occurs three or more times. Examples of Level II Disruptive Conduct may include but are not limited to the following: abusive language to staff, tobacco violation, fireworks possession, disrespect to staff members, threats to students, stealing, minor vandalism, etc.

### *Level III – Criminal Conduct*

Criminal conduct is defined as those activities engaged in by a student which results in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety of oneself or others. These activities usually require administrative actions that result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board. Examples of Level III Criminal Conduct may include but are not limited to the following: gang activity, bomb threats, false fire alarms, threatening staff members, disturbing schools, drug possession, major vandalism, simple assault/fighting, etc.

### Consequences for Discipline Offenses

Whenever a student is referred to an administrator for a discipline offense, there are a number of consequences or sanctions that may be imposed on the student for the offense. Students who are sent to the office for discipline offenses will receive consequences as deemed appropriate by the administrator based on the level of the offense and/or the number of prior discipline referrals. The consequences may include but are not limited to the following: warning, detention, parent conference, withdrawal from class, in school suspension, out of school suspension, and/or a referral for an evidentiary hearing. In addition, police charges may be filed if an offense warrants.

## Search Provision

School officials are authorized to conduct reasonable searches and seizures on District property or during District sponsored activities and events in accordance with district policy and applicable federal and South Carolina law. \*For more information on school searches, refer to Horry County Schools Parent Student Handbook.

## Canine Searches for Drugs and Weapons

A full-time drug and weapons team conducts frequent, unannounced inspections at schools. The team consists of a highly trained handler and canines capable of detecting firearms and tiny amounts of illegal drugs. Hallways, classrooms, lockers, parking lots, and other areas of school grounds are subject to searches under the supervision of the school administration. If drugs and/or weapons are found, the school will follow with appropriate disciplinary action and law enforcement will be notified. The presence of drugs and weapons on school property or at a school event is illegal and may result in criminal charges. (For more information on school searches, refer to Horry County Schools Parent Student Handbook).

## Metal Detectors

The District has authorized the use of metal detectors in order to enhance security in an attempt to prevent students and/or other individuals from bringing weapons or other dangerous objects into the school, on District property, or to school functions. Metal detectors may be used at places such as, but not limited to, entrances to the building, classrooms, auditorium, and gymnasium, or as individuals enter and exit District vehicles or school buses. They may also be used at extracurricular events. In addition, metal detectors may also be used to conduct searches of students and other individuals in accordance with district policy. \*For more information, refer to Horry County Schools Parent Student Handbook.

## Bullying

Acts of bullying, cyberbullying, harassment, or intimidation are unacceptable disruptive conduct. These acts could be defined by a gesture, an electronic communication, or a written, verbal, physical, or sexual threat or act (1) that is reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage and/or (2) that insults or demeans a student or group of students, including acts which cause substantial disruption in, or substantial interference with, the orderly operation of the school. Students who commit these offenses will receive disciplinary consequences deemed appropriate to the level of the offense which may include but are not limited to in-school suspension, suspension, and/or a referral for an evidentiary hearing. In addition, police charges may

be filed as the offense warrants. Refer to Horry County Schools Parent Student Handbook for more information.

Horry County Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

You may contact Horry County Schools with inquiries regarding the nondiscrimination policies. The telephone number for Horry County Schools District Office is 843-488-6700 and the address is 335 Four Mile Road, Conway, South Carolina, 29526.