

... on the P.R.O.W.L.



2022-23 Student Agenda

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This Agenda Planner belongs to:

Name: _____

Grade: _____ Locker Number: _____

Homeroom Teacher: _____

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...on the P.R.O.W.L.

Prepared **R**esponsible **O**utstanding **W**olverine **L**eader

August 2022

Dear Woodruff Middle School students and parents,

On behalf of our faculty and staff, we welcome you to the 2022-23 school year. It is both tradition and expectation for WMS students to strive to be Prepared, Responsible, Outstanding, Wolverine Leaders and be “on the P.R.O.W.L.”

This Student Agenda Planner has been designed to help you better understand the routines and procedures of Woodruff Middle School and begin the school year successfully. The Student Agenda Planner is your school handbook containing explanations of rules and policies at Woodruff Middle School. It is also your assignment book in which you should write your daily and long-term homework assignments. It will serve as your hall pass, as well as a means for your teachers and parents to communicate. You are required to take your Student Agenda Planner to all your classes.

At Woodruff Middle School, you share a school environment with over 600 other students. We have rules and guidelines to ensure that everyone has a safe, clean, orderly place in which to learn and to be successful. Your teachers and other school staff members join me in offering whatever help and assistance you may need this year to be a successful student. Please use these resources as needed.

On page 4, there is a place for parent and student signatures. When you and your parents have read this “Student Agenda/Planner”, please sign this statement in the appropriate places. Tear this single page out of your planner and return it to your homeroom teacher on the first day of school.

I encourage you to be a student on the P.R.O.W.L. We will share and celebrate your successes along the way.

Sincerely,

D. Scott Lawson
Principal



When you have read the Student Agenda Planner, please sign below, tear out this page and return it to your homeroom teacher the first day of school.

Student Agenda Planner

My student and I have reviewed and understand the *Woodruff Middle School Student Agenda Planner* for the 2022-2023 school year.

My student and I have read and are aware of the *Attendance Policy* for Spartanburg School District 4.

My student and I have read and are aware of *the Technology Acceptable Use Policy* and the *Sound/Video/Images Policy* for Spartanburg School District 4.

My student and I have read and are aware of *Health Services*, including how student medications may be administered at school.

Our school recognizes student achievement by including student pictures and accomplishments in the local newspaper and on the school web page. Students recognized on the school web page are identified in photos by name only. No other identifying personal information is included on the website. Please send a dated, signed letter to the Principal if you do not wish for your child to be pictured in any form of media.

A law (Sections 59-63-80 and 59-63-90 of the 1976 Code of Laws of South Carolina (amended May 26, 2005) requires school districts to let parents/legal guardians know about the rights that students with special health needs may have if they qualify for services related to Section 504 or the Rehabilitation Act of 1973 (Section 504), the Individuals with Disabilities Education Improvement Act (IDEIA) and/or medical homebound regulations. A notification letter is provided at registration at the beginning of the school year.

Student Name: _____ Grade _____

Parent/Guardian Signature: _____

School Calendar 2022-2023

August 2022

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

September 2022

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

October 2022

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

November 2022

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

December 2022

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

January 2023

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

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

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

April 2023

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

May 2023

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

June 2023

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

July 2023

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

- August 2022**
 8-12 Teacher Inservice/Workday
 15 First Day for Students
- September 2022**
 5 Labor Day Holiday
 14 Interims
- October 2022**
 17 End of 45 Days Attendance
 19 Reports Cards Issued
- November 2022**
 7 Teacher/Inservice/Workday
 8 Election Day Holiday
 14 Interims
 23-25 Thanksgiving Holidays

- December 2022**
 19-30 Christmas Holidays
- January 2023**
 2 Teacher Inservice/Workday
 3 Students Return
 4 Report Cards Issued
 10 End of 90 Days Attendance
 16 Martin Luther King, Jr. Holiday

- February 2023**
 8 Interims
 13 Teacher Inservice
- March 2023**
 15 Report Cards Issued
 16 End of 135 Days Attendance
 17 Teacher Inservice

- April 2023**
 3-7 Spring Holidays
 19 Interims
- May 2023**
 26 Last Student Day
 26 Report Cards Issued
 26180 Days Attendance
 29 Memorial Day Holiday
 30 Teacher Inservice

Spartanburg County School District Four

Woodruff, SC Teacher Workday ■ End of 45 day attendance period ○
 Holidays ●

All days missed due to inclement weather will be made up at the end of the school year or on teacher inservice/workdays. (Jan 2, Feb 13, March 17)

Spartanburg District Four is a SCDE approved eLearning district. Currently the provision allows up to (5) days in eLearning. They are not planned days on the calendar.

- June 2023**
- July 2023**
 4 Holiday

Daily Schedule

6 th Grade		7 th Grade		8 th Grade	
1 st	7:50 - 8:40	1 st	7:50 - 8:45	1 st	7:50 - 8:45
2 nd	8:44 - 9:29	2 nd	8:49 - 9:29	2 nd	8:49 - 9:34
3 rd	9:33 - 10:18	3 rd	9:33 - 10:18	3 rd	9:38 - 10:18
4 th	10:22 - 11:07	4 th	10:22 - 11:07	4 th	10:22 - 11:07
Lunch	11:11 - 11:41	5 th	11:11 - 11:56	5 th	11:11 - 11:56
5 th	11:45 - 12:25	Lunch	12:00 - 12:30	6 th	12:00 - 12:45
6 th	12:30 - 1:15	6 th	12:35 - 1:15	Lunch	12:50 - 1:20
7 th	1:20 - 2:05	7 th	1:20 - 2:05	7 th	1:25 - 2:05
8 th	2:10 - 2:55	8 th	2:10 - 2:55	8 th	2:10 - 2:55

Woodruff Middle School Alma Mater

Dear Woodruff Middle School,
 We sing our praise to thee.
 A song from ev'ry student's heart
 Comes ringing loud and free.
 Our love, our faith, our loyalty
 We pledge to thee this day.
 And cherish ev'ry mem'ry
 We take along life's way.

CHORUS

So give a cheer for Middle School
 Its colors maroon and white.
 A cheer forever ringing
 Through the future long and bright!

AFTER-SCHOOL SUPERVISION

To provide a safe environment for our students, supervision after the normal school day is provided in the following manner:

- Teachers and administrators are on duty for walkers and car riders until 3:30 pm.
- Students should remain at the Car Loading area until their transportation arrives.
- Students are expected to be off campus by 3:30 pm unless they are involved in a school-sponsored, supervised activity.
- Students who remain at school for school-sponsored, supervised activities should be picked up at the appropriate ending time of that activity.
- Students may not walk onto other school campuses to be picked up at the end of the school day.
- Students from other schools should remain in their vehicles when coming to pick up students from WMS.

ALCOHOL and DRUG POLICY

- The board adopts the stipulations of the Drug Act passed by the South Carolina Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner. Any student who violates this act is subject to suspension and/or expulsion from school and prosecution by law enforcement officers.
- In addition, students are to be notified that any person over 18 years of age who distributes a controlled substance to a person under 18 years of age shall be deemed guilty of a felony and sentenced to not more than 20 years in prison with no suspension and no probation as provided for in the Drug Act.
- No student, regardless of age, will possess, use, abuse, sell, purchase, barter, distribute or be under the influence of alcoholic beverages, controlled or non-controlled substances, legal or illegal which may cause or tend to cause an excessive stimulant or depressant effect on the central nervous system, a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, impairment to the structure or function of the body, an alteration of the mental state of the user, abnormal or disruptive behavior, or psychological or physical dependency in the following circumstances:
 - On school property (including buildings, grounds, vehicles)
 - At any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
 - During any field trip
 - During any trip or activity sponsored by the board or under the supervision of the board or its authorized agents
- Such controlled or non-controlled substances, legal or illegal, may include but not be limited to the following: cocaine, crack cocaine, LSD, heroine, other hallucinogenic drugs, marijuana, synthetic drugs, look-alike drugs, psychedelics, inhalants, drug paraphernalia (materials designed for use of or intended to be used for drug consumption), aromatic hydrocarbons, bath salts, synthetic marijuana, and similar substances. Please also note that prescription drugs are considered illegal unless being used as prescribed

by a medical doctor for a specific student and are being administered through the health room.

- No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage, controlled or non-controlled substance, legal or illegal as described above by any other student or students in any of the circumstances listed above.
- No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance or any drug paraphernalia (materials designed for use of or intended to be used for drug consumption) in any of the circumstances listed above.
- All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances.
- The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute or possess any controlled or non-controlled, legal or illegal substances which produce mind altering effects on school grounds or at school events.

ATHLETIC PROGRAM

Woodruff Middle School offers the following programs for 7th and 8th grade students:

Fall: Volleyball
Football

Winter: Basketball
Wrestling

In addition, 7th and 8th grade students may try out and participate in a junior varsity or varsity sport listed below at the high school level. Students may participate in only one junior varsity or varsity sport per season.

Fall: Girls Tennis
Cross Country
Varsity Competitive Cheer

Spring: Boys Tennis
Golf
JV/Varsity Track
JV/Varsity Baseball
JV Soccer
JV/Varsity Softball

Eligibility

The following guidelines apply:

- South Carolina High School League rules prohibit 6th graders from participating in any middle school or high school sport.
- South Carolina High School League rules prohibit eligible middle school students from participating in varsity sports that are considered *contact*, such as football, soccer, and wrestling.
- A student must not turn 15 years old prior to July 1 of the upcoming school year to be eligible for middle school sports.
- A student must have been promoted, not placed, into the 7th or 8th grade to be eligible for Fall or Winter sports.
- A student repeating the 7th or 8th grade may become eligible Second Semester if he/she passes the academic classes First Semester.
- A student must maintain satisfactory grades First Semester to be eligible for Spring Sports. *Satisfactory* is defined as meeting academic requirements necessary to be promoted to the next grade.

- Student conduct and/or disciplinary consequences may result in a suspension of playing privilege. Conduct referrals may also result in removal from an athletic team.
- See the *Athletic Code of Conduct* student athletes receive from coaching staff for additional information.

ATTENDANCE POLICY

- Attendance has a vital bearing on educational progress. State regulations require that district and school personnel monitor student attendance on a regular basis.
- A student must attend school unless there is a lawful reason for the absence.
- Failure to comply with Attendance Policy results in referrals to the Court System and/or required summer school attendance to be eligible for promotion.

Definition of Lawful Absences

- Illness such that attendance in school would endanger student health and health of others
- Death or serious illness in immediate family
- Religious holidays of a student's faith
- Emergency conditions approved by the principal as excusable

Definition of Unlawful Absences

- Willfully absent without acceptable cause with the knowledge of parent.
- Willfully absent without the knowledge of parent (truant).
- Absences not documented by written notification from parent or medical personnel within appropriate length of time

Special Circumstances affecting Attendance

- Absences in hardship cases may be approved by Principal prior to the absence.

Providing Excuses for Being Absent

- Within 3 school days of returning to school, students must bring a medical excuse or note from a parent/guardian giving the reason for the absence.
- All excuses should be provided to the homeroom teacher.
- After 5 unverified absences, a Truancy Intervention Plan (TIP) is developed with the student and parent. Students who do not comply with the TIP are referred to the Spartanburg County Truancy Court and/or Family Court.
- After the 10th absence, only medical excuses are acceptable to document legal absences.
- Parent excuses may not be accepted after 10 total absences.

Attendance Communication with Home

- Attendance is taken each day in the student's first academic class.
- The school uses an automated call system each day to dial home phone numbers of students who are marked absent or tardy.

Attendance and Course Carnegie Credit Courses

- 8th grade students may earn credit for Algebra I, English I, and Discovering Computer Science
- For a yearlong course, minimum attendance of 170 of the 180 days is required to obtain credit.
- Early dismissals from school that result in absences from Carnegie credit courses count as absences.

Attendance and Middle school courses

The same guidelines as for Carnegie credit courses are in affect. Students who miss excessive days from courses may be required to attend summer school to fulfill course requirements.

Early Dismissals

- A parent or guardian must enter the school and show appropriate identification as necessary to request a student for early dismissal.
- In case of hardship concerning this safety requirement, contact the school upon arrival to request assistance.
- Appropriate excuses should be provided for early dismissals because early dismissals count as absences from individual classes.

Perfect Attendance

For the purpose of perfect attendance eligibility, a student must attend school for half the instructional day to be considered present. Excessive tardies or early dismissals may affect perfect attendance eligibility.

Attendance and Extracurricular activities

A student must be present the full school day to be eligible to participate in any extracurricular event or contest, including, but not limited to, all sports practices and contests, plays, dances, Yearbook Day, band and choral programs, awards banquet, or any other special events of the school. Student must be in attendance the full day unless he has a valid medical excuse, or prior to the event, a parent has presented a verbal explanation that is satisfactory to the Principal or designee.

Requesting Assignments when Absent

- Students who will be absent may request homework assignments by calling teachers' voicemails or calling the Guidance Office by 10:00 am.
- Parents may not visit classes to request assignments.
- Students should arrange for assignments and materials to be picked up at the end of the day at the front desk. Assignments are not available before 3:15 pm.
- Students who do not pick up and/or complete assignments may not be offered this service for subsequent absences.
- When a student is absent from class for any reason, it is his/her responsibility to make up missed assignments.
- Assignments must be completed within 10 days of the student's return to school or sooner, depending on the complexity of the assignment.

Tardy to School

- Students entering the building after 7:50 am are tardy to school.
- Tardy students must get a pass into class.
- 3 tardies to class may be counted as an absence from that class.
- Tardy data is maintained by semester.
- A Truancy Intervention Plan (TIP) is created for students who miss more than 5 unverified days from school or who accumulate excessive tardies to school. Students who do not comply with the TIP are referred to the Spartanburg County Truancy Court and/or Family Court.

Consequences for Tardiness

- 1st-3rd tardy- verbal warning
- 4th-6th tardy- lunch and recess detention
- 7th tardy - After School Detention
- 8th tardy to school – ISS assignment
- 9th and additional tardy to school – office referral – may include ISS, OSS, ASD, lunch detention, recess detention

AWARDS / HONORS

- The Cub Honor Points program recognizes students who provide service to the school, maintain academic excellence and are well mannered. Points are earned at each grade level for participation in school clubs, being a member of a school-sponsored team or sport, for participating in and / or winning fine arts awards, and for academic excellence.
- The Junior Scholar Ceremony is held in late spring at a local school or college campus in Spartanburg County. The program honors Junior Scholars from all of Spartanburg County. To qualify as a Junior Scholar, a student must score well on the PSAT that is administered at WMS in the fall.
- Awards Day is held for each grade level at the end of the year during the school day. Numerous honors and recognitions are presented to students at the grade level ceremonies.

BETA CLUB

- Woodruff Middle School National Junior Beta Club is open to any 7th or 8th grader who earns an A average (90) for the year in core academic courses at the end of the 6th or 7th grade.
- Induction is held in the fall semester of each school year.
- Students must maintain academic standards to maintain membership. Club members must also exhibit the following characteristics as set forth by the National Junior Beta Club- character, honesty, and leadership.
- Any member who receives OSS or ISS will be suspended from the Beta Club and may not participate in any club activities for the remainder of the current school year.
- A student may be reinstated the following school year if academic and/or behavior standards are maintained.

BUSES

Bus Behavior

- Riding a school bus is a privilege, not a right. Appropriate behavior is required to be able to ride a school bus.
- Disciplinary decisions for cases involving weapons, drugs, alcohol, violence (fighting) or any other offense considered to be of a serious nature will carry the same penalty as if the instance took place on school campus.
- Bus drivers submit bus incident reports to school administrators. It is the student's responsibility to deliver a copy of the bus incident report to his/her parent or guardian. A copy of the incident report is also mailed home.
- If a student is suspended from one school bus, he/she is suspended from all other district buses as well.
- After a bus incident, a parent conference may be required before student may ride a bus again.
- A school bus suspension is not an excused absence from school.
- Parents may not board a school bus, per state law

Bus Stops

- Buses may stop at approved stops only. Bus stops must be two-tenths of a mile or more apart.
- Students must reside 1.5 miles from the school to be eligible for transportation services.

- Students who qualify for transportation services must travel no more than three tenths of a mile over publically maintained streets to the nearest designated stop.

Bus Rules

At the Bus Stop

- Be on time for the bus at your bus stop.
- Stay off the roadway while waiting for your bus.
- Do not move toward the bus door until the bus has come to a complete stop. Watch the bus driver and wait until the driver signals to approach the bus.

On the Bus

- Follow school rules of behavior while on the bus.
- Follow the driver's instructions, and never distract the driver.
- Keep hands, feet, arms, legs, and all objects to yourself and inside the bus.
- Keep aisles clear at all times.
- Stay in your assigned seat while you are on the bus.
- Do not eat or drink on the bus.
- Keep the bus clean and undamaged.
- Do not tamper with emergency exits or any other bus equipment.
- Students must be silent at railroad crossings.
- Do not wave or make rude gestures to pedestrians or occupants of other vehicles.
- Exit only at your own bus stop.
- Student use of cell phone or other electronic devices on Spartanburg School District 4 school buses may be permitted, provided ear buds are used for the user only or the phone is in silent mode and the volume muted. Please note voice communication and all cell phone camera functions remain prohibited. Consequences for such offences are outlined in student handbooks.

After Leaving the Bus

- Stay at least 12 feet from the bus at all times.
- When crossing in front of the bus, wait at least 12 feet from the bus at the side of the road and wait for the bus driver's signal before crossing.
- Respect bus property. Students may be charged for acts of vandalism.

Level I Bus Behaviors

- Food, drinks, gum or candy on bus
- Throwing trash on the bus
- Sitting improperly
- Yelling out the windows
- Other actions as determined by administrator

Consequences: Level I Behaviors

- 1st Offense: Warning or detention
- 2nd Offense: 3 day suspension from bus
- 3rd Offense: 5 day suspension from bus
- 4th Offense: 10 day suspension from bus

Multiple violations are left to the discretion of the administrator and may result in permanent bus suspension. A Parent Conference with an administrator may be required before student may ride the bus again.

Level II Bus Behaviors

- Abusiveness to driver or student, verbal or physical
- Serious arguments on bus between students
- Direct disobedience to the instructions of the bus driver
- Bus vandalism

- Obscene language or gestures, on the bus, at the bus stop, or walking to or from bus stop
- Other actions as determined by the administrator.

Consequence: Level II Behaviors:

- 1st Offense: 5 day bus suspension
- 2nd Offense: 10 day bus suspension
- 3rd Offense: 15 day bus suspension

Multiple violations are left to the discretion of the administrator and may result in permanent bus suspension. A Parent Conference with an administrator may be required before the student may ride the bus again.

CHECKS RETURNED for INSUFFICIENT FUNDS

All checks should be made payable to *Woodruff Middle School*. It is our practice to forward returned checks to the Spartanburg County Solicitor’s *Worthless Check Unit*. If you have a check returned from your bank, please contact the school promptly so that arrangements may be made for payment of the check.

CLOSING OF SCHOOL

- If weather conditions require that school openings be delayed or that school be closed for the day, announcements will be made on local radio and television stations beginning at 6 am or earlier, if possible.
- If school is delayed, note that principals and teachers may not be in the building until the delayed opening time. Please do not bring your child to school until the announced time.

COMMUNICATION BETWEEN PARENTS AND TEACHERS

Educating our children is a team effort! Woodruff Middle School encourages communication with parents:

- Use the Student *Agenda/Planner*. Space is provided at bottom of each page for parent or teacher comments.
- Call the school and leave voicemail for teacher. See Agenda Planner for listing of phone extensions.
- Use the school email system to contact teachers and administrators. Email addresses are posted on the school web page. Filtering software sometimes blocks incoming mail. If you do not receive a response to email within 24 hours, please call the main school phone number.
- Teachers may provide comments on interim reports, report cards, or via the Parent Portal. Parents are urged to note comments and observations on reports and to participate in the conference opportunities.
- Additionally, many teachers use Schoology, Google Classroom and Remind to share student assignments and classroom information.
- The school newsletter is provided to parents at grading periods.
- Parents may request conferences with teachers, counselors, or the principal. If a problem arises at school, parents are urged to make the first contact with the teachers. Teaching teams are involved in all Level I discipline actions. For further information, a school administrator should be contacted.
- Reference the school website at wms.spartanburg4.org. It is updated regularly with current events and school news.

DISCIPLINE CODE

- There are certain rules and procedures that all students must follow to ensure a safe, orderly learning environment. When students choose not to follow rules and procedures, there are consequences. The provisions of this code apply to conduct during the school day, on school owned vehicles, and during school sponsored activities that take place after normal school hours.
- Each grade level develops a management plan based on the school rules.
- Written communication to parents will be sent home at the beginning of the year explaining procedures and rules.
- *Parents should consult with the team teachers first if there are concerns or problems. Teachers deal most closely with the students and will be most familiar with classroom procedures.*
- The discipline system is managed on a cycle. The management cycle lasts as follows:

6 th grade:	1 week
7 th grade:	2 weeks
8 th grade:	3 weeks
- Students may accumulate white slips and receive consequences. Consequences may include warning, lunch detention, recess detention, after-school detention, in-school suspension, and out-of-school suspension. At the end of each cycle, each student's white slip count starts over.
- There are 3 levels of the Discipline Code:
 - Level I Disorderly Conduct
 - Level II Disruptive Conduct
 - Level III Criminal Conduct

LEVEL I: DISORDERLY CONDUCT

Disorderly conduct is defined as activities that impede orderly classroom procedures, instructional activities, or orderly operation of the school. Teachers handle Level I offenses and may request ISS (In-School Suspension) if these offenses are excessive in number and such action is deemed appropriate by the administration. Level I acts of Disorderly Conduct shall include, but are not limited, to the following:

1. Misbehaving, disturbing class (any action that prevents the teacher from instructing the class or prevents other students from learning):

Repeated misbehaving and/or excessively disturbing any class may lead to more serious disciplinary actions, including ISS, OSS, or a recommendation for expulsion.

Teacher actions:

- Student conference
- Notify parents by phone, if possible, or by mail/email
- White slip
- Conference with parents

Administrator action after teacher action

- Conference with student or a parent
- After school detention
- ISS/OSS

2. Gum, Candy, Snack Items: No snack items may be brought from home.

- Student Conference

- Parent notification
- Up to 5 days detention

3. Pushing / Shoving / Slapping / Other Horseplay: (Behaviors that may disturb other students and/or escalate into fights between students):

- Student conference
- Parents notified
- Up to 5 days detention
- ISS/ OSS

4. Inappropriate Conduct and Obscenities: (written or verbal)

Possession of lewd, vulgar, indecent, obscene, sexually explicit, or offensive materials. Inappropriate language (abusive and/or sexually explicit), gestures, and other conduct that is profane, obscene, lewd, vulgar, indecent, or offensive, or that is of a sexual nature or about a sexual topic unrelated to curriculum or a legitimate educational purpose

Consequence depends on the severity of the offense.

- Student conference and Parent Notification
- Up to 5 days detention
- ISS/OSS
- Recommended expulsion
- Repeated violations will be dealt with by the administration.

5. Personal displays of student affection:

- Student conference
- Parent conference
- Detention
- ISS
- Possible office referral

6. Cheating: Cheating includes both the giving and the receiving of information. Consequence depends on severity of offense.

- 1st offense – Parent contact will be made.
Consequences include: Detention and receiving a zero or retaking the assignment
- Repeated violations: Multiple consequences may be assigned for students who repeatedly engage in this behavior. Repeated violations will be handled by administrator. Possible consequences may include:
- Retaking a similar assignment
- Receiving a zero for the assignment
- After school detention
- Office referral

7. Lying / Dishonesty / Forgery: Forgery is signing another person's name (includes logging into a computer network with someone else's login).

Action depends upon severity.

- Student conference
- Parents notified, Up to 5 days detention, or ASD/ISS/OSS

8. In "off limits" area of campus:

***Includes but not limited to being picked up/dropped off in teacher parking lot, being in hallways/restrooms/other building areas without specific permission, etc.**

- Up to 5 days detention
- ISS/OSS

9. Dress Code Violations:

A student will wait in ISS until appropriate clothing can be brought from home. Consequences are determined by administration and may include:

- Student conference/warning
- After school detention
- ISS/OSS
- Repeated violations will be treated as a Level II discipline offense: Refusal to comply.

10. Failure to abide by consequences prescribed as a result of not obeying classroom or school rules:

Consequence depends on the severity of the offense.

- Student conference
- Parents notified
- Detention
- ISS/OSS

Repeated violations will be dealt with by the administration.

11. Solicitation at School: Students may not sell items on school property without permission from the administration.

- Student conference and restitution of items sold
- Parents notified
- Up to 5 days detention
- ISS/OSS

12. Missing Detention:

Consequences may include:

- ISS/OSS

13. Missing ASD:

Consequences may include:

- ISS/OSS

LEVEL II: DISRUPTIVE CONDUCT

Level II offenses are more serious in nature and may result in suspension or expulsion. Suspension or expulsion shall be construed to prohibit a student from entering the school or school grounds, except for prearranged conferences with an administrator, attending any school-sponsored events, or from riding a school bus. **A referral to the Cub Learning Center or another alternative school setting can result from a disciplinary incident.**

Level II offenses will be dealt with by an administrator.

1. Fighting may result in:

1st offense: Up to 10 days OSS

2nd Offense: 10 days OSS; possible alternative educational setting

3rd Offense: Recommended expulsion.

Students involved in fights may jeopardize their participation in other school programs or events during the school year. School personnel have the authority to restrain students in violent situations.

2. Threatening Behavior: threats against others, passing, conveying, or instigating threats: Consequences for WMS students who engage in behavior that is threatening in nature may include but are not limited to white slips, mandated counseling, change of placement to an alternative setting, in-school suspension, out-of-school suspension, expulsion from school, and/or prosecution based on the severity of the incident.

3. Tobacco/Nicotine: Students are not permitted to use or possess tobacco/nicotine products or paraphernalia (including but not limited to matches, lighters, vaping devices etc.) while on school grounds, in the school building, on buses, at bus stops, or during any other time that the student is under the direct administrative jurisdiction of the school, whether on or off the school grounds. Consequences may include:

- ISS and Guidance intervention.
- OSS
- Expulsion recommendation.

4. Insubordination/refusal to obey school personnel or

agents: Included are administrators, teachers, chaperones, substitute teachers, bus drivers, lunchroom personnel and others. Possible actions may include:

- ISS
- OSS for repeat offenders
- Expulsion

5. Disruptions in assemblies, classes or other school functions:

Possible actions may include:

- Detention
- ISS
- OSS
- Recommended expulsion

6. Abusive language (written or verbal or gestures) to staff:

Depending upon severity, possible actions may include:

- OSS
- Recommended expulsion

7. Disrespect, defiance, uncooperative behavior:

Consequences depend upon the severity of the offense. Possible actions may include:

- Detention
- ISS/OSS
- Recommended expulsion

8. Distribution, possession, or use of materials or unauthorized substances

Materials will be confiscated by the teachers and turned into the office.

Materials may not be returned to students. Items include but are not limited to beepers, video games, footballs, toys, skateboards, lasers, IPOD's, MP3 players, CD's tape/CD players, trading cards, personal hygiene products (lotions, sprays, colognes, etc.):

- Student conference
- Parents notified
- Up to 5 days detention
- ISS/OSS

9. Cell phones, Cameras, and Devices:

Cell phones and devices: Use of cell phones and accessories (such as headphones or ear buds) is prohibited on campus during the school day, unless approved by administration. The school day extends from a student's arrival on campus until their dismissal from campus. All cell phones and accessories must

be turned off and not visible as the student enters the building. Cell phone use is defined as, but not limited to, sending or receiving calls, text messages, camera use, voice mail, motion clips, playing games, etc. Inappropriate use of a smart watch during the school day will be considered a cell phone violation. Students may be held responsible for violations of additional policies while using cell phones.

Simple Cell phone use:

Consequences for using a cell phone/device and accessories during the school day may include:

1st offense: Device confiscated. Parent contacted. Student assigned to after school detention.

2nd offense: Device confiscated. Parent contacted. Student assigned to one day ISS.

3rd offense: Device confiscated. Parent contacted. Student assigned to three days ISS.

Further offenses: Device confiscated. Parent contacted. Consequences may include but not be limited to out of school suspension.

Cameras

Any camera use during the school day on any device is prohibited unless approved by administration. Use of any camera may result in ISS, OSS, or change of placement based upon the content and/or context of images/videos.

Simple Camera use: 3 Days ISS

Inappropriate Camera use: 5-10 Days OSS or Change of Placement

Any inappropriate images or videos taken while on Spartanburg School District 4 property or during Spartanburg School District 4 sponsored events may result in suspension or change of placement.

10. Skipping school, class, or detention:

Consequences may include:

- Contact to parent
- ISS/OSS
- Multiple violations are left to the discretion of the administrator.

11. Stealing (Theft):

Consequences may include:

- Parent contact
- Restitution
- ISS/OSS
- Multiple violations are left to the discretion of the administrator.

12. Vandalism: Consequence depends on severity of offense.

Possible actions may include:

- Restitution
- Detention
- ISS/OSS or Recommended expulsion

13. Internet/Computer Misuse:

Consequences may include:

- Warning/Contact to Parent
- ISS/OSS

14. Disruption of ISS:

Consequences may include:

- Written Warning
- OSS

15. Harassment, Intimidation, Initiations and other inappropriate behaviors will not be tolerated. Such incidents should be reported immediately, and administration will investigate promptly. Based on the severity of the incident, consequences for students who engage in such behaviors include, but are not limited to:

- Student conference
 - Mandated counseling
 - ISS/OSS
 - Change of placement to an alternative school setting
 - Recommended expulsion and/or prosecution by law enforcement
- Any retaliation against individuals who report incidents of harassment, intimidation, bullying, and/or initiations will not be tolerated. Consequences for retaliation include, but are not limited to:
- Student conference
 - Mandated counseling
 - ISS/OSS
 - Change of placement to an alternative school setting
 - Recommended expulsion and/or prosecution by law enforcement

16. Other Acts as Determined by School Authorities:

Consequences will be based on the severity of the offense.

LEVEL III: CRIMINAL CONDUCT

Criminal conduct is defined as those activities engaged in by students which result in violence to oneself or another person's property, or which pose a direct and serious threat to the safety of oneself or others in the school.

These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board.

Level III offenses will result in a minimum punishment of immediate out-of-school suspension and/or a recommendation for expulsion. Acts of criminal conduct may include, but are not limited to the following:

- Assault and battery
- Extortion
- Bomb threat
- Possession, use, or transfer of dangerous weapons or any instrument that may be used as a weapon, even look-alikes. Knives or any other weapons are not to be brought to school, even look-alikes.
- Sexual offenses
- Vandalism (Major)
- Arson
- Furnishing or selling unauthorized substances, as defined by local board policy.
- Verbal or physical assault toward a faculty or staff member. This includes threatening a faculty or staff member.
- Violation of the *District Four Alcohol and Drug Policy*

DISMISSAL PROCEDURES

Bus Students- Exit at Band Room and 6th grade doors to the ramp way.

Walkers- Exit using the Main Lobby doors. Students who walk should not visit with other students who are waiting in Car Loading area.

Car riders- Exit 6th or 7th grade upper hallway doors to the Car Loading area.

- Students may not be dropped off or picked up on SJ Workman Highway, in the Faculty Parking Lot (off limits area for students), or in other undesignated areas.
- Students may not walk onto other school campuses or ride a bus to other campuses to be picked up at the end of the school day.

DRESS CODE

In order to avoid possible disruptions to the learning process, appropriate dress for school is required. Students are required to change articles of clothing that do not meet the school dress code before attending class. Students may be placed in ISS until appropriate clothing items can be provided for the school day.

- Students must wear appropriate shoes at all times. Bedroom shoes and skate shoes are not permitted.
- Students may not wear hats, caps, scarves, gloves, unusually large or **distracting** headbands or bandanas, **jacket hoods**, or similar head coverings inside any building at school.
- Students may not wear tank tops, spaghetti strap shirts, halters, sheer shirts, fishnet shirts, or any clothing that exposes the midriff, chest or bust. **Shirts must cover the shoulder or extend to the crest of the shoulder.**
- Excessively tight, revealing, low cut or provocative clothing may not be worn.
- Skirts, shorts and dresses **must come to the knee** to be worn.
- Leggings are acceptable, **as long as the accompanying skirt or dress comes to the knee.**
- Students may not wear any article of clothing or patches attached to any article of clothing with words or phrases that are obscene, vulgar, or otherwise in bad taste and/or which may cause a disruption in the learning process. Included are T-shirts and other items advertising or promoting products that are illegal for student use, such as tobacco or alcohol, or that promote drugs, weapons or immoral ideas.
- **Clothing including jeans, pants, and shorts with holes are not allowed.**
- Clothing with words across the seat of the pants may not be worn.
- Clothing designed to be worn as undergarments may not be worn as outerwear.
- **Undergarments should not be visible** when a student is appropriately dressed for school.
- **Pants hanging or sagging on the hips are not permitted.** Pants are to be worn at or above the waistline. Students should wear a belt, if necessary.
- Students may not wear pajamas to school.
- **Any unusual or distracting hair colorings, such as but not limited to pink, blue, green, etc., are prohibited.**
- Any hairstyle that causes distraction, such as a Mohawk, is prohibited.
- **Visual body piercing other than the ears is prohibited.** This includes tongue, nose, eyebrow, or other areas in which piercing may cause a disruption to the learning environment.
- Tattoos may not be visible.
- Mouth/teeth grills are not permitted.

DRIVING

Woodruff Middle School students are not allowed to drive vehicles to school.

EARLY MORNING PROCEDURES

- Students should enter building, report to the gym, and sit in assigned areas.
- **Students should not report to campus until 7:10am.**
- Students must receive permission to leave the gym area for any reason.
- Students may visit the Concession Area restrooms before reporting to the gym.
- Students are not allowed to go to lockers or to classrooms before reporting to the gym.
- Breakfast may be purchased beginning at 7:15 am. Breakfast is not served when there is a weather delay or when school is operating on half days.
- Students should remain silent during gym announcements.

Bus Students

- Enter school through back doors near Band Room.

Car Riders

- Vehicles should use Theo Circle. Students should exit vehicle by sidewalk at Car Drop Off area and enter the building through the 6th/7th grade hall doors under the ramps. Students then report to the gym.
- Students should exit the vehicle when the vehicle reaches any portion of the sidewalk.
- For safety reasons, students may not be dropped off in the faculty parking lot or in front of the building along SJ Workman Highway. Students dropped off in unauthorized areas may receive a consequence for being in unauthorized area.

FIELD TRIPS

- Participation in field trips is a privilege.
- School attendance may affect field trip participation.
- Appropriate standards of behavior must be met before students are considered for participation on each field trip.
- Behavior is considered for the entire school year when determining eligibility for field trip participation.
- Charter buses are used as transportation for most field trips. A part of the field trip fee includes the transportation charge.
- After the fees have been paid, if a student cannot attend the field trip or his behavior prevents him from participating, the transportation, admission, or other fees may not be refundable.

FOOD and BEVERAGES on CAMPUS:

Cafeteria Program

- Meal money is paid in the cafeteria.
- Breakfast is served 7:15am-7:40am. Breakfast for car riders is not served after 7:35 am.
- Breakfast is not served if there is a delayed school opening or school days that dismiss at noon.

- No food may be taken from the cafeteria.
- Drinks brought from home for lunch must be for individual consumption and be consumed at lunch.
- Students may not have commercial lunches delivered to school.
- All cafeteria purchases should be prepaid before meal service. Parents are encouraged to pay in advance and keep a positive balance at all times.
- Students will not be denied a meal regardless of their account balance.
- Students will be notified of low or negative account balances at the point of service.
- Parents will be notified weekly of negative balances by letter, electronic means, and / or phone calls.
- Accounts that are more than -\$20 are considered delinquent, and the school district will seek collection of these funds through all available resources. The district will first attempt to work out a solution with parents, but if that fails, we reserve the right to turn over delinquent accounts to a collection agency.

Special Sales

- Purchase of special sales items may take place (upon approval only) in the concession area after students have eaten lunch. Students in ISS and those on lunch detention may not purchase these items.

Eating and Beverages on Campus

- Drinks or lunch items from home should not be visible in classrooms or hallways or be consumed anywhere other than the cafeteria.
- Drinks or lunch items from home should not be shared with other students.
- **Water is the only beverage that may be consumed in the classrooms or hallways between classes. The body of the beverage container should be clear/see through by design.**
- Chewing gum is not allowed at school.

GRADING SCALE

Grades are based on the following scale:

90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D 0 – 59 = F

GUIDANCE

Guidance Counselors are present to assist students with a variety of needs.

- You may refer yourself to guidance, or a teacher, friend or administrator may be concerned for you and ask that a counselor speak with you.
- To request to meet with a counselor, complete a Request Form. If your counselor cannot meet with you immediately, the counselor will arrange to meet with you within a day.
- Consider visiting your counselor when you are facing difficult decisions, experiencing friendship issues, or needing support to resolve a conflict.
- The Guidance Department also coordinates student services with other support agencies, such as private counseling services, medical doctors, mental health services, and social agencies.
- The Guidance Department works closely with many school programs, including registration for each academic school year, special education, state standardized testing, enrollment of new students, facilitation of homebound instruction, implementation of Red Ribbon Week activities, identification of Duke Tip qualifiers, and coordinates of PSAT assessment and the identification of Junior Scholars.

HEALTH SERVICES

The School Nurse

- The school nurse may provide direct health care to students who need care prescribed by a physician while at school or become ill at school.
- The school nurse may provide screening services and referral for health services. Screenings include scoliosis for sixth graders, vision and dental for seventh graders, and blood pressure and BMI for eighth graders.
- The school nurse may not diagnose or treat medical conditions without a physician's order.
- The school nurse cannot serve as a student's primary care provider.

Procedures for Visiting the Nurse

- Students must have a pass or signed agenda planner to visit the nurse.

Requirements to Have Medications Given at School

For prescription medications to be administered at school, there must be:

- A signed, medicine-specific parent consent form AND a written doctor's order on file.
- A prescription bottle is not a doctor's order. Doctors' offices may fax the information to the school or give it to the parents to present to the school.

For nonprescription medications to be administered at school, there must be a signed, medicine-specific parent consent. The consent and medication must be brought in by the parent.

- The nurse or principal appointed designee will administer all medicines at school.
- All medicines must be in the original labeled container.

For prescription medications, a current prescription bottle showing appropriate dates must be provided.

- All medications are stored in a secure cabinet in the Health Room.

Students may not keep any type of medication with them during the school day- unless appropriate arrangements are made with the nurse or the students has an IHP.

- Students should not transport medications back and forth from school. A parent or guardian should transport prescription medications to and from the school.
- Medications required 3 or 4 times daily may be administered at home before school, after school, at supper time, and/or bedtime, not at school.
- The school will not provide any medications, creams, ointments, sprays, etc. whether prescription or over-the-counter.
- Parent consent forms for administering medication and all doctors' orders regarding student health issues must be updated each school year.

Students with Special Health Care Needs

- Many health care services can be provided for students at school to keep them at school where they can learn and participate with other students.
- It is important that necessary health care information is shared with the nurse as soon as possible. Necessary information will be shared with the appropriate people such as, teachers on duty at recess, bus drivers, and cafeteria employees, to make sure that the students' needs are met throughout the school day.

HOMWORK POLICY

- Student homework is a reinforcement of the class lesson, preparation for new work, or an enrichment activity.
- Homework does NOT necessarily have to be a written assignment.

- Each teacher may assign homework when necessary to meet the above criteria. Homework will be considered in the evaluation process as part of the nine weeks' grades.
- At the beginning of each year and/or semester, each teacher will explain to students grading procedures regarding homework.
- When a student is absent, it is his/her responsibility to make up missed assignments. A teacher may give up to 10 days to make up work after an absence. Consequences for not completing or submitting homework include lunch/recess detention and eventually after school detention.
- Excessive homework is not assigned during state standardized testing to students in grades that are involved.

AFTER SCHOOL DETENTION (ASD)

Students will receive a notice with dates to serve and offense resulting in ASD. The notice must be returned with parent/guardian signature prior to serving. ASD is held Monday-Thursday from student dismissal until 4:15. Transportation should be arranged for this time. Failure to serve after school detention will result in an automatic in-school suspension assignment.

IN-SCHOOL-SUSPENSION (ISS)

- ISS is designed to keep students who have violated minor rules in a learning environment. Students who violate rules and procedures may be placed in ISS for a period of days.
- Students report to a designated area at the beginning of the school day and remain in ISS the entire school day. Students in ISS are given assignments by their subject teachers and will be expected to study the entire day.
- Students who fail to follow the Code of Conduct in ISS will be given additional day(s) of ISS or OSS at the discretion of the administrator.
- Students in ISS must attend and participate in team practices.

OUT-OF-SCHOOL-SUSPENSION (OSS)

- Students who receive OSS will be given a letter by an administrator, and a copy of the letter is also mailed home to parents. Parents are also contacted by phone or meet with an administrator.
- Suspended students are not allowed on school property for any reason. Students who enter school property will be guilty of trespassing and may face legal action and additional school consequences.
- Students who come to school while suspended may face additional disciplinary actions.
- Students may not enter school to pick up assignments for missed work while under suspension. Someone else must pick up these assignments.
- In some instances, a parent conference may be required before a student may return to school at the conclusion of OSS. This requirement will be communicated to the student, by letter to the parent, and if possible, to the parent by phone.
- Students who receive OSS will not be allowed to participate in any school-sponsored activity on the day(s) of the suspension.
- A student athlete who is assigned OSS may miss the next contest, as outlined in the Student Athlete Agreement.

LOCKERS

Each student will be assigned a locker. The locker is a book storage area. Valuable or other personal items should not be brought to school or stored in a locker.

Locker Guidelines

- Lockers are assigned to students based on the homeroom class assignment.
- Locker breaks are decided upon by the teaching teams.
- Students are not permitted to change lockers.
- Students are not permitted to share lockers.
- To keep lockers clean, adhesive stickers are not permitted to be applied to the inside or outside of the locker
- The student to whom the locker is assigned is responsible for the condition and content of the locker. Report problems or issues as soon as possible.
- Lockers are the property of the school and are subject to search and inspection at all times by the principal or designee.
- The principal is empowered to give consent to law enforcement officers to search lockers.
- Students may be charged at the end of the school year for any damage done to lockers.
- The school will not be held responsible for items missing from the lockers.
- Locker privileges may be revoked if rules are not followed.

MEDIA CENTER

- Students must have a pass to come to the Media Center and they must sign in and sign out using the media center clipboard.
- Students may check out 3 books for up to two weeks.
- Magazines may be checked out overnight.
- Fines of \$0.05 per school day begin after the due date.
- Report cards may be held for overdue fines or books.

PARENT PORTAL

The Parent Portal provides parents access to student grades, attendance, and class registration. Only the biological and/or custodial parent/guardian is eligible to receive parent portal logins. The website is <http://ps.spartanburg4.org> . If a parent desires a parent portal access or has forgotten the login, please contact the school at 476-3150.

PHYSICAL EDUCATION

- 6th, 7th and 8th grade students are required to take physical education.
- Students must purchase P.E. uniforms. Wearing uniforms promotes the feeling of teamwork and gives uniformity to our classes.
- Students are required to dress out and participate in class. Failure to dress out results in disciplinary and academic consequences.
- Each student is issued a PE locker and a combination lock. Students are responsible for securing personal items.

- Students should not share combinations or lockers with other students.
- For safety reasons, students may not wear any jewelry during P.E. classes.
- To be excused from P.E. for a medical reason, a written doctor's excuse must be provided to the School Nurse or the P.E. Teacher outlining the injury, the level of physical restriction, and the length of time the restriction is in place. Students with a medical excuse may still be required to dress for P.E. class, as appropriate.

PROMOTION / RETENTION

- To be promoted to the next grade, students must pass all four academic classes.
- Students may attend Enrichment/ Summer School for failed courses.
- Students with core subject failures that do not attend summer school may be required to repeat the grade.

RECORDING SOUND or VIDEO Images on CAMPUS

- The use of any sound or video/images recorded at Woodruff Middle School or on a District Four property is prohibited without the expressed consent of the Principal or Superintendent. This includes video/images through cameras, phones, or other electronic devices and includes the posting of such material to web sites or other types of publication.
- Students who are involved in any unauthorized recording, videoing or release of such materials involving facilities, properties, students, or staff may face suspension, expulsion, and/or criminal prosecution.
- See specific information regarding cell phones in the Discipline Code/Level II.

REPORT CARDS and EXAMS

- Report cards are sent home with students for 1st, 2nd, and 3rd nine weeks grading periods
- Students should return the signed copy.
- The final report card is mailed to the home address as listed in the student database.
- All student debt must be paid before the final report card may be mailed.
- WMS students take exams at the end of 1st Semester and 2nd Semester in all classes. Semester exams cover two 9 weeks grading periods of material. Semester exams count 15 % of the semester grade.
- There are no exam exemptions.

SCHOOL-WIDE RULES

To ensure a safe, orderly learning environment, Woodruff Middle School has school-wide rules. These rules apply in all places, in all classes. These rules help ensure that Woodruff Middle School is a safe place where all students have opportunities to be successful.

1. Respect yourself and others.
2. Be on time and come prepared.
3. Follow all directions promptly.
4. Dress appropriately for school.
5. Leave unnecessary items at home
6. Take responsibility for your actions.

STUDENT AGENDA / PLANNER

- The *Student Agenda / Planner* should be taken to all classes each day.
- If the Student Agenda/Planner is excessively defaced or lost, it must be replaced. The replacement fee is \$7.00.
- The planner is an important instructional tool, maintains a yearlong record of student assignments and class work, and is used as the first line of communication between parents and teachers.

STUDENT COUNCIL

- Elections for 7th and 8th grade offices are held each spring. Elections for 6th grade offices are held in the fall. Each grade elects 4 student council representatives.
- Student Council members represent the school and their classmates. Members must be willing to maintain their grade averages and meet behavior standards. Student Council representatives must maintain an overall “B” average.
- Representatives who receive ISS or OSS may be removed from Student Council.

STUDENT SCHEDULES

Students receive a copy of their schedules during registration or the first day of school. Schedules should be copied into the *Student Agenda/Planner*.

STUDENT WITHDRAWALS

- Transferring students should report to the Guidance office to check in books and pay fees or lunch money owed to the school.
- A parent or guardian must be present to sign a release authorizing the school to mail records to the new school. Records will not be mailed without this release signature or without all fees being satisfied.

TECHNOLOGY AGREEMENT

Introduction

Spartanburg School District 4 is pleased to provide student access to technologies that enhance and enrich the educational process. Providing access to Internet resources, classroom interactive boards and voters, media centers with automated cataloging systems, satellite instructional television programming, and well-equipped keyboarding and curriculum labs helps facilitate the learning process. Access to these forms of technologies is a privilege, not a right, and comes with expectations of appropriate actions and responsibility.

Acceptable Use

District 4’s goal in providing access to various technologies is to promote the teaching and learning process in our district. The purpose of utilizing technologies is to allow for an expanded opportunity to develop, practice, remediate and reinforce classroom skills. The use of technology in support of these educational objectives of the school district is the definition of acceptable use.

Students agree to:

- Use technology equipment only with permission from a teacher
- Not deliberately tamper with, vandalize, destroy, or steal technology equipment
- Not install any software to the network or to any individual computer
- Not delete, alter, or willfully corrupt network programming
- Not use technology programming or equipment for personal gain, for product advertisement, or for political lobbying

Internet Access

The Internet or the World Wide Web is an electronic highway linking computers all over the world. The Internet provides instant access to a wealth of current information and educational materials and allows for worldwide communication.

Students agree to:

- Use the resources for legitimate educational purposes
- Not view or download obscene or other inappropriate materials
- Not download files, images, or text to a printer, storage device, or hard drive without permission of the supervising teacher
- Use only the software provided by the district for Internet access
- Keep private any personal information about themselves or friends, such as name, address, or telephone number
- Correspond on Internet only with the direct supervision of a teacher and only by using a generic e-mail address provided by the teacher
- Be polite in all communications and use no abusive, profane, vulgar, or other inappropriate language

Penalties for Improper Use

- The use of all technologies in Spartanburg School District 4 is a privilege, not a right. Failure to follow the guidelines listed in this agreement may result in these privileges being denied.
- Disobeying the Technology Practices Agreement rules and guidelines carries the same consequences for misconduct which are set forth in the *Student Agenda/Planner*.

TELEPHONE EXTENSIONS

□ Call 476-2945 and enter extension or call 476-3150 and ask to be transferred to teacher's mailbox.

Teacher	Grade	Ext	Email Address
Ard, M	8	3548	mard@spartanburg4.org
Gilliam, C	6	3530	cbarksdale@spartanburg4.org
Beck, M	7	3549	mbeck@spartanburg4.org
Bell, S	7	3538	sbell@spartanburg4.org
Bennet, C	6/7/8	3561	cbennet@spartanburg4.org
Bennett, A	7	3524	abennett @spartanburg4.org
Bobo, C	Chorus	3519	cbblanton@spartanburg4.org
Branch, T	6/7	3542	tbranch@spartanburg4.org
Chiffon, L	Secretary	3502	lchiffon@spartanburg4.org
Clutter, N.	Spec Educ	3564	nclutter@spartanburg4.org
Cooper, A	Assist Prin	3505	acooper@spartanburg4.org
Farmer, L	7	3529	lfarmer@spartanburg4.org
Gilstrap, J	Band	3533	jjgilstrap@spartanburg4.org
Gregory, L.	6	3540	lgregory@spartanburg4.org
Guker, J	7	3535	jjguker@spartanburg4.org
Hall, J	6	3554	jhall@spartanburg4.org
Harrell, T	Media	3514	tharrell@spartanburg4.org
	ISS	3550	
Harrison, S	7/8	3525	sharrison@spartanburg4.org
Herzog, A.	Spec Educ	3560	aherzog@spartanburg4.org
High, G	8	3543	ghigh@spartanburg4.org
Hiott, A	Spec Educ	3520	ahriott@spartanburg4.org
Howard, S	8	3546	showard@spartanburg4.org
Huckeba, C	Computer	3557	chuckeba@spartanburg4.org
Jansen, J	PE	3566	jjansen@spartanburg4.org
Janelle, K	Speech	3537	kjanelle@spartanburg4.org
Kish, B	6/7	3523	bkish@spartanburg4.org
Kitchens, J	8	3527	jkitchens@spartanburg4.org
Knighten, A	Assist.Prin	3504	aknighten@spartanburg4.org
Laster, A	Media Aide	3514	alaster@spartanburg4.org
Lawson, S	Principal	3501	dlawson@spartanburg4.org
Lawson, T	6	3547	tlawson@spartanburg4.org
Lee, A	7	3544	alee@spartanburg4.org
Linder, A	Spec Educ	3563	alinder@spartanburg4.org
Linder, T	Spec Educ	3562	tlinder@spartanburg4.org
McAbee, D	Secretary	3500	dmcabee@spartanburg4.org
McCarley, M.	Nurse	3508	mmccarley@spartanburg4.org
McConnell, B	Art	3552	bmccconnell@spartanburg4.org
Mosley, A	Computer Lab	3565	amosley@spartanburg4.org
Ramey, B	7	3545	bramey@spartanburg4.org
Rider, J	Spec Educ/Guidance	3510	jrider@spartanburg4.org
Roper, P	6	3568	proper@spartanburg4.org
Runyans, M	7	3528	mrunyans@spartanburg4.org
Santos, J	Cub Fit	3555	jsantos@spartanburg4.org
Shaver, M	7	3536	mshaver@spartanburg4.org
Skinner, T	8	3522	tskinner@spartanburg4.org
Smith, J	6	3521	jsmith@spartanburg4.org
Spurlin, M	6	3526	mspurlin@spartanburg4.org
Thompson, D	Comp Lab	3570	dthompson@spartanburg4.org
Turnipseed, S	Guidance	3511	sturnipseed@spartanburg4.org
Vanadore, R	6/7	3531	rvanadore@spartanburg4.org
Watts, A	8	3539	awatts@spartanburg4.org
West, S	8	3541	swest@spartanburg4.org
Westmoreland, T	PE	3567	twestmoreland@spartanburg4.org
Westmoreland, D	6	3534	dwestmoreland@spartanburg4.org
Wireman, E	6	3532	ewireman@spartanburg4.org
Wood, B	Secretary	3509	bwood@spartanburg4.org

STUDENT DATA PAGE

MAP Data

	Fall 2022 Score	Winter 2022 GOAL	Winter 2022 Score	Spring 2023 GOAL	Spring 2023 Score
Reading					
Writing					
Math					

Computer Log-In Information:

To get to **Schoology** or other programs, log-in to **CLEVER** through wms.spartanburg4.org. Then use username and password.

Student Username: _____

Student Password: _____

To get to **WORD** or **PowerPoint**, go to office.com and use your email address and school password.

Student Username: _____@spartanburg4.org

Student Password: _____

Parents' Right to Know

Under federal law, parents have the right to know:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree

Teacher qualifications can be accessed at Educator Qualification Search.

<https://ed.sc.gov/educators/teaching-in-south-carolina/professional-practices/educator-qualification-search/>

Parent Notification of Teacher's Non-Highly Qualified Status

In addition to the information that parents may request, a school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.