Andrew Jackson Middle School
Agenda - Handbook
2015-2016

Mr. Daryl Hinson, Principal
Ms. Kelly Phillips, Assistant Principal/Instructional Facilitator
Ms. Virginia Sorrow, Assistant Principal

Important note regarding information contained within: Should information, policies, or procedures change during the year, information will be distributed to parents and students. The school administration reserves the right to monitor and adjust policies and procedures as needed.

Each student at AJ Middle will be issued an agenda book for use during the school year. If lost, a student is required to pay $6 for a replacement copy. Students should have this agenda book in their possession at all times. The agenda book contains a section for hall passes. This agenda book also contains a section that will allow parents and teachers to communicate on behalf of the student.

Student’s Name: ____________________________ Grade: ______
Dear Students, Parents and Guardians,

Welcome to the 2015-2016 school year! As we begin a new school year, I challenge you to work hard and make this a successful year. Andrew Jackson Middle School has many academic and extracurricular opportunities available to students. It is important for you to get involved and enjoy your time in middle school. Andrew Jackson Middle School teachers are committed to providing a challenging curriculum. I encourage you to set goals that will be beneficial to you this year and in your future. Collaborating with our families and community to help our students grow academically and socially is our priority.

Please review the information in this handbook carefully. Expectations for student achievement, behavior, grades, and attendance are explained, as well as opportunities for student involvement. The guidelines in this handbook ensure a safe and challenging learning environment for every student and staff member at Andrew Jackson Middle School. Together we are Challenging the Minds of students at Andrew Jackson Middle School!

Sincerely,

Mr. Daryl Hinson,
Principal

Andrew Jackson Middle School Mission Statement
The mission of Andrew Jackson Middle School and community is to create productive life-long learners.
AJMS Student Dress Code Regulations
2015 – 2016

- All clothing must be worn as manufacturer intended. Clothing should be clean and in good condition.
- A student’s appearance should not distract others from the purpose of school or present a safety hazard to others.
- Violations of the dress code will be treated as a Level I breach of conduct. Repeated violations will be considered Level II breach of conduct. A student will be required to change from the inappropriate clothing before returning to class. Appropriate clothing can be borrowed from a school clothing closet if proper clothes cannot be brought from home.
- The school reserves the right to interpret this policy and make decisions based on school and district guidelines. Please refer to the Learning newspaper for additional dress code guidelines.

Acceptable Tops
- Collared shirts that are solid white, orange, grey, navy or royal blue (not sky or pale blue) and sleeves long enough to cover shoulders and underarms.
- Shirts must be tucked in at all times.
- Hoodies, sweaters, and lightweight outerwear must be solid school approved colors white, orange, grey, navy or royal blue. A COLLARED shirt must be worn underneath.
- Any undershirts worn under a collared shirt must be solid white, orange, grey, navy or royal blue.
- Logos must be AJ school team logos/designs unless they are smaller than a quarter.

Acceptable Bottoms
- Solid khaki or navy bottoms must be worn at natural waist and fit appropriately. (No denim or athletic material)
- If bottom garment has belt loops, a belt must be worn.
- Shorts/skirts are to reach mid-thigh or longer when standing straight. (no denim or athletic material)
- Leggings are acceptable if worn with an appropriate length shirt, skirt, dress, or short that reaches mid-thigh or longer when standing straight.
- Leggings must be white, khaki, grey, orange, navy or royal blue.
- Foot wear includes closed toe shoes, tennis shoes or sandals with a strap around the heel.

Exceptions
- Items not already addressed must be granted prior approval by administration in order to be worn.

Unacceptable
- Accessories that could be distracting, potentially hazardous, or create a disruption to the school day.
- Students may not wear specialized purpose/activity shoes
- Drawing, writing and/or tattooing of the body or clothing is prohibited. Tattoos should not be visible.
- Clothing intended for P.E. class, dance, or other athletic event may not be worn underneath dress code clothing.
- Tops and/or bottoms that are either excessively loose (falling off/showing undergarments) or too tight (suggestive/risqué).

School Board Policy Regarding Dress Code, Adopted by LCSD March 2010
The following items are minimum requirements for student dress code regulations established by a school and specific information regarding the dress code at AJMS can be found at the beginning of this handbook:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. For that reason, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to the student or others is not allowed. This includes belts with large buckles and/or studs.
- Hats and sunglasses are not allowed.
- Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term.
- Appropriate, safe shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students will not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for – or messages or pictures depicting or suggesting – alcohol, tobacco, drugs or any other inappropriate or illegal behavior.
School Year – Student Calendar by events

General Information
1st day for all students Aug. 17
Last student school day May 27
Graduation May 27

Half days— Dismiss early
1st term ends Jan. 8
2nd term exams May 26-27

Holidays— Schools closed
Labor Day Sept. 7
Thanksgiving holidays Nov. 25-27
Winter holidays Dec. 21–Jan. 1
Teacher workdays – No school for students
  • Full days– Aug. 10&13, Nov. 25, & March 25
  • Half days– Jan. 11, May 28
MLK holiday Jan. 18
Professional Development – No school for students
  • Aug 11,12,&14; Oct. 12; & Feb. 15
Spring holidays March 28; April 11-15 (April 11-12 guaranteed holidays)

Grading periods
1st reporting period ends–Oct. 20
2nd reporting period/1st semester ends–Jan. 8
3rd reporting period ends–March 16
End of school year– May 27

Report cards
(Interim reports issued at middle of each 9 weeks)
1st report card–Oct. 27
2nd report card– by Jan. 20
3rd report card–March 24
End-of-year report card–By June 8

Testing
TBD – pending Legislature/State Department decisions

PSAT/NMSQT
Oct. 14 or 17

Student make-up days
Oct. 12, Nov. 25, Jan. 11, Feb. 15, March 25, March 28,
April 13-15, & May 28

Behavior Guidelines
1. Students are expected to behave appropriately at all times.
2. Students are expected to be orderly throughout the school day. Running, pushing, loud talking, shouting, and disruptive noises are not permitted in the school building.
3. Students who are out of class during the day must have a valid reason and possess an agenda pass or hall pass signed by their teacher.
4. Students are not allowed in the faculty workrooms or lounges without a teacher’s permission. This rule includes after-school hours as well as during the school day.
5. All students are expected to follow the NO TOUCH policy enforced at AJ Middle.
6. Only a school-sponsored fundraiser or approved project/activity is allowed to collect funds.
7. Students are expected to be in authorized and approved locations at all times.
8. The school is not responsible for confiscated unauthorized items brought to school.
9. Students must remain in the designated areas during outside breaks. Students should not be near the green power station or the garbage boxes.
10. While on campus or at a school sponsored event, throwing rocks or other items, except for approved monitored activities, can result in disciplinary action.
11. Students may only bring unopened factory sealed liquid containers from home. They are to be completely consumed at break or lunch.
12. Consuming gum, candy or candy-like substances will result in an automatic detention.
13. This list is not all inclusive.
**Arrival/Departure Safety Procedures**

The campus speed limit is 10 miles per hour. It is against the law to pass a stopped school bus. School buses in the process of loading or unloading students have priority. Bus students are to remain on the curb until the bus has come to a complete stop and the door is opened. Parents unloading or loading students should watch very carefully for pedestrians. Parents unloading or loading students should follow all traffic signs and use the front of the building rather than the bus loop at the side of the building.

No double lines when dropping off students in the morning.

Students are expected to be orderly when entering the building.
- Grade 6 & 7 students should report to the gym.
- Grade 8 students should report to the cafeteria.
- All students are to follow the directions of the staff on duty.

**Attendance**

Regular attendance and punctuality are essential for success in school. Work missed from class can be made up, but time missed from instruction, regardless of the reason, is never replaced.

Students are excused from class only for illness, for serious illness or death in their immediate family, for recognized religious holidays of their faith, and in accordance with county board policy. A note from a parent, guardian, or licensed physician is required for each absence. The note should be turned in to the student’s homeroom teacher within two days after the student has returned to school. The county attendance guidelines will be distributed in the Learning newsletter.

All absences are considered unexcused until a written note is received at school and is evaluated by the school attendance officer. If a student has three consecutive unexcused absences, or a total of five unexcused absences, parents are requested to attend a conference at the school for the purpose of improving student attendance.

It is extremely important that each student be in school to receive the educational opportunities that he/she needs and deserves. A note of excuse should be dated and should include the student’s full name, the parent’s full name, the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian, and the required signature.

The school makes a special effort to recognize those students who achieve perfect attendance during the year. These demanding guidelines must be met for a student to earn perfect attendance.

1. Attendance is recorded according to class periods attended.
2. The student must attend school each day for 180 days.
3. The student must attend at least two full blocks each day.
4. The total number of class periods missed cannot be more than seven during the year. For example, when a student arrives at school late or leaves early, and the total time missed exceeds seven hours, he/she is no longer eligible for perfect attendance. (The periods absent for a doctor or dentist appointment will be included in this total time period missed.)

**Behavioral Expectations Outside of School**

As part of the Andrew Jackson Middle School team, all students, staff members, coaches, and families are expected to maintain acceptable behavior in and out of school, while using social media sites, at school sponsored games and activities, etc. Many people have no other means of judging AJMS than by the behavior of our students; therefore, students are to exhibit mannerly behavior at all times. Respect for parents, teachers, and fellow students is expected. Sportsmanship as athletes, spectators, neatness and cleanliness in dress and appearance, language and behavior all reflect on the AJMS team. A primary goal of education is to prepare students for a healthy, functional life in society. At AJMS we value the support of our families and community and expect that all AJ Volunteers demonstrate positive character and behavior.

**Books (Text)**

Students may be issued either an individual or class-set book for each course taken. The student is held responsible for the condition of each book until it is returned. South Carolina state law requires parents to pay for damaged or lost books. No books will be replaced until all fines or replacement costs are paid. It is requested that students take reasonable care of each textbook and provide some type of book cover for each book. The cover prevents any damage when placing books in book bags or lockers. **Students who tamper with or remove the barcode from their book will be assessed a fine.**
**Bullying**

Bullying, harassment, or intimidation is prohibited. Any student who feels he/she has been subjected to these acts is encouraged to file a complaint with an administrator, guidance counselor, or staff member. Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. For a complete description of the policy, please refer to the Learning newspaper. Students who participate in bullying, harassment, or intimidation are subject to disciplinary action. This action may include warning, parent contact, and/or suspension.

**Buses**

In an effort to provide safe transportation for all bus riders, the bus rules and regulations must be followed. These rules and regulations will be listed in the Learning newsletter issued in August. All students must be familiar with and observe these rules for safety purposes. Students who misbehave on the bus will be disciplined according to the district bus discipline policy, which may include and is not limited to the following: student conference, bus suspension until parent conference, bus suspension for up to 10 days of ISS or OSS, or removal from bus transportation. **The school has the right to match punishment when bus behavior poses a serious safety threat.** A student must ride only his or her assigned bus. This means that a student will **not** be allowed to use bus transportation to a friend’s house. Parents are asked to notify the school if there are any changes in a student’s regularly scheduled transportation.

**Cell Phones / Electronic Devices**

Students are allowed to possess cellular phones/electronic devices on school property with these exceptions:

- The device cannot be visible or activated from 7:35 a.m. until 3:45 p.m. unless school personnel have asked you to use the device for instructional purposes.
- These rules include off-campus trips during the academic day

Students who violate this regulation are subject to confiscation of the device.

- 1st Offense: The device will be held at the school until a parent/guardian picks it up.
- 2nd Offense: The device will be sent to the Safety Director at the Lancaster County School District Office. After a minimum of 10 school days, a parent/guardian will be required to attend a conference with the director before the device will be returned.
- 3rd Offense: The device will be sent to the Safety Director at the Lancaster County School District Office. After a minimum of 30 school days, a parent/guardian will be required to attend a conference with the director before the device will be returned.
- 4th Offense: The device will be sent to the Safety Director at the Lancaster County School District Office for the remainder of the school year. It will be eligible for return after the last day of school. The device will be stored up to 180 days after confiscation if a conference is not held and the device is unclaimed. After that it will be disposed of as abandoned property.
- Repeat Offenders are subject to device confiscation as well as disciplinary action ranging from in-school suspension to out-of-school suspension.

All conferences with the Safety Director will be held in Lancaster and the parent is responsible for scheduling and attending the conference. For more information regarding the LCSD cell phone policy, please refer to the Learning newspaper.

**Cheating / Plagiarism Policy**

Cheating compromises academic integrity and will not be tolerated in this district. Cheating or assistance in the act of cheating in the completion of any academic or elective assignment will result in a grade of zero for the assignment. A parent will be contacted for any instance of cheating. In addition, consequences will progress from a conference with an administrator, to a detention, and to in-school suspension.

**Conferences**

Parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the office (803-475-6021 or 803-283-1970). Regular administrative office hours for Andrew Jackson Middle School are 7:55 AM until 4:00 PM. Teachers are available for conferences during their individual planning period, and after school until 3:30 PM. The school secretary will route the message to the appropriate person or persons. Parent-teacher conferences are scheduled in the district calendar each grading period.

**Course Changes**

Request for a class change must be submitted in writing by the parent/guardian to the principal or guidance counselor. We establish schedules and class loads in the summer months of each year, therefore it is not possible to accommodate a request for course changes after schedules and teacher allocations have been established.
**Debts**

Students who owe fines or debts to the school may not be allowed to attend special school events until all debts are paid. Report cards will not be issued if fees are left unpaid. High school students will not receive transcripts or diplomas until all unpaid fines are settled.

**Detentions**

Students who accumulate excessive Level I detentions (lunch detentions) will receive additional consequences.

<table>
<thead>
<tr>
<th># of Level I Detentions</th>
<th>Consequence</th>
</tr>
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<tbody>
<tr>
<td>5-7</td>
<td>Parent Contact Letter</td>
</tr>
<tr>
<td>10</td>
<td>1 day of ISS</td>
</tr>
<tr>
<td>17</td>
<td>2 days of ISS</td>
</tr>
<tr>
<td>24</td>
<td>3 days of ISS</td>
</tr>
<tr>
<td>31</td>
<td>1 day of OSS</td>
</tr>
</tbody>
</table>

Level I detentions are accumulated during the entire year. For every set of five Level I detentions after 31, a student will serve 1 day of OSS. The school will reserve the right to adjust this policy as necessary.

A parent contact is required BEFORE a student serves a detention. This may be done by the required parent signature, phone call, or email contact.

**Discipline**

Each student will receive a copy of the Lancaster County Discipline Policy provided in the Learning newsletter. Both students and parents should study our handbook and this policy before returning the signed form, which demonstrates awareness of the content of the code. Every student is held accountable to the policy regardless of a signed form.

Discipline is a joint responsibility of students, parents, teachers, and administrators. There must be a mutual respect among these four groups for a safe and caring environment necessary for learning. Classroom misbehavior decreases the productivity of the learning environment and cannot be accepted. Disrespect for authority, the use of profane or indecent speech and fighting disrupt the learning environment. Immediate and serious corrective action will be taken when students fight.

Corrective actions that are a part of the discipline code include parent contact, detention, in-school suspension (ISS), out-of-school suspension (OSS), and a recommendation for expulsion from school. All students will receive written notification of the corrective action(s), if a student is suspended out-of-school, a parent contact must be held before the student is allowed to return to school.

**Dress Code Violations:**

Each time the school dress code is violated, a teacher or staff member will complete a violation slip including the date and nature of the offense. Discipline will be handled on an accumulating system. Once a student receives

- 2-4 violations: Parent contact
- 5 violations: Detention
- 10 violations: In-School Suspension (ISS) and loss of dress down privileges for the rest of the semester
- 15 violations: In-School Suspension (ISS) and loss of dress down privileges for the rest of the year
- 20 violations: Out-Of-School Suspension (OSS), a required face-to-face Parent Conference, and loss of dress down privileges for the remainder of the year.

The administration reserves the right to modify this plan as necessary.

**Early Dismissal**

Any student leaving school early must be signed out in the Main Office by a parent or by a person designated by a parent. In planning for early dismissal, the student’s class schedule should be considered. The best time to dismiss students is between classes, not during the middle of a class period. Students should not repeatedly miss the same class, even for excusable reasons.

If it is necessary that a student leave school early, the student must bring a note signed by the parent to the Main Office before first period on the day of dismissal. The parental note must indicate the time the parent would like the student to be dismissed from school and the reason for this dismissal request. The parental note will be initialed by the office and returned to the student. The student will present this parental note to his/her teacher at the beginning of the class period in which the indicated dismissal time occurs. This note will be used as the permission for the student to leave the class when called. This note will be filed in the student’s attendance records. If the reason for early dismissal is for a doctor or dentist appointment the student should bring a medical excuse when returning to school the next day. The absence will then be changed from a parent excuse to a medical excuse on the attendance record. Please do not come to sign your child out after 3:00 p.m.
**Electronic Devices**

Listening devices, video games and electronic devices are not permitted at school or on the bus. The school will not look for lost or stolen items. If devices are at school they will be confiscated.

E-Readers are digital devices that can store books, periodicals, magazines, and other electronic media. Some popular brands of e-Readers are Amazon’s Kindle, Barnes and Noble’s Nook, Motorola Xoom, and Apple’s I-Pad. AJMS is striving to maintain technological relevance in education by affording students the opportunity to use these devices in accordance with our e-Reader Acceptable Use Policy.

- Prior to an E-Reader being on campus, the device must be permanently labeled with the student’s name.
- E-Readers are to be used ONLY for the reading of school approved activities and not for other purposes such as communication, entertainment, music, gaming, etc.
- Students are responsible for knowing how to properly and effectively use his/her E-Reader.
- E-Readers must be used at appropriate times in accordance with teacher instructions and must not be a distraction for the student or surrounding students.
- Pictures/videos may not be taken during the school day without approval from the teacher.
- All E-Readers must have cellular and network capabilities disabled (turned off) while the device is at school. In accordance, the student agrees not to access the Internet or other programs that will use the LCSD’s network system.
- AJMS will in no way assume responsibility for lost, stolen, damaged items that contract viruses or other features that damage or destroy the item.

If a student violates the e-Reader policy, disciplinary action will be used. This may include confiscation of the device following the same policy as mobile telephones, ISS, OSS or other such consequences as determined necessary by school administration.

**Emergency Closing of Schools**

When weather conditions are such that a potentially hazardous situation may occur, the superintendent will authorize the temporary non-opening of schools. A phone call, email, or text message about this closure of schools will be made prior to 7:00AM on the school day involved. When possible, this announcement will be made the previous night prior to 11:30PM. The announcements will be aired on the following local radio stations: WAGL-1560 AM, WRCR-92.3 FM, WSOC-103.7 FM, WRHM-107.1 FM, and WTDR-96.9 FM. Television stations in Charlotte will also be notified of the school closings.

**Extra Curricular Activities**

Andrew Jackson Middle School offers Academic Challenge and the following athletic programs to Grade 7 & 8 students: basketball, football, volleyball and cheerleading. Students in grades 7 & 8 may also have the opportunity to participate in the Junior Varsity programs of golf, track, softball, soccer, swimming, wrestling, and baseball.

Grade 6 students are not eligible to participate in any school sponsored sports teams because of guidelines from the State High School League Program of which Andrew Jackson Middle is a member.

Students are required to be in attendance at least half of a school day in order to participate in practice, games, events, etc for all extra-curricular activities (sports, academic, etc).

**Guidance**

The guidance program is an integral component of the total school program. The services are available to every student through individual counseling, small group counseling, and classroom guidance. These services assist students and parents in evaluating and making decisions that will determine the student’s educational process.

Such services also include help with personal problems, academic problems, social problems, and various other situations that students in middle school encounter. Students needing to see the guidance counselor must have permission from their classroom teacher to miss that class. Students may schedule an appointment to see the guidance counselor by making their request through their teacher or the Main Office. Parents are encouraged to contact the guidance department as well.

**Honor Roll**

The school recognizes students for outstanding academic achievement. An honor roll, published at the end of each grading period, names those students who have earned All A’s or All A’s & B’s in all subjects.
Illness at School

Students who become ill during the school day should obtain a pass from their classroom teacher before reporting to the Main Office. Students will be admitted to the health room to be checked by the school nurse or a designee of the principal. The school cannot diagnose or be a substitute for a doctor’s care.

Parents will be called to pick up their child if he/she is considered too sick to stay at school. It is very important that an emergency telephone number be given to the school for such a situation. Students who can remain at school will be given a pass back to class.

Parents should notify the school of any potential medical problem or situation. This information is vital to ensure the safety of all children.

In-School Suspension (ISS)

The primary objectives for this program are to keep students in school while trying to modify unwanted behaviors and give students the opportunity to maintain their academic work. Students will be kept in a room where their class work will be completed, lunch will be provided, privileges will be earned and “respect duties” (written essays, instructional videos, counseling sessions, fitness activities, campus beautification projects, etc.) will be performed. Students who violate ISS rules will be subject to an immediate Out-Of-School Suspension.

Insurance

School insurance is available to all students who desire to purchase it. The cost of the school insurance will be announced at the beginning of school.

Lockers

Every student is assigned a locker for the year and a cubby is provided while taking physical education. Students are responsible for their lockers and for the contents therein, including all textbooks. For this reason, students are not to reveal their locker combination to anyone else. The Lancaster County School District maintains exclusive control of all student lockers and at no time relinquishes this control. Student lockers may be searched at any time, with or without cause, for the safety and health of all students.

These guidelines apply to locker use:
1. Students shall use only their assigned locker.
2. Lockers must be locked when not attended by the assigned student.
3. No attempt shall be made to jam or otherwise prevent the locker from locking as intended.
4. Students are not to deface lockers by writing, painting, or permanently attaching items in or on their assigned locker.
5. Students may use their lockers during all changes of classes or on a schedule established by teachers. Going to a locker is not an excuse for being tardy to class.
6. Students having problems with their locker should report this trouble to their teacher.
7. Students may be issued a padlock to use on their assigned locker. Students are responsible for this lock and, if lost, must pay a replacement cost of $6.00.

Students who violate these guidelines may lose their locker privileges temporarily or permanently and are subject to disciplinary action.

Make-up Work

Students who are absent from class or absent from school are expected to make up any missed assignments. It is the responsibility of the student to contact his/her teacher about the make-up schedule. As a minimum, the student will have the number of days absent plus one as the time for completing the missed assignments.

Medication at School

ALL medicine is to be left in the nurse’s office.

Parents and students are to follow the dispensation of medicine policy. No student should have in their possession any type of medicine including over-the-counter drugs or prescription drugs. Students wishing to use cough drops are required to bring a parent note daily. This should be brought to the office before 1st period to be initialed by the nurse.
Medicine, including aspirin or Tylenol, ointment, will not be provided by the school. The school nurse has “permission to dispense” forms that parents/guardians should complete when dropping off medication. ALL medication should be labeled with the student’s name and grade. If medication is prescription, it must be in the original container. **Students are not allowed to have medications (over-the-counter or prescription) in their possession at any time.**

NO medication of any kind is provided by the school; all medicine must be provided by the student. If you would like to have medication such as Tylenol, aspirin, Tums, ointment, or other items for your child, you must provide the medication in the original packaging with proper dosage instructions. If your child has specific medical needs that require regular medication while at school, please contact our school nurse for information regarding an Individual Healthcare Plan.

**Media Center**

The media center is open before, during, and after school for the purpose of checking out books and using library material. Our goal is for the media center to be an enjoyable location to visit, work, and learn.

These guidelines will help achieve this goal for all students:
1. Students are asked to work quietly and remain seated unless using catalogs, searching for books, or choosing magazines.
2. Students may check out two books at a time. These books should be returned on or before the due date.
3. Magazines and reference materials are to remain in the media center.
4. Students will be charged a fine for overdue books.
5. Students will be charged for lost or damaged books.
6. Students needing to use the media center before school or during lunch must have permission from a teacher(s) on duty.
7. Students will be required to have an Internet usage agreement on file.
8. Students are not allowed to have drinks, gum, or candy.

**Out-Of-School Suspension (OSS)**

Students who make poor decisions and choose to break the rules may be subject to Out-Of-School Suspension. While suspended, students are prohibited from attending ANY school or district activity. Students are not permitted to be on any Lancaster County School District campus while serving OSS. Class work/assignments may be requested from his/her teachers during the suspension.

**Personal Property**

Music players, computer games, cameras, headphones, and other electronics should not be brought to school. They will be subject to confiscation and returned only when a parent claims them. Also, cell phones, if carried to school, may be confiscated if visible or active during non-approved activities.

Trading cards and large amounts of money should not be brought to school. Never leave any valuables unattended, such as purses, wallets, watches, rings, etc. **Students**, not the school, are responsible for their personal property. All articles of clothing should be labeled for easy identification.

**Promotion and Retention**

For promotion to the next grade, students must attain a passing grade of 70 or above for their final average. Each of the following subjects must be passed with a 70 or above on as the final average: **English/language arts, math, science, and social studies.**
**Report Cards and Grading System**

Report cards will be issued every nine weeks. Interim progress reports will be issued at least every 4 ½ weeks. Updates may be issued more often. A list of these dates is found in the calendar at the beginning of this handbook.

Report cards and progress reports are given to the students to take home for a parent signature. This signed report card is to be returned within two days to the student’s teacher. Failure to return a signed report card within the time limit may result in a detention.

The grading scale used in evaluating student progress is as follows:

- A - 93-100
- B - 85-92
- C - 77-84
- D - 70-76
- F - below 70
- I - Incomplete grades become an F if not made up within 10 school days.

**Reporting to the Office**

Unless given specific directions, all students are to report to the counter in the Main Office. Unless called to come to the office over the intercom, students are expected to have an agenda book or hall pass signed by the teacher.

When called to the guidance office, students should use the front office entrance. Students should not use the side entrances to the office area unless accompanied by a teacher.

**School Cafeteria**

The school cafeteria is maintained as a vital part of the school health program. A well-balanced meal is offered at a reasonable price. Students will sit in assigned areas designated by a duty person. Students will be allowed to use rest rooms per grade-level and duty personnel guidelines.

The rules listed will encourage good manners and maintain a safe and orderly cafeteria environment.

1. Students are to follow cafeteria procedures as explained by the duty personnel. Failure to comply with the established procedures may result in disciplinary consequences.
2. Students should remain in their original place in the line, and not allow others to move in front of you.
3. Students are to sit in assigned areas.
4. Food is to be completely consumed in the cafeteria.
5. Students should use restrooms quickly and efficiently.
6. Students are to dispose of trash and trays properly, according to the directions of the people on duty.
7. Students will remain at their assigned table until dismissed at the end of the lunch period by the adult on duty.
8. Students are to leave their table and the area underneath in clean condition for the next lunch period. Failure to maintain a clean area may result in loss privileges.

**School Safety**

The faculty and staff strive to provide a safe and productive learning environment. Students and parents must be an integral partner in this endeavor. Listed below are telephone numbers for students or parents to call to provide information to local law enforcement: Crime Line 475-TIPS (8477) Crime Line 1-800-277-LCSD 1-877-SEE-A-GUN

Having a firearm on school property is a crime. Students will be expelled for 365 calendar days if they are in violation of this law.

**School Improvement Council (SIC)**

A school improvement council composed of parents, teachers, and community members is elected each year to provide leadership and recommendations for school improvement.

**Students with Special Health Care Needs**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during primetime, bus drivers, and cafeteria employees—to make sure that the students’ needs are met throughout the school day.

**Individual Health Care Plans or Individual Health Plans (IHPs)**

School nurses who are registered nurses write IHPs to guide how a student’s health care needs will be met while at school. The nurse works with the student, the student’s parents, or legal guardians, the student’s health care provider, and
other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child’s school nurse or lead nurse Grace Ann Jones, 803-475-2381 / 803-282-1970.

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

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student’s parent or legal guardian, the student (if able), and others who know the student or know about the student’s disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student’s educational needs will be met while at school and may include health services for the student during the school day if needed. To learn about Section 504, contact Student Services Director Kathy Durbin, 803-285-8438, 302 West Dunlap Street, Lancaster, SC 29720.

**Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student’s parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Student Services Director, Kathy Durbin, 803-285-8438, 302 West Dunlap Street, Lancaster, SC 29720 to learn more about the IDEA.

**Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student’s illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student’s academic success, and whether the student’s health needs can be met at school. To learn more about medical homebound services, contact At-Risk Student Support, 803-286-6972, 300 South Catawba Street, Lancaster, SC 29720

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### Being Prepared

1. Bringing textbook, paper, pencils, and other necessary materials to class every day.
2. Listening well and taking an active part in class discussions and activities.
3. Asking questions if he/she does not understand or has a problem.
4. Planning a daily work schedule that includes time for homework.
5. Utilizing the assignment book every day to plan and to write assignments.
6. Striving to do his/her best work.

### Success in School

#### Test-Taking Skills

1. Relax and forget about other people.
2. Listen for and read the test directions carefully.
3. Scan the entire test to see what is asked and where more time will be needed.
4. Read each question twice before answering.
5. Think before you write.
6. Answer the questions completely.
7. Check your paper before turning it in.

#### Study Skills

1. Attitude is important! Think positively, work independently, ask questions, and seek help only when you have exhausted your own resources.
2. Learning requires concentration. Learning is hard work.
3. Have a definite, quiet place to study at home.
4. Read your entire assignment rapidly to grasp the basic content. Reread slowly to understand the content, details, explanations, and directions.
5. If an assignment is a long-term project, do a little of it each day: it will be easier, and you will do a better job.

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### Social Suspensions

The administration reserves the right to assign Social Suspensions – suspensions from extracurricular activities such as dances, games, or other school sponsored activities – as a means of disciplinary action.
**Tardy to School or Class**
Students are expected to arrive at AJ Middle before 8:15 A.M. Parents must sign students into school at the Main Office if students arrive after the 8:15 A.M. bell. If this tardiness becomes habitual, corrective measures will be taken, which may include detentions. In the event of a late bus arrival, students will not be marked tardy.

Adequate time is allowed for students to change classes, visit lockers, and use the restroom facilities. Students are expected to be in their seats and ready to begin work when the tardy bell rings. An unexcused tardy to class is cause for corrective action by the teacher or the office. Students who are repeatedly late may receive a Level I detention.

Tardy to School Policy

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>warning</td>
</tr>
<tr>
<td>10</td>
<td>1 lunch detention</td>
</tr>
<tr>
<td></td>
<td>One lunch detention for every 5 Tardies after 10</td>
</tr>
</tbody>
</table>

**Telephone (office)**
The office telephone is for school business. It is to be used by students with the permission of an office staff member **only in cases of emergency**. The following situations are not examples of emergencies: clothing needed for physical education, papers requiring signature, and instructions about going home.

Students will not be called to the telephone. The student will be notified at the most appropriate time of messages from home. Classes will not be interrupted, as required by state law, unless for emergencies. The school’s telephone numbers are (803) 475-6021 and (803) 283-1970.

**Vending/Snack Machine Usage**
The only designated times for students to use the vending/snack machines are at break-time, lunch and after-school if participating in an activity.

**Video/Audio Taping**
NO video and/or audio taping is permitted on school grounds without the expressed written consent of the principal.

**Visitors**
Parents are always welcome to visit the school at any time. Arrangements may be made for parents to visit by telephoning the school. All visitors to the school are asked to sign in and to wear a visitor nametag while they are on campus. Students from other schools or school-age siblings or friends will not be permitted to visit AJ Middle School.

**Withdrawals from School**
Students withdrawing from school are required to have their parents notify the guidance office and sign a withdrawal form. The student should report to the Guidance Office at the beginning of the last full day he/she is in attendance at school. The student should make certain to return all textbooks to each individual teacher, pay any and all school debts, and complete the withdrawal process.