

Spring Hill Middle School

“Our mission at Spring Hill Middle School is to equip our students with the skills necessary to reach their full potential and compete in a global society.”

PARENT/STUDENT HANDBOOK 2024-2025



***Lamont Graves, Principal
Julie McCoy, Assistant Principal***

A Welcome from the Principal...

Fellow Spartans,

Welcome to the new school year. I am excited to work alongside each and every one of you as we continue to inspire and educate our students. Your dedication and hardwork

Lets make this a year filled with growth, success, and positivity by **ACTIVATING** our strength and and pressing forward.

Thank you for all that you do for our school community.

Spartan Pride,

Lamont L. Graves
Principal, Spring Hill Middle



SCHOOL OPERATIONS

School Hours: 8:30 a.m. to 3:25 p.m.

No student should arrive prior to 7:45 a.m., due to staff not being available to monitor students before this time.

Office Hours: 7:30 a.m. to 4:00 p.m.

ARRIVAL AND DISMISSAL PROCEDURES

- Classes begin at 8:30 am and dismiss at 3:25 pm.
- **Car Rider Information** – Car riders should be dropped off in the car rider loop at the front of the school building between 7:45 a.m. – 8:30 a.m. Please allow time for breakfast if the student will eat at school. Car riders should not arrive at school before 7:45 a.m. Students who are dropped off before 8:00 a.m. should report to the cafeteria. Dismissal begins at 3:20pm. Please follow the flow of traffic to enter the school. Drive slowly and be cognizant of students crossing the car loop line.
- **Bus Loop** – Please refrain from using the bus loop during morning arrival and afternoon dismissal to protect the safety of our students.
- **Transportation Changes** - If your child will go home using a different mode of transportation, a signed note from a parent or guardian(s) stating the change, with a parent contact number, is required. Transportation changes cannot be made over the telephone as the identity of the caller cannot be verified. All notes should be submitted to the front office first thing in the morning.
- Students should not be in school after 3:45 pm unless they are participating in an after-school activity under the direct supervision of a faculty member or activity sponsor.
- Students who plan to attend an athletic event after school and they do not go home, **MUST** have a written note from parent or guardian stating they can attend the event.

SPRING HILL MIDDLE SCHOOL STUDENT EXPECTATION

Spring Hill students are expected to behave and conduct themselves in such a manner as not to disrupt the normal educational process and to continue their growth toward maturity and self-responsibility. Each student needs to assume an active role in his/her educational program to make it a meaningful experience.

- Be considerate, courteous and respectful. Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, etc.
- Listen to and follow directions of: teachers, administrators, custodians, secretaries, instructional assistants, substitutes, and other adults in authority.
- Follow classroom and school rules.
- Be on time and prepared for class. Bring books, paper, pencils and other necessary classroom materials.

- Walk in an orderly manner on campus. Inappropriate behavior includes: running, yelling, pushing, shoving, interfering with the flow of traffic, congregating or moving around in large groups.
- Keep hands, feet and objects to themselves. Inappropriate behavior includes: shoving, kicking, tripping, hitting, horseplay, play fighting and fighting. Public displays of affection are not appropriate.
- Show respect for school property and the property of others. Inappropriate behavior includes: writing on or scratching school or other people's property, or taking things without asking to borrow or use them.
- Bring problems and concerns to the attention of an adult: Inappropriate behavior includes: talking about others, spreading rumors or hearsay, confronting other students.
- Use materials appropriately. Protect and respect school and personal equipment.
- Stay in designated areas. Once on campus students are to remain in supervised areas—while in hallways walk on “Green Lines.”

Spring Hill Middle is a PBIS (Positive Behavioral Interventions and Supports) school. We recognize positive behavior and focus on prevention of negative behavior rather than punishment. Punishment is necessary for students who choose to misbehave, but prevention is key.

STUDENT ATTENDANCE

Policy Code 4400 Attendance

- Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.
- Attendance records will be used to enforce the Compulsory Attendance Law of NC.
 - If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker.
 - Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.
- When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school on the day of return after an absence. Absences due to extended illnesses will require a statement from the physician. Excused absences include the following:
 - personal illness or injury which makes the student physically unable to attend school;

- isolation ordered by the State Board of Health;
- death in the immediate family;
- medical or dental appointment;
- pregnancy (and related conditions) or parenting, when medically necessary;
- participation under subpoena as a witness in a court proceeding
- a minimum of two days each academic year for observance of an event --- required or on suggested by the religion of the student or the student's parent(s) with written prior approval from the principal. Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.
- After 10 days of excused notes from the parent or guardian, the principal shall require a note from a medical professional should the student be absent as a result of an illness or injury. A Child Family Support Team (CFST) meeting shall also be scheduled to discuss the student's attendance.
- If the student does not present a note, written or electronically, within five days, the absence will be coded as unexcused.
- When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
- LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.
- The conditions under which the local schools may approve excused absences are: the parent must submit the request for the absence in writing; the absence is pre-approved by the principal; missed work is completed and turned in within the school's allotted time period. In the case of excused absences, short-term out-of-school suspensions, and absences under [*G.S. 130A-440*](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her work (see policies [*4110 Immunization and Health Requirements for School Admission*](#) and [*4351 Short-Term Suspension*](#)) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

EXCESSIVE ABSENCES

- The principal will notify parents and take all other steps required by [*G.S. 115C-378*](#) for excessive absences. Students may be suspended for up to two days for truancy.

- After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.
- After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.
- After 10 accumulated unexcused absences in a school year, the principal shall review any reports to or investigations produced by the school social worker pursuant to [G.S. 115C-381](#). The principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not met his/her obligations, the principal or designee may notify the district attorney. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences that cannot be justified under the board's established attendance policies shall constitute a prima facie case that the child's parent/guardian is responsible for the absences. If the principal determines that the parent has met his/her obligations, the principal may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.
- Excessive absences may impact eligibility for participation in interscholastic athletics. See [Policy Code 3620 Extracurricular Activities and Student](#)

ABSENCES MUST BE MADE UP

Attendance at Middle School is for the purpose of obtaining an education. As a local promotion standard, a middle school student may not miss more than 10 days of school a year in middle school.

- The student must make up time for each day of absence over 10 days during the school year.
- When a student accumulates more than 5 absences, he/she may begin to attend make-up sessions/days as designated by the school.
- Makeup sessions/days could include before and after school learning labs, Saturday Academy, virtual learning opportunities, workdays, and summer school.
- When a student has been absent for more than 10 days and has failed to make up the time missed, he/she will be referred to the principal/designee as a candidate for retention.
- The principal/designee will notify the parent of the school's concern and inform the parent of the attendance requirements in regard to the local promotion standard.

- The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, such as summer school and/or virtual learning opportunities.
- If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

SCHOOL-RELATED ACTIVITIES

Assignments missed due to a school related activity must still be completed by students. Students will be given one day for each day they are absent to get make-up work completed. The student is responsible for requesting assignments and completing them within the specified time period.

TARDY POLICY

- Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time.
- Guardians of students arriving at school after 8:30 A.M. must sign in the office with a valid reason for their child's tardiness. Should a student continue to be tardy, the student will be referred to the attendance liaison for counseling and administration will be notified for further investigation.
- Three (3) tardies within a nine-week period will equate to one day's absence when applying the attendance policy. As with other absences, after accumulating three "days" of tardies within a nine-week period, students may be required to attend makeup sessions as designated by the school. Makeup sessions could include before, during and/or after school learning labs, virtual learning opportunities, workdays, and summer school.
- Excused tardies are accepted only when accompanied by a written note for up to nine tardies per nine weeks. Anything over nine will have to be approved by administration to be designated as excused. Listed below are examples of excused tardies.
 - personal illness;
 - death in the immediate family;
 - medical appointment as verified in writing by the physician or his/her designee;
 - miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority;
 - 5) court summons;
 - religious holiday; and
 - tardy that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom and is permitted only if a comparable opportunity will not be available at a time other than during school

hours. The principal shall determine if the amount of time missed is of reasonable length. This tardy must be approved beforehand.

Tardy Consequences	
1–3 Tardies	Verbal Warning
4–6 Tardies	Parent Contacted
7–9 Tardies	Child & Family Team Meeting
9 or more Tardies	Students will be assigned academic sessions to make up work missed due to tardiness for each tardy thereafter
The Tardy Policy will start over at the beginning of each 9-week grading period.	

EARLY DISMISSAL OF STUDENTS

All students are expected to remain in school from 8:30 A.M. to 3:25 P.M. unless an emergency arises. Regular doctor or dental appointments are encouraged to be scheduled outside of school hours, on teacher workdays, holidays, or other non-school days whenever possible.

Early checkout procedure

- The student must bring a note to the office signed by the parent or guardian stating the date, reason, and time the parent will pick up the student. A telephone number must be included for verification.
- The parent or guardian must come to the sidewalk window with a valid ID, sign the student out, and verify his or her pickup.
- The student will not be released to anyone other than the parent or guardian without official confirmation from the parent. This confirmation includes a signed note with a copy of government-issued identification. Parents may list on the verification of address form the people who can sign students out. A parent's phone call will not suffice as confirmation.
- The student will remain in class until the parent arrives for pickup to protect instructional time.

SCOTLAND COUNTY SCHOOLS ACADEMIC POLICY

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

Grading Scale

A = 90–100

(Superior Mastery)

B = 80–89

(Mastery)

C = 70–79	(Progress Toward Mastery)
D = 60–69	(Partial Mastery)
F = Below 60	(Not Yet Mastered)

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

Grading Criteria

10%	Homework
40%	Classwork (classwork, quizzes, activities, etc.)
50%	Tests / Projects (unit tests, common assessments, essays, projects, etc.)

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

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

NO ZERO POLICY

- Progress reports will reflect the actual earned average at the point in the current grading period.
- Report cards will not reflect any grade below 50; consequently, any grade below 50 will be replaced with a 50 on the report card.
- If a student has the opportunity to submit make-up work and/or missing assignments, blanks will be left as opposed to 0s.
- If a student is not required to complete an assignment, "exempt" will be placed in the electronic gradebook.
- Teachers are required to utilize the automated comments in Powerschool to indicate whether an assignment was not submitted or not yet mastered, etc.

TEST RETAKES

- Students may only retake a test once.
- Students must take the initiative to request a retake and the interventions necessary to

improve their performance.

- Retakes should take place within 10 days after the initial test administration.
- Retakes should be offered to the majority of the class if most students did not show mastery on the test.
- If a student is unable to stay after school, the teacher shall be responsible for making arrangements for the student to retake before school, during lunch, etc.
- The highest achieved score on the test will be recorded in PowerSchool; the highest grade possible to score on a retake is an 80.

HOMEWORK

- Homework shall be assigned to practice current standard work, to preview upcoming skills, to strengthen aligned standards, and/or to evaluate understanding of concepts.
- The length of homework assigned should be approximately equal to the student's grade level times 10 minutes. For example, a 6th grader should expect approximately 60 minutes of homework per night.

MAKE-UP WORK

- Students are required to make up work missed due to absences, including out-of-school suspensions.
- Arrangements for make-up work must be made within one week of the student's return to school.
- All make-up work must be completed by the end of the last scheduled teacher workday for students to receive credit.
- Work not made up by this time will be recorded as a "50". The principal must approve any exceptions.

HONOR ROLL

Distinguished Honor Roll - all A's

A/B Honor Roll - all A's and B's

** Year-long Honor Roll is awarded to students based on achievement across the report card (not on the Semester Honor Roll listed in the report card.)*

AIG

- AIG students will be clustered and served by certified teachers in math and reading.
- AIG students will be exposed to a differentiated and enriched curriculum.
- To be eligible for AIG, students must be identified, through district testing, as academically and intellectually gifted.

MATH I

- Students in this course will be accountable for the Integrated Math I curriculum

- Students will only take the Integrated Math I End-of-Course test
- **Students CANNOT be moved from Math I after 20 days for year-long schedules**
- Math I EOC scores will count for 20% of a student's final grade and will be reflected in the final report card grade for the course.

MEDIA CENTER

School-Wide Reading: Books are checked out for 2-week time periods. Students with an overdue book will not be able to check out another book until the overdue book is returned. Students who lose or damage books must pay to replace them. Students may lose their privilege to participate in extracurricular activities if they owe for lost and/or damaged books.

Acceptable Use Policy

Policy Code 3240 Acceptable Use Policy (AUP) for Electronic Information, Services and Networks

All students, parents, and teachers are required to sign the "SCS Acceptable Use Policy" prior to being given access to the network. This document reminds students, parents, and staff of the responsibility they are assuming while using SCS's technology and online access. Abuse and/or failure to follow guidelines could result in disciplinary action and possible legal action.

- **Unacceptable Internet Usage:** Violating copyright laws, using threatening or obscene material, distributing material protected by trade secrets, utilizing the network for commercial purposes, cyberbullying, providing political or campaign information, etc. are all considered unacceptable uses of the internet.
- **Restrictions:** A filter monitors student and staff internet usage through internet control, monitoring, and filtering. The filter restricts pornography, gambling, illegal drugs, online merchandising, hate speech, criminal acts, alternative journals, and games.
- **Network Etiquette:** When online, it is expected that users be polite and use appropriate language. It is important to never share personal information, such as personal addresses or phone numbers. Each user should assume that all communication and information via the network is private property of SCS.
- **Privilege:** The use of SCS's network is a privilege, not a right. Inappropriate use by students will result in limitation or cancellation of user privileges and/or disciplinary action.
- **Disclaimer:** SCS will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the SCS's network.

- **Security:** Security on any computer system is a high priority, especially when the system involves many users. Attempts to tamper with the program, access the system under another person's name, or share a password will result in cancellation of privileges. Electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities, and disciplinary action may be taken.
- **Vandalism:** Vandalism will result in the cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the network or internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Electronic Copy of
Acceptable Use Policy

https://docs.google.com/document/d/1rnQ2kJbo1H9mz95gcCWf9G1jFngaEGUE-ih0HZrX_uM/edit?usp=sharing

General Chromebook Precautions:

- Leave Chromebooks inside the case at all times, including when transporting them from class to class; charging can be done with the case on but the zipper slightly opened.
- Do not keep items inside the case; pencils, earbuds, etc. are likely to damage the screen.
- Do not leave Chromebooks on the floor.
- Do not eat or drink around Chromebooks.
- Do not loan Chromebooks or power supplies (chargers) to other students. Each individual is responsible for items that are assigned.
- If a Chromebook is stolen, it must be immediately reported.
- Do not share passwords or usernames.
- Bring Chromebooks fully charged to school each day.
- Sound must be muted in classrooms unless permission is obtained from the teacher.
- Screen brightness must be kept at a level that can easily be seen by classroom teachers.
- Follow proper use as directed in the Chromebook Agreement form and Acceptable Use Policy form. These forms must be signed and returned before a Chromebook will be issued.

* *A fee to repair or replace a device will be required if a student is found guilty of damaging and/or destroying equipment.*

** *Be reminded that students will be assigned the same Chromebook for the duration of their middle school year.*

USE OF WIRELESS COMMUNICATION DEVICES

Policy Code 4318 Use of Wireless Communication Devices

Cellular telephones and personal electronic devices shall not be used by students during the school day. These devices shall be turned off and put away in the students' assigned lockers.

- In any event, students shall not use these devices to send pictures of other students by email or other electronic means.
- These devices, if used in academically reprehensible conduct (cheating), will be punished in accordance with [Section D of Policy Code 4300 Student Behavior Policies](#).
- **SEARCH OF WIRELESS COMMUNICATION DEVICES:** In accordance with [Policy Code 4342 Student Searches](#), a student's wireless communication device and its contents, including, not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule.
- Principals are authorized to ban all student portable electronic devices from their campuses on days during which statewide, end-of-grade, end-of-course, or other similar testing will be conducted.
- Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

ATHLETIC PROGRAM

PARTICIPATION

- Students in 6th, 7th, and 8th grades have the opportunity to participate in golf, wrestling, soccer, softball, baseball, cross country, track and field, basketball, volleyball, and cheerleading. Students in 7th and 8th grades have the opportunity to participate in football.
- In order to participate in workouts, practices, tryouts, summer skill building, and/or school-sponsored sports camps, the following is required:
 - a current physical on file
 - a concussion form signed by a parent.
 - attend the mandatory "Meet the Coaches Night" held at the beginning of each season and at the end of the school year by the student and at least one parent or guardian.
- Participation in sports is an **earned** privilege, not a right. Students should conduct themselves in a respectful manner and meet eligibility requirements to participate.

ELIGIBILITY REQUIREMENTS

- Participation in extracurricular activities may be restricted as outlined in [Section A of Policy Code 3620 Extracurricular Activities and Student Organizations](#). The eligibility requirements to participate in athletic activities at Spring Hill Middle are as follows:

- A student must have attended at least 85% of the previous semester's days.
- A student shall not participate on a seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.
- If a student is NOT promoted to the following grade at the end of an academic year, the student is ineligible to participate in the following semester.
- If a student is failing TWO OR MORE subjects at the end of the semester, the student is ineligible to participate. **NOTE: Semester failure is defined as a semester cumulative average below 60 in a subject.**
- If a student fails ONE subject at the end of the fall semester, the student is eligible to play with the team during a scheduled season game contingent upon progress and improved performance in the class failed during the fall semester. **NOTE: Semester failure is defined as a semester cumulative average below 60 in a subject.**
- If a student fails ONE OR MORE classes during a report card grading period during an athletic season, the student is ineligible to play with the team during a scheduled season game until marked progress and improved performance are documented in the class(es) failed for that report card grading period.
- The student will be given a minimum of five school days to show marked progress and improved performance in the class(es) they failed. During this minimum time, a student may continue to practice with the team. However, the student may not dress out for a scheduled season game, sit with the team during a scheduled season game, and may only attend a scheduled season game as a student spectator.
- In order to play as a team member during a scheduled season game at the end of the fifth school day minimum, the coach must receive written notice from the teacher(s) of the failed class(es) stating that the student is demonstrating marked progress and improved performance. The teacher can request additional time to work on academic weaknesses.
- If a student does not attempt to show marked progress and improved performance within this five school day minimum, the student will be removed from the SHMS School sports team for the remainder of the season.

* *Class failure during a grading period is defined as a grade average below 60*

** *Marked progress and improved performance in a class earns the student play on the team during scheduled season games only.*

ATHLETIC EXPECTATIONS

When students are representing Spring Hill Middle School as a team member or performing group member, they are also expected to show leadership ability around the school at all times

in order to help be a positive role model for the rest of the school. Therefore, undesirable discipline problems will be handled in the following manner:

Referrals

- 1st Discipline Referral will be a coach's/leader's discretion.
- 2nd Discipline Referral will be a coach/leader's discretion.
- 3rd Discipline Referral will be an automatic removal from that team or group for the remainder of the year.

Suspensions

- 1st Out of School Suspension will result in an automatic removal from the team or group. There may be an appeal made to the administration on this first offense.
- 2nd Out of School Suspension will result in an automatic removal from the team or group. The student will also not be allowed to represent the school on any other team or group for the remainder of the school year.

SCHOOL SAFETY

METAL DETECTOR SCREENINGS

[Policy Code 4342 Student Searches](#)

We value the safety and security of all students and staff on campus. Metal detectors will be used randomly each week. Due to the increasing problem of weapons in schools, SHMS officials will use metal detectors randomly to conduct general point of entry searches of students and other persons for weapons. School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe and orderly environment and upholding standards of conduct established by the board or school.

WATER BOTTLES / DRINKS / LIQUIDS

It is important that students stay hydrated. Empty, clear liquid containers (insulated water bottles) can be brought to school and then filled with water to be consumed during the school day once on campus. Contents brought to school in insulated water bottles will be discarded once students arrive on campus. Unopened water bottles and sodas/juices are allowed during lunch times as long as they are discarded before leaving the lunchroom.


STUDENT BAGS

- For safety reasons, clear book bags are required for students who choose to carry a

book bag. Tinted plastic, stickers, embroidery, or any other items that will prevent a clear view into the book bag are prohibited.

- Regular lunch boxes and small purses (for girls) are acceptable.
- PE Clothes should be kept in a clear bag/mesh bag/grocery bag.
- Bags for sports must be dropped off with their coach/gym before reporting to homeroom. At no time are students allowed to carry non-clear bags to classrooms.

STUDENT DRESS CODE

<p>HEAD</p> <p>No caps, visors, hats, hoods, bandannas, or other head coverings that cover the entire head are acceptable unless administrative permission is granted.</p>	<p>Acceptable</p> 	<p>Not Acceptable</p> 
<p>UPPER GARMENTS</p> <p>All garments must cover shoulder to shoulder. No rips, tears, or skin tight items are permissible. All garments must be long enough to clearly overlap and cover the belt lines or stay tucked in. No halter tops, tank tops, spaghetti straps, muscle shirts,</p>	<p>Acceptable</p> 	<p>Not Acceptable</p> 

or crop tops.		
LOWER GARMENTS Undergarments and the buttocks MUST remain entirely covered, even while seated. Dresses and skirts must be fingertip length. Holes in jeans must be lower than fingertip length. Leggings/Jeggings/S pandex shorts/biker shorts/ must be worn with a shirt that is FINGERTIP LENGTH to cover the front and back of the body.	Acceptable 	Not Acceptable 
NOT ACCEPTABLE Heavy jackets and blankets brought to school must be put in lockers. Pajama bottoms are not school appropriate lower garments.		
Anything that displays profanity, degrades a person or group, promotes violence, or depicts the use of alcohol or		

drugs is unacceptable.	
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Transportation

School Buses

School bus transportation is a privilege. Students who do not follow the rules below may be suspended from riding the SCS school bus.

- Students should be at their school bus stop on time during their assigned bus route time.
- No horse playing, or fighting on the bus and/or the bus stop at any time.
- Students are to sit in their assigned seat facing toward the school bus driver at all times.
- Food and/or drinks are not allowed on the school bus at any time.
- Students shall refrain from throwing paper and/or any objects on the school bus.
- Do not throw any objects out of the school bus window at any time.
- Students are to keep all personal items in their backpack at all times.
- Students may quietly converse with their seat partner only.
- Students are to keep the school bus aisles clear at all times.
- Hanging out of the school bus window is prohibited at all times.
- Students shall not open the emergency exit door unless directed by an adult due to a school bus emergency.
- Students are liable for all damages to the SCS school bus property.

Students may not ride a bus not assigned to them unless prior approval is received from the administrator. Bus suspensions may vary from 1 - 5 days, 10 - 15 days, or the remainder of the year, depending on the type of violation and the number of prior violations.

SCHOOL ENROLLMENT

The following procedures must be completed:

- Complete an enrollment form.
- Provide proof of residence (phone bill and light bill).
- Provide proof of immunization within 30 days of enrollment. Students who do not present proof of vaccination will be suspended.
- Provide a current report card or academic record from the previous school.
- Provide a withdrawal from the previous school.

SCOTLAND COUNTY ONLINE TEACHING FOR STUDENTS SCOTS

As of June 30, 2023, the SCOTS program has been discontinued.

Field Trips

Teams will plan various field trips during the school year for our students. Information completed to attend the field trip will come home to the parent/guardian providing information on the field trip, the cost, and a permission slip that must be completed to attend the field trip.

FIRE AND TORNADO DRILLS

Fire Drills are held monthly throughout the school year to ensure the safety of all students, staff, and parents/guardians. Exit procedures and routes are posted in each classroom. When the fire drill signal is given, students will leave the room in a quiet, quick, and orderly manner. The teacher will check the roll once outside to ensure all students are accounted for. A three-tone bell signals a tornado drill. Students will assume a curled position and cover their heads during a tornado drill. The teacher will check the roll once students have assumed the correct position in the hallway.

INCLEMENT WEATHER

SCSS will provide different ways to notify parents/guardians of any delays, early release, or closings due to inclement weather. Therefore, it is important that the school has updated phone numbers and parent/guardian information.

VISITORS ON CAMPUS

- We welcome visitors at Spring Hill, but at the same time, we take our students' safety seriously.
- Visitors must report to the front office and present a valid ID. Administration will grant approval for required access to classrooms / cafeteria / etc.
- School visitors are expected to comply with all school rules and school board policies, including the following: [5025 Prohibition of Drugs and Alcohol](#); [5026/7250 Smoking and Tobacco Products](#); and [5027/7275 Weapons and Explosives Prohibited](#)
- An individual who disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or law, will be prohibited from attending any other events sponsored by the school district for the remainder of the school year and/or face trespassing charges. Disruption includes:
 - Being present on school property while under the influence of alcohol and/or drugs
 - Taunting, threatening, intimidating, or verbally attacking students or staff;
 - Refusal to comply with reasonable requests or directions from school staff or administration.

LOCKERS

Each student will be issued a lock and a locker. Students will not be allowed to use personal locks on school lockers, nor will they be permitted to share lockers unless authorized by administration due to extenuating circumstances.

- If the lock is damaged beyond repair or lost, a fee of \$7.50 is charged for the lock. The student will not receive another lock until all fees are paid.
- Gym lockers are available for use during PE. Students may bring their own lock to secure items. The school will not be responsible for unsecured items left in gym lockers.
- If school authorities have reason to believe that a locker assigned to a student is being used for unlawful purposes, a search may be conducted in the presence of the student. Lockers should be locked at all times. **If illegal property is discovered in the search, the contents will be turned over to proper authorities. Students should not use an assigned locker for any reason other than the protection of property during a normal school day. The principal or his designee will periodically search student lockers.**
- **Random Locker Searches Will Be Held:** Administration and SRO will conduct searches as a monitoring strategy. This strategy is in support of Spring Hill Middle School's safe school plan. See [Policy Code 4342 Student Searches](#)

PERSONAL PROPERTY

Personal items are the responsibility of the students. Please leave valuables (cell phones, jewelry, electronic devices, cameras, large sums of money etc.) at home. Students should not bring personal items to school. The school is not responsible for any lost, stolen, or broken personal items and/or electronic devices that are not school issued.

IMMUNIZATION REQUIREMENT – 7TH GRADERS

[Policy Code 4110 Immunization and Health Requirements for School Admission](#)

State law mandates that a booster dose of tetanus/diphtheria/pertussis (Tdap) and meningococcal conjugate vaccine be required for individuals attending public school who are entering the seventh grade on or after the 2016–2017 school year. Parents have 30 calendar days from the first day of attendance to present the required up-to-date immunization record for their child. After 30 calendar days have passed without immunization, the child will not be

permitted to attend school until proof is presented.

MEDICATIONS AT SCHOOL

Policy Code 6125 Administering Medications to Students

Prescription and non-prescription oral medication **CANNOT**, by state law, be given to students without parent permission and a written physician's order. If a student is required to take medication during school hours, a completed Physician's School Medication Form must be completed by the student's physician and submitted to the school nurse. The Physician's School Medication Form is available in the front office or nurse's station.

- ✓ Parents should bring any medications that need to be taken during school hours to the school nurse.
- ✓ **No medications (except asthma inhalers) should be transported by the student via the school bus.**

TELEPHONE USE

Classroom telephones are to be used by teachers only. However, students will be granted permission to use the telephone only in case of an emergency as approved by the classroom teacher or administrator. Incoming telephone messages for students will be delivered at the end of the school day. Cell phone use to call parents is not permitted without teacher or administrator permission and will result in disciplinary action.

8TH GRADE PROM

8th grade students who wish to attend the 8th grade prom must meet the following requirements:

- ✓ Current Spring Hill Middle School Student
- ✓ NO OSS and no more than 2 ISS Incidents from specified date until prom
- ✓ ALL school fees must be paid (Overdue books, chocolate fundraiser overdue money, lost school-issued combination locks, technology fees for damage, sports uniform turned-in / replacement fee paid if lost)
- ✓ Students must be present for at least ½ of the day the prom will take place.

BREAKFAST/LUNCH PROGRAM

Scotland County Schools, with Board of Education approval, participates in the Community Eligibility Provision, part of the Healthy Hunger-Free Kids Act of 2010. All students receive both breakfast and lunch free of charge.

TITLE I PROGRAM

Policy Code 1320/3560 Title I Parent and Family Engagement

Spring Hill Middle School operations include a school-wide Title I Program. Title 1 grants provide financial assistance to supplement services to improve the teaching and learning of students. Ten components must be addressed in order to obtain funding under this federally funded program. One of the components includes parent involvement. As a parent of a child who attends a Title I school, you have certain rights available to you. Please contact the school if you have any questions or would like more information about any of the topics.

NO CHILD LEFT BEHIND

As required by the No Child Left Behind Act (NCLB) of 2001, Title 1 Part A, information is available at our school that includes but is not limited to the following:

- ✓ The School Improvement Plan
- ✓ Qualification of your child's teacher and/or teacher assistant
- ✓ Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- ✓ Opportunities for parent involvement and input
- ✓ Scotland County System Report Card
- ✓ Notification if your child is being taught by a teacher who is not highly qualified for more than six consecutive weeks

VAPING ON CAMPUS

Student possession and/or use of vapes on campus distracts from the educational setting; consequently, students who possess or use vapes on campus are subject to out-of-school suspension and are required to complete a Tobacco/Vape Awareness Course with 80% accuracy. Students in possession of vapes or gummies containing THC fall under policy 4325 and will result in OSS, possible placement at an alternative

school setting, and/or expulsion. Law enforcement will be notified due to a minor possessing an illegal substance.

STUDENT DISCIPLINE MATRIX

CODE OF STUDENT CONDUCT 6-8

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

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

* Law Enforcement may be notified

** Law Enforcement shall be notified

(Parental contact must occur on all offenses)

BUS DISCIPLINE MATRIX WITH INFRACTIONS AND CONSEQUENCES

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

receive child					
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Scotland County Schools

2024-2025

Traditional School Calendar



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

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

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

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

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

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

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

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

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

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

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

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

School Start/End Times:
 Elementary: 8:00 am - 2:30 pm
 Middle: 8:30 am - 3:25 pm
 SHS: 7:40 am - 2:40 pm
 Shaw: 8:30 am - 3:25 pm
 SEarCH: 9:00 am - 4:00 pm

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

Important Dates:

August 26 - First Day of School
 October 3 - Parent/Teacher Conference
 October 4 - District PD Day
 November 1 - Report Cards
 January 24 - Report Cards
 March 6 - Parent/Teacher Conference
 March 7 - District PD Day
 April 4 - Report Cards
 June 5 - Last Day of School

Calendar was approved by the Board of Education on March 11, 2024

Noon Dismissal Schedule 2024-2025

12pm Dismissal Details

- Breakfast as usual.
- Students move through the lunchroom and report to their classrooms for 20-30 minutes for lunch. No lunch in the cafeteria.
- Staff lunch should remain the same (Bring your lunch or eat in the cafeteria).
- Grade Level Chairs should determine a schedule based on the core times above.
- Dismissal will take place as usual.
- Staff may leave campus once students report to the cafeteria for bus dismissal.

Electives	8:00 – 9:00 Duty 9:00 – 9:40 7 th Grade 9:45 – 10:25 8 th Grade 10:25 – 11:20 Planning/Lunch 11:20 – 12:00 6 th Grade
6th Grade	8:00 – 9:00 HR / FLEX 9:00 – 9:55 Core 9:55 – 10:25 Lunch 10:25 – 11:20 Core 11:20 – 12:00 Planning
7th Grade	8:00 – 9:00 HR / FLEX 9:00 – 9:40 Planning 9:40 – 10:25 Core 10:25 – 10:55 Lunch 10:55 – 12:00 Core
8th Grade	8:00 – 8:45 HR / FLEX 8:45 – 9:45 Core 9:45 – 10:25 Planning 10:25 – 11:00 Core 11:00 – 11:30 Lunch 11:30 – 12:00 Core

12:00 Dismissal Lunch Schedule

6th Grade Lunch	Hines / Fuselier	9:55
	Tougher / Gale	9:57
	Vazquez / Ward	10:00
	Francis / Harrell	10:03
	Quick / Clark/ Covington	10:05
7th Grade Lunch	Jeasonne / Miller	10:25
	Oswald / Tindall	10:27
	Jamison/ Patterson	10:29
	Smith/ McCormick	10:32
8th Grade Lunch	Blue / Morel	11:00
	Houston / Staten	11:02
	Hawkins / Kee	11:04
	Haywood / Martin	11:07