

# BLYTHEWOOD MIDDLE SCHOOL



## STUDENT HANDBOOK 2016 - 2017

2351 Longtown Road East  
Blythewood, SC 29016  
[www.richland2.org/bm](http://www.richland2.org/bm)

Main office: 803-691-6850  
Fax: 803-691-6860

### FOR ASSISTANCE CONTACT THESE STAFF MEMBERS:

Principal -----

Karis Mazyck, ext. 85403

6<sup>th</sup> Grade Administrator -----

Rock Ratterree, ext. 85422

7<sup>th</sup> Grade Administrator-----

Sidney Johnson, ext. 85420

8<sup>th</sup> Grade Administrator -----

Greta Carter, ext. 85415

Curriculum Effectiveness Specialist-----

Denise Webster, ext. 85434

School Secretary -----

Rachel Corvi, ext. 85401

Bookkeeper -----

Keisha Hardy, ext. 85404

Receptionist -----

Tracy Martin, ext. 85000

Director of Guidance -----

Cheryl Canty, ext. 85405

Guidance Counselor -----

Marcella McCoy, ext.85407

Guidance/Student Records Secretary -----

Sierra Haywood, ext. 85406

Career Specialist -----

Lara Schmitz, ext. 85408

Attendance -----

April Turner, ext.85411

School Psychologist -----

Richel Sion-Johnson, ext. 85409

Media Specialist -----

Lorena Swetnam, ext. 85436

School Nurse -----

Beth Gladden, ext. 85410

Health Room -----

Patricia Howe, ext. 85511

Cafeteria Manager -----

Tammy Powers, ext. 80428

Custodial Services -----

Service Solutions, ext. 85427

District Transportation -----

Robert White, 699-2892

Athletics Director -----

Robert Ratterree, ext. 85422

District Web Site -----

[www.richland2.org](http://www.richland2.org)

BMS Web Site -----

[www.richland2.org/bm](http://www.richland2.org/bm)

**Dear Students:**

Welcome to school year 2016-17 at Blythewood Middle School. You will enjoy the year and be successful academically if you try your best each day. This handbook has been prepared to provide valuable information for you and your parents regarding school and district policies and procedures. After reading this handbook, if you have any questions that remain unanswered, please refer to the phone number listing of persons to contact at Blythewood Middle School regarding information that you may be seeking.

Parental participation and support during the school year are encouraged. Please study the rules and procedures in this handbook with your parent/guardian. You should be very familiar with the information provided here to ensure that you meet all behavioral expectations.

Use your agenda book to note daily homework assignments as well as long-term projects. If you use the calendar as your organizer, this year should be rewarding and successful. Working together we will be able to reach the collective and individual goals reflected in our school mission.

Mrs. Karis Mazyck, Principal

**Mission Statement**

Our mission is to maximize student learning by providing engaging and meaningful opportunities in a rigorous environment where relationships are built, successes are celebrated, and students are competitive in the 21st Century.

We believe success for our students depends on two things:

Mastery of foundational knowledge.

Opportunities to design, innovate, and collaborate.

We believe our students are stronger because of the culture of community developed at Blythewood Middle School.

**School Colors:** Black, Gold, and White

**School Symbol:** Lightning Bolt

**Nickname:** The Chargers

**School Song**

“We are the Blythewood Chargers.

We are Black and Gold.

We are the Blythewood spirit, powerful and bold.

Learning together, standing forever,  
the future we mold.

We are the Blythewood Chargers.

Honor the Black and Gold.

The Blythewood Black and Gold.”

**Motto**

“Thunder is good. Thunder is impressive, but it is the lightning that does the work.”

*Mark Twain*

# **The Blythewood Middle School STORY**

Blythewood Middle School was created out of the roots of a strong community built on family and core values. Supportive relationships foster a culture of acceptance and excellence among our students, parents, staff, and community. Our school continues to excel through innovation and reflection. We value the past and dedicate ourselves to the future success of our students as we *inquire, ignite, and inspire*.

## **Inquire: To seek; to learn by asking**

Curiosity, *inquisitiveness*, and the desire to learn are all a natural part of an adolescent's life. At Blythewood Middle School, we love for our students to have an "I wonder" mentality. As they come to us with their questions, we design learning that drives them to discover answers. Through this process, our bonds are strengthened, and individual student needs are met.

## **Ignite: To set in motion; spark**

Charged to serve and lead, Blythewood Middle School students reach their highest potential as individuals in an interdependent community. Teachers *ignite* a passion for learning through thoughtful, innovative planning of relevant, rigorous classroom experiences. Students are immersed in technology and engaged in meaningful work that promotes pride and ownership.

## **Inspire: To enliven and guide each individual toward a path of meaningful learning**

Through the deeply ingrained culture of Blythewood Middle School, we lay the groundwork for *inspiration* to flourish. By participating in collaborative and innovative designs, our students move into the future with courage and confidence. Nurtured by the hands of Blythewood Middle School, these future leaders will rise to meet tomorrow's challenges and opportunities with success.

At Blythewood Middle School, we love to ask, "How can we make it better?" Join us on this journey as we *inquire, ignite, and inspire*.

### GENERAL INFORMATION

SCHOOL HOURS: **7:30 A.M. – 2:25 P.M.**

BUILDING HOURS FOR STUDENTS

**No student should arrive on campus before 6:50 A.M.** Homeroom begins at 7:30 a.m. Students arriving at school prior to 7:25 a.m. must report to the gymnasium (7<sup>th</sup> & 8<sup>th</sup> grade) or cafeteria (6<sup>th</sup> grade). In the afternoon, students should clear the building within approximately five minutes of the dismissal announcement **All students should be picked up prior to 3:00 P.M.**

### **AGENDA BOOKS**

This agenda book is designed to inform student and parents/guardians of school and district policies and procedures. The school will emphasize the use of the agenda book throughout the school year. Many teachers will rely on the agenda book for assignment purposes, student hall passes, and as a communication tool for parents/guardians. The first agenda book is free to the student. **Lost agenda books can be replaced for a cost of \$7.**

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

In case of inclement weather on a school day, please stay tuned to the local network news and to Richland Two's Channel 12 or the district web site, [www.richland2.org](http://www.richland2.org), for information on possible delays or closings. Late openings will be announced in the same way

### **CONFERENCES**

Parents are encouraged to maintain close communication with the school. Conferences with teachers, teams, counselors, or the grade-level administrator and/or principal may be arranged by telephoning the school office at 691-6850. Group meetings with teachers may be arranged through the guidance department.

### **ATTENDANCE REGULATIONS**

The **South Carolina Compulsory School Attendance Law** is a state law, which details strict attendance requirements for South Carolina public school students. Only by being at school regularly and on time can we ensure that our students are getting the most out of teaching and learning. A student should only miss school if it is absolutely necessary, and a parent should provide a note for ALL absences from class. Attendance is taken per period; therefore, **a student will receive an absence in each class he or she does not attend.** Students leaving school early for a medical appointment must provide the attendance office with a doctor's note upon returning to school. The state law requires a student to attend school a minimum of 170 of the school year's 180 days. Students must give the school a written note from a parent, guardian or health practitioner for **ALL** absences. This note must be submitted within five days upon returning from the absence. Absences without a note will be reported as unlawful. Absences in excess of 10 days require a written note from a certified health practitioner. In cases of extended or chronic illnesses certified by a health practitioner, homebound services can be obtained with approval from the district office.

After three consecutive unlawful absences or a total of five unlawful absences, school officials shall identify the reasons for the student's continued absences. An attendance plan will be established with the parents in conjunction with the school's social worker, to improve attendance. The following guidelines were developed in accordance with the provisions of the South Carolina Compulsory School Attendance Law:

A. **Excused (lawful) Absences:** A student may be excused from school for the following reasons:

1. Personal illness.
2. Doctors' or dentists' appointments, which cannot be scheduled outside of the school hours. Parents are urged to schedule appointments before or after school as much as possible.
3. Death in the family. "Family" includes parents, brothers or sisters, aunts or uncles, grandparents, cousins, nieces or nephews, and any relatives who live in the students' home or for whom the students' parent has legitimate responsibility. **A maximum of three days may be excused with the principal's approval.**
4. Recognized religious holidays.
5. School-related activities such as field trips, approved in advance by the principal.
6. Court appearances.
7. Special circumstances not outlined in numbers 1 - 6 above, **must be approved by the principal in advance of the absence.** Requests for excused absences for special circumstances may require approval of the Superintendent or The Board of Commissioners.
8. The law considers suspensions absences for truancy purposes.

## EXCUSES

A note from a parent or legal guardian, physician, dentist, or other recognized licensed/certified medical practitioner or legal officer is required for each absence. The note should be dated and must include the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent or guardian, and the required signature. **Notes must be turned in within 48 hours of returning from the absence.** Notes should be given to the **homerom teacher or submitted to the attendance office.**

An absence is "excused" when a lawful reason exists (as outlined above); however, **all absences count toward attendance.** **Students that accumulate ten absences, excused with parents' notes, will be required to submit doctors' excuses for any subsequent absences during the school year.**

In all cases of excused (lawful) absences, the student will be given the opportunity to make up the school work missed. **IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT TEACHERS AND ARRANGE TO MAKE UP MISSED ASSIGNMENTS.**

All work must be made up within **three** school days after the student returns (or as specified by the teachers make-up procedures as outlined), except in unusual circumstances, which have the approval of the teacher and the principal.

**B. Unexcused (unlawful) Absences:** Students' absences from school, which do not meet the criteria, outlined under "excused" (lawful) absences above, will be considered unexcused. State law provides that students with more than ten unexcused absences from school during the school term will not receive credit for the year's work.

**Unexcused/unverified** absences will be dealt with in the following way:

1. Upon accumulating three (3) consecutive absences or a total of five (5) absences, the parents will be requested to come to school for a conference at which time the school administration, and/or school social worker, guidance counselor, the parent, and the student will determine the reasons for the absences and develop an Attendance Intervention Plan (AIP) for improving the student's attendance.
2. If the student continues to accumulate unexcused/unverified absences after the Attendance Intervention Plan has been established, the school will notify the parent that a truancy petition is being filed in Richland County Family Court.

Following a Family Court hearing, if the student does not attend school as ordered by the court, the school will file a contempt of court complaint against the parent with the Solicitor's Office.

## ARRIVAL at SCHOOL

Homerom begins at 7:30 a.m. Students arriving at school prior to 7:25 a.m. must report to the gymnasium or cafeteria dependent on grade level. In case of inclement weather on a school day, please stay tuned to the local network news and to Richland Two's Channel 12 or the district web site, [www.richland2.org](http://www.richland2.org), for information on possible delays or closings.

## TARDINESS

A student late to class without a written excuse must be admitted to class. Teachers must provide passes if they cause students to be tardy. Tardiness will result in disciplinary action as outlined: . 1<sup>st</sup> Tardy – Reminder/warning. 2<sup>nd</sup> Tardy – Lunch detention. 3<sup>rd</sup> Tardy – discipline referral to administrator. When students are tardy to a class 3 times in a nine-week period, they receive administrative disciplinary action. Passes for classroom tardies are not issued from the office except in emergency situations.

Students who arrive at school **after 7:30 a.m.** must bring a written note from a parent or guardian, or the student may be accompanied by a parent or guardian to sign in with the attendance office. **Unless the late arrival is due to a documented medical appointment, the tardy will be considered an unexcused tardy.** **Students are allowed the first 3 unexcused tardies to school without penalty; however, the parents/guardians will receive a phone call documenting the tardy.** Excessive unexcused tardies to school will be treated as a discipline problem and will result in disciplinary actions as follows:

**Tardies 4-6 = Lunch Detention**  
**Tardies 7-9 = In School Detention**  
**Tardies 10-12 = In School Suspension**

**\*Students attending BMS via choice option that accumulate more than 6 unexcused tardies may be recommended to have their Choice option revoked.**

**\*All tardies beyond 6 will result in the student being referred to the Student Intervention Team**

**\*Unexcused tardies beyond 9 will result in referral to the school social worker for an Attendance Plan**

**\*According to the Richland Two Student Handbook, Excessive Class Tardiness is a discipline offense. The district provides for timely arrival of students to school. Parents may elect to transport students, however, if students arrive late due to parents, discipline actions will still be enforced.**

#### **TARDY to CLASS**

Students who are tardy to class are admitted to class. Teachers must provide passes if they cause students to be tardy. **1<sup>st</sup> Tardy – Reminder/warning. 2<sup>nd</sup> Tardy –Lunch detention. 3<sup>rd</sup> Tardy – discipline referral to administrator.** When students are tardy to a class 3 times in a nine-week period, they receive administrative disciplinary action. Passes for classroom tardies are not issued from the office except in emergency situations.

#### **EXTENDED ILLNESS/HOMEBOUND INSTRUCTION**

If a student will miss more than **two** consecutive days due to illness or injury, parents should contact the attendance office. Students who must be absent from school for an extended period of time due to illness or injury may be eligible to receive homebound instruction. Parents should request the assistance of the guidance counselor to arrange for this service.

#### **HEALTH ROOM**

Blythewood Middle School has a fully equipped health room with an aide and a registered nurse on duty each day. The health room is located in the administrative area of the school. Students who become ill during the school day should obtain a pass from a teacher and report to the health room. If the student is unable to return to class, the parent will be notified to pick him/her up. In an emergency, before 7:30 a.m. and after 2:25 p.m., students may go directly to an administrator for assistance.

#### **EARLY DISMISSAL**

Students are expected to attend **all** classes each day of the school year. Because teaching and learning is our first priority, please reserve early dismissals for medical and family emergencies only. To avoid students missing valuable class time, students will not be permitted to leave class until their ride arrives. Students will only be called to the attendance office upon the parent/guardian's arrival.

**Due to the closeness to the end of the school day, students will not be dismissed after 2:00 P.M.** In case of an appointment, emergency, or unusual need to leave campus before the end of the school day, the student will only be permitted to be signed out by the parent/legal guardian. If a parent must assign a designee to pick up their child for dismissal, a written note must be on file or must accompany the designee at the time of pick up. If the note cannot be verified, the student must remain at school. Changes in transportation must also be verified by the principal or designee prior. **\*\*The school reserves the right to require proper identification when a child is signed out.**

#### **VISITORS**

To ensure the safety of all students and staff, all visitors are required to report to the front receptionist to receive a visitor's pass. Parent visitation is encouraged as long as it does not disrupt teaching and learning. Students from other schools and sibling are not permitted to visit during the school day.

**All visitors must use the Lobby Guard which provides a layer of safety for our students and staff. You will be required to use your driver's license each time prior to entering the interior of the building.**

#### **TELEPHONE**

**Students using the telephone in the main office must have a written pass from a teacher or administrator. Only emergency calls will be permitted.** Students should make transportation arrangements prior to coming to school. **The health room aide or school nurse must make all phone calls pertaining to student illness or injury.** Classes cannot be interrupted to deliver personal messages.

#### **TEXTBOOKS**

Required textbooks are furnished free to all students. Students are responsible for payment if books are lost, stolen, or damaged. No books are replaced until lost books are paid for.

### **ID BADGES**

Students, faculty and staff will be required to wear ID badges each school day. ID badges must be worn around neck at all times with identifying information visible. ID must be intact. Broken or defaced ID's must be replaced at student's expense.

**Replacement of ID - \$5.00, lanyard - \$1.00. Consequences for students not wearing an ID badge are as follows:**

- **First Offense: Warning**
- **Second Offense: Administrative Warning**
- **Third Offense: After School Detention**
- **Fourth Offense: Discipline Referral**

We stress the importance of wearing ID badges for safety/identification purposes. In addition, badges are used as a student's lunch and library card.

### **LOCKERS**

Blythewood Middle School students are assigned lockers in their team areas. Use of school lockers is a privilege. The school provides all locks - **only school-owned locks may be used on lockers**. Lost or damaged locks must be replaced for a \$6 charge. Students are responsible for all items in their lockers. **It is recommended that students not share their lockers or lock combinations with other students**. Students are permitted to go to lockers before and after school and at assigned times, as outlined by the student's grade-level, during the day. Students should plan wisely so that necessary class materials may be retrieved from lockers at these times. The administration has the authority to inspect lockers at any time. Students may not change lockers without permission from the administration.

### **BOOK BAGS**

Students are permitted to carry school-related items in a book bag to school each day. **Upon arrival, book bags are stored in the students' locker for the remainder of the school day, unless otherwise instructed by an administrator**. Rolling book bags cannot fit in the locker. Books and other supplies are carried individually to each class. Locker schedules for each grade level are posted to accommodate students in carrying their materials. **If you have a concern about lockers, please contact your child's grade level administrator.**

### **LOST AND FOUND**

The lost and found area is located in the cafeteria. Students should check for misplaced belongings on a regular basis. Valuable items, such as jewelry, eyeglasses and wallets, are secured in the main office. Lost books and book bags will be identified and returned in a timely manner. Please label all coats, lunch boxes, and book bags. Neither teachers nor the school can accept responsibility for lost or stolen valuables. Items not claimed by the last day of each semester will be donated to a charitable organization.

### **ACADEMIC REQUIREMENTS**

Blythewood Middle School serves students in grades six through eight. The curriculum includes the following courses: **Sixth grade** students take daily classes in language arts, mathematics, science and social studies. All students participate in at least two enrichment classes. Students may choose to take band or orchestra.

**Seventh grade** students take daily classes in language arts, mathematics, science, and social studies. All students participate in at least two other enrichment classes. Foreign language and Algebra I are offered to those students who qualify.

**Eighth grade** students take daily classes in language arts, mathematics, science, South Carolina/U.S. History. All students participate in at least two other enrichment classes. Students who meet requirements may take Algebra I or Geometry I. Foreign language classes are continued for high school credit.

**Enrichment classes** are a very important part of the total education program. These courses offer a variety of activities to meet students' needs and interests. Enrichment classes include physical education, general music, band, orchestra, chorus, visual arts, Engineering Explorations, Experiencing Language, AVID, drama, French, Spanish, and support in math and reading.

### **HOMEWORK AND OUT-OF-CLASS ASSIGNMENTS POLICY**

Work that students do outside of class is generally of three types: (1) homework assigned for practice and may be graded at the teacher's discretion, (2) work such as reading/studying, assigned as preparation for in-class activities, and (3) out-of-class assignments that are graded such as written compositions and projects.

**Student's responsibility:** To prepare for each daily class with all assignments.

**Parent's responsibility:** To recognize that students who consistently and conscientiously do their homework have a greater chance for academic success.

### **MAKE-UP ASSIGNMENTS**

Students are responsible for securing make-up assignments on the day they return. All work missed due to an excused absence must be made up in accordance to the teacher's make-up procedure as outlined on the course requirement form. All assignments that are not made up will be reflected in the student's grade. Late work policies will be outlined at the beginning of the year in each course.

### **GRADE REPORTING**

Report cards are sent home every nine weeks. Report card envelopes must be signed by the parent/guardian and returned to the homeroom teacher. With the availability of Parent Portal, interims are only printed by request through the guidance office. **All school forms including report card jackets must be signed and returned within two days.**

### **MEDIA CENTER**

The Blythewood Middle School media center is open from 7:00 a.m. until 2:45 p.m. daily. Flexible scheduling is used in the media center. Entire classes, small groups, and individuals may use the media center on an as-needed basis. A pass signed by a teacher is required for an individual student to use the media center during lunch, or during classes. Books are checked out for a two week period. Fines are charged for late books at the rate of \$.05 per day

The media center maintains an acceptable use policy for computers and technology. Use of the school's computer systems to obtain, download, view, or otherwise gain access to or transmit materials that are obscene, abusive, or otherwise objectionable will result in the loss of computer privileges and disciplinary action will be taken.

### **FEES**

Academic Fees for all Grade Levels: \$15 is required for all consumable supplies  
7<sup>th</sup> and 8<sup>th</sup> Grade Academic Fees: Foreign Language: \$10, Geometry/Algebra: \$4  
Enrichments Fees: Band: \$20, Orchestra: \$20, 7<sup>th</sup>/8<sup>th</sup> Grade Chorus: \$15, Engineering Explorations: \$6.50, AVID: \$6 and all other classes are \$3 per semester.

### **DEBTS**

Students are expected to clear all debts, including payment of school fees, in a timely manner or when withdrawing from school. All educational materials including textbooks, library books, locks, etc. are the responsibility of the student and must be paid for if lost. Students will be required to pay for any damage they cause to school property, including school buses.

### **EXTRACURRICULAR**

Throughout the school year special activities will be planned for students. For after-school functions (ball games, dances, practices, field trips, etc.) parents should make all transportation arrangements prior to the event. Times for school functions are usually noted in the newsletter, marquee or on daily announcements. **It is imperative that students be picked up promptly at the close of an activity.** Students who cannot obtain transportation for after-school activities at the designated pick-up times should not plan to participate.

### **GUIDANCE**

The guidance counselors are specially trained to help students grow socially, personally, and academically. Orientation programs, individual or group counseling, career education and classroom guidance programs are provided. Students, parents, or teachers may request counseling services. Parent/teacher conferences are scheduled by contacting the guidance office, 691-6850, extension 85406. Permanent records and test results are available in the guidance office and may be reviewed by parents.

### **STUDENT DROP-OFF & PICK-UP**

There are two automobile drop-off areas. One is in the front of the school and the other in the rear of the school in the bus loading area. **Student supervision for students begins at 6:50 a.m.** Prior to 7:10 a.m., car riders are to be dropped off in the front of the school. After 7:10 a.m., all students can be dropped off in the rear of the school. Automobile traffic from the Longtown and Rimer Pond areas should enter the school property from the Longtown Road entrance, which is one way. When loading/unloading students along the curbside of the driveway, cars should first loop around in the gym parking lot then move as far down as the traffic will allow along the front sidewalk to reduce traffic on Longtown Road. **Students will not be allowed to cross over the car pool line to cars not in the car pool line. Please follow the painted blue line.**



At dismissal, **seventh and eighth graders and students in their carpool** will be picked up in the **rear** of the school. Cars are to line up at the white line behind the buses and will move forward as buses leave the campus. **Sixth grade car riders** will be picked up in the **front** of the school. **Please make sure your child knows the arrangements for afternoon pick-up before coming to school.**

**Students are not allowed to walk unless the school has received written parental permission for their child to do so. Additionally, no student is allowed to walk to another school unless the parent of that student is employed at that school and written permission has been received and approved by administrator.**

Students riding bicycles should enter from Longtown moving carefully with the flow of traffic. A bicycle rack is provided in the front of the school near the gym. Bicycle riders should provide their own locks to secure their bicycles.

**Students not picked up in a timely manner (after 3:00) will be placed into *Charger Pride*, our after-school program, by a staff member. Parents will be charged \$15.00 per day for this service. Debt for this service will be added on to student fees.** Please understand that this is for the well-being and safety of your child and to guarantee supervision and a positive environment.

### **CLASS INTERRUPTIONS**

In the course of our daily lives, we all invariably forget things from time to time. Unfortunately, in an educational setting, this is a problem larger than just the forgotten item. **Interruption of a class to call a student not only interrupts that student's instruction, but the instruction for other students as well.**

As educators, we must comply with state as well as district and school requirements for content covered. We cannot afford to lose any instructional time in the course of a day. **Please know we want to help your child in every way, but we must strictly enforce our policy on class interruptions.** If your son/daughter has an item delivered to the office, he/she will be notified five minutes prior to the grade level lunch period to come pick it up. If it is after the lunch period when the item is delivered, the child will be notified just prior to dismissal. It will be the student's responsibility to come to the main office to retrieve his/her article.

Please help us make every moment count and take a little time at home to pack book bags, lunches and assemble needed materials for the following day. Make sure if there is a deviation in the regular routine because of an appointment, the student knows exactly what the change is and the resulting effect, i.e. different ride home, early dismissal, etc. Thank you for your help, support and understanding as we strive to provide the appropriate learning atmosphere for your student.

### **GIFTS**

Flowers, balloons, and other such birthday and special event gifts will not be accepted by our school office for delivery to any student. Please arrange to have these gifts sent to the student's home.

### **NON-SCHOOL ITEMS**

Students are asked to bring only needed items to school. Items that are not school-related such as toys, games, cards, cameras, skateboards, audio and video players (such as iPods, mp3 players, PSP) and laser pointers will be confiscated and returned only to the parents.

Students are not allowed to trade or sell items at school, on the bus, or during any school-related event for any organization for profit or fundraiser purposes.

**Cell phones and other communication devices are not allowed during the school day. If the parent/legal guardian is to pick up the cell phone or any other electrical device, it will be available in the main office on Thursdays, 11:00-3:30.**

### **APPROPRIATE DRESS**

Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of

the school, or is a distraction to the learning environment, will not be allowed. Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti and clothing/ accessories (as stated in policy JICF - Secret Societies/Gang Activity). Bandannas and do rags are not allowed on campus and will be confiscated and discarded. Picks and combs are not allowed in hair. Hair items such as plastic headbands, barrettes and ribbons are permitted. Students are not allowed to wear hats or other head gear in school buildings (including portables). These items may be confiscated. Religious head gear is allowed. School administrators will not be held liable for confiscated items.

- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Lower garments should be of fingertip length to assure modesty when the student is seated or engaged in school activities.
- Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.
- Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Halter-tops and shirts with spaghetti straps will not be allowed.
- Clothing must cover waist and back with no skin showing between the top garment and bottom garment.
- No transparent or mesh clothing without an appropriate shirt underneath.
- No clothing that is excessively form fitting (i.e., spandex). **Leggings, yoga pants or bottoms that are form fitting must have a top garment of fingertip length.**

**Students may not continue to attend class wearing inappropriate clothing.** Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/Legal guardians and students are expected to comply to ensure that a comfortable, safe and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

**Violations of the dress code will result in the following:**

- Student(s) will be required to return home and change into appropriate attire or parent/legal guardian can bring proper clothing to school or student will be sent to ISD.
- Repeated violations of this dress code will be treated as disruptive behavior in violation of the student code of conduct. However, dress code violations will not carry over on the student's discipline record to subsequent years.

**EVACUATION PLAN**

Drills are held monthly to keep students familiar with the correct procedures. Fire drill exit plans are posted in each room. Students are to line up quickly, quietly and are to follow the teacher's directions.

Tornado evacuation is practiced during the year. During a tornado evacuation students move to the designated areas against the walls, but away from the windows and doors, and place themselves in a crouched position with their heads covered. Other safety drills are held periodically.

**FOOD/DRINK & GUM POLICY**

Food in classrooms, hallways, and restrooms or on the school grounds is prohibited. **All cafeteria food and bag lunches must be eaten in the cafeteria.** All drinks must be in the sealed original container and remain in the lunch box until lunchtime unless otherwise designated by an administrator. **Chewing gum in the building, on the campus or on the bus is prohibited.**

**Students are not allowed to sell items at school, on the bus, or during any school-related event for any organization for profit or fundraiser purposes.**

**No food, drinks or gum are allowed in the gym at any time. If these items are purchased at the concession, they must be consumed in the canteen area of the gym lobby before entering the gym.**

## COMMUNICATION

Morning announcements are made daily during homeroom via the morning news show. Please make sure that all transportation arrangements have been made with your child before he or she reports to school.

*Charging into the Future*, the school blog, is updated regularly during the school year. Our blog contains important school announcement. Please read this information. It is posted on our school website at [www.richland2.org/bms](http://www.richland2.org/bms). You may also subscribe to our blog so that you can get important updates as information is posted to the blog. Please, also refer to our web site and Channel 12 for other additional information.

Teachers will communicate with parents during the school year as needs arise. Contacts will be made to notify parents of achievements, improvement, or possible areas of concern. We also encourage parents to contact teachers. A sheet with all staff phone numbers and e-mail addresses is sent home at the beginning of the year and additional copies are available in our lobby.

Phone calls, emails, letters, or conferences may be used to communicate. Report cards are given to students to take home that provide meaningful information about student progress at the end of each nine weeks. Parents may note their comments and observations on these reports also. Parent Portal is an online service for parents to access their child's progress, attendance, etc. It is available through the district's website, [www.richland2.org](http://www.richland2.org). If you need assistance in opening an account, please contact the Student Data Coordinator. If you need a hardcopy of interims, please contact the guidance office.

Parents may make appointments for conferences with teachers or the counselor by telephoning the guidance office. **If parents have a concern, the first contact should be with the teacher.** If this concern is on-going, please contact the appropriate grade level administrator.

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