

BLUFFTON MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019 Home of the Mustangs



*A Tradition of Cherishing and
Challenging Every Student*

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Office Hours: 8:15 a.m. – 4:45p.m.
First class begins at 8:40 a.m. Last class ends at 3:45 p.m.



This agenda belongs to:

Name: _____ Grade/Team: _____



School Events & Activities

- Open House*
- Musical Celebrations*
- Arts Presentations*
- Awards Ceremonies*
- Mustang of the Month Celebrations*
- PATH Time*
- Character Education*
- Student Council*
- Clubs*
- Enrichment Activities*
- Special Events Assemblies*
- STEM Exploratory Learning*
- Athletics*
- Dances*
- Student Store*
- And more!*

Previous Spring MAP RIT - 2018

Reading _____
 Math _____
 Science _____

Fall MAP RIT - 2018

Reading _____ Winter target RIT/My Goals _____
 Math _____ Winter target RIT/My Goals _____
 Science _____ Winter target RIT/My Goals _____

All students receive a Bluffton Middle School (BLMS) Agenda/Student Handbook and Beaufort County School District (BCSD) Handbook Student Code of Conduct. Taken together, the Handbooks provide “living” documents that guide the day-to-day campus life of Bluffton Middle School.

Winter MAP RIT - 2019

Reading _____ Spring target RIT/My Goals _____
 Math _____ Spring target RIT/My Goals _____
 Science _____ Spring target RIT/My Goals _____

Our Student Handbook and District Handbook are reviewed with students and students are expected to know the contents of the Handbooks.

Spring MAP RIT - 2019

Reading _____
 Math _____
 Science _____

It is not possible to include every rule, activity, and procedure. Students and parents may receive additional information as the year progresses. However, the Handbooks are provided to aid in the understanding of expectations for the goal of ensuring a safe, enjoyable, and challenging school experience.

Fall to Spring Growth – 2018-2019

Reading +/- _____ Points
 Math +/- _____ Points
 Science +/- _____ Points



A Tradition of Cherishing and Challenging Every Student

I. Vision, Mission, Core Beliefs

Vision

We envision the BLMS community working together to challenge every student to perform at an internationally competitive level in a learning environment that is safe, nurturing, and engaging.

Mission

Bluffton Middle School seeks to promote a tradition of academic excellence through exploration and discovery, tech awareness, and rigorous student-centered learning. Teachers, as facilitators, inspire intellectual curiosity in an environment where students develop the ability to think, be responsible, respectful, and honest to achieve their role as effective citizens in our global society.

Core Beliefs

The vision and mission of Bluffton Middle School makes it imperative to implement the following objectives:

1. To provide a safe environment.
2. To provide academic excellence by incorporating researched-based effective practices and rigorous programs.
3. Through high expectations, develop in each student the ability to think, be responsible, respectful, and honest in order to positively impact academic achievement.
4. To encourage stewardship of the environment
5. To stimulate each student's creativity and problem solving ability.
6. To encourage students to respect the attitudes, values, and culture of others as well as their own.
7. To provide students with experiences that promotes meaningful relationships, and the development of social problem-solving skills.
8. To develop a positive self-image and self-efficacy in students by providing them with individual acceptance, encouragement, and recognition when appropriate.

Character Education

Our character education program is designed to develop universal values in our students. Our Character Education program should:

- 1) unite school, home, and community.
- 2) be integrated into daily school activities
- 3) involve lessons that specifically focus on character development
- 4) relate all values back to those articulated in the Mustang Path; Responsibility, Respect, Honesty, and Academic Excellence.

The Mustang Path

Provides a model for proper behavior that is based on the BLMS mascot, the Mustang. The Mustang Path

includes four core behaviors essential to a student's development as a citizen. The four aspects of the Mustang Path are the following:

ResPonsibility
Academic Excellence
Respect
Honesty



A Safe School

BLMS strives to provide all students with a safe school environment. A safe school places a priority on fostering meaningful student-to-student and student-to-adult relationships, and on recognizing and celebrating each individual's abilities and differences. **A safe school culture can only be achieved by educating students on the value of equity and diversity and the detrimental effects of any form of discrimination, be it racial, gender, nationality, religion, physical characteristics, differences in abilities or talents, socioeconomic status, culture or language.** BLMS is committed to being a school void of discrimination. Because adolescents learn to behave appropriately by watching the positive behavior of adults, the objectives of a safe school target adults as well as students. The emphasis rests with teachers and parents engaging in the following activities:

Teacher and Parent Expectations

- Model, support and reinforce positive social behaviors at home, in school and in the community
- Integrate values into the curriculum and co-curricular activities
- Empower children to take responsibility for controlling their own behavior
- Give children the opportunity to resolve problems caused by their own behavior
- Encourage students, through example, to show responsibility, respect, honesty and academic excellence (The Mustang Path)
- View incidents of misbehavior as opportunities to teach social skills
- Respond to instances of misconduct immediately and in a way that maintains the rights and dignity of all concerned; take adequate measures according to the nature of the situation

The S.A.B.E. Pledge (Students Against Bullying Everywhere)

As a commitment to having a safe school community, students and parents are asked to sign the Students Against Bullying Everywhere (SABE) pledge (below). As a school bonded together we work toward a better place for everyone:

I pledge to help end bullying everywhere. I pledge to ask for help if I am ever faced with a situation where I feel bullied or taken advantage of. I pledge not to be a bully at home, at school, or in the community. I also pledge that if I see any type of bullying I will report it and/or try to help the people that are involved. I have read the pledge and understand it. This is my personal commitment to making my school and community a safe place.

Thank you for your commitment to end bullying everywhere.

Parent Signature

Student Signature

Proud History of the Bluffton Middle School

Bluffton Middle School was built in 2010 as a state-of-the-art facility. Originally planned to house Grades 6-8, the school opened in August 2010 with 800+ Grade 6 and 7 students and continued to serve the 6th and 7th grade students of Bluffton and Okatie until the end of the 2015-16 school year. With the re-zoning of the Bluffton cluster and the opening of River Ridge Academy and May River High School, Bluffton Middle School opened the 2016-17 school year serving grades 6-8.

School Colors and Mascot

The school colors are maroon, black, grey and white, and the mascot is the Mustang.

II. ATTENDANCE

Absences

Research indicates that regular school attendance contributes significantly to student success. Each time a student is not present in the classroom there is learning loss and serious difficulties are created for both students and teachers. It is very important that parents and the school ensure that students are in class at all times.

For all planned absences a written note of explanation is required **in advance** in order to determine the nature of the absence, report to teachers and allow students to plan for work they will miss.

For unscheduled absences (sickness, emergency) the student is to present a written note of explanation from parents (a doctor's note is required for absences more

than 3 days due to illness) to the office upon returning to school in order to receive an excused absence.

Attendance is taken by teachers using PowerSchool every period. The primary codes for attendance are Blank-present, E-excused absence, U-unexcused absence, G – Illness, O-Out of school suspension, I-In school suspension, V-school activity, T-tardy, Z-unexcused tardy, N-Nurse visit and J – Unexcused absence until verification note is received. Each unverified/unexcused absence will generate an automated courtesy attendance call for each period/day a student is absent. Parents who call in to the attendance office (707-0777) and leave a message indicating their student is absent, will not receive the automated call. **It is important to keep the school schedule and/or calendar in mind when making travel arrangements or appointments.**

1) Excused Absences (Lawful - Full Credit) PowerSchool "E"

An excused absence from school or class is an absence for any of the following reasons:

- 1) Serious illness or injury
- 2) Serious illness, injury or death in the immediate family
- 3) Legal business
- 4) Observation of a religious holiday or religious family event
- 5) Special educational opportunities
- 6) School sponsored activities (Field Trips, Sports, Arts performance etc.). These are recorded as "V" (School Activity) in PowerSchool and are not counted as an absence

For any absence to be lawful, a parent or doctor's note must be provided to the school. Students may earn **full credit** in making up all work missed, submitting assignments which were due and completing missed tests.

As a guideline, students should complete work missed **within one day after returning to school for each day of absence (i.e. for an excused absence of two days, students will have 2 days' grace. The 3rd day teachers will ask for the work to be made up.)**

2) Unexcused Absence (Unlawful - No credit) PowerSchool "U"

Students who are unlawfully absent shall receive no credit grade for any assignment, project, test or quiz and shall be subject to disciplinary action. An unlawful absence is defined as a student's willful absence without the knowledge of the parent/guardian **or** an absence from school without good cause with the knowledge of the parent/guardian.

Tardiness

BCSD defines tardiness as, “a student not being in the classroom when the classes are scheduled to begin”. All BLMS classes begin with a “warm-up” activity. Therefore, it is very important that students are present on time and engaged in the planned learning “warm-up” activity. Students and parents are expected to check PowerSchool often. However, teachers will make every effort to communicate with students and parents if late arrivals hinder student performance or a teacher’s ability to conduct class. The following consequences will be administered for students who accumulate multiple tardies:

- 3 tardies – warning
- 5 tardies – referral – ASD (After School Detention)
- 10 tardies – referral – ASD (After School Detention)
- 15 tardies – referral – ISS (In School Suspension)

Early Dismissals

Students may be permitted to leave early for emergency situations only. The administration reserves the right to determine if the dismissals will be excused or unexcused. Every effort should be made to schedule medical and dental appointments outside school hours. Early dismissals will not be permitted for reasons other than emergencies and may be counted as unexcused absences. **It is important to keep the school schedule and/or calendar in mind when making travel arrangements or appointments.** The student must be signed out in the office before leaving the building. **If a person is not listed as an emergency contact a student will not be released to that person. An accepted photo ID is required to sign a student out of school.**

Homebound Instruction

Parents/Guardians that anticipate a student’s absence of more than five consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school social worker. A student on homebound instruction is not counted absent.

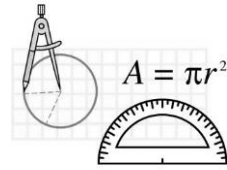
Withdrawal/Transcripts

Contact your grade level counselor to process a withdrawal and request for school records. A parent must accompany students in order to withdrawal from school. Please notify the office at least two weeks in advance of the intended withdrawal date (except for unforeseen circumstances) so that final grades can be entered and school records updated. Students must pay all charges and fines, and return all school property as part of the withdrawal process.

Personal Possessions

Parents and students who bring personal possessions to school do so at their own risk. **Bluffton Middle School is not responsible for the replacement of personal property stored at school that is lost or**

stolen. This includes clothing, electronic devices, musical instruments, and other potentially high-value items.



III. ACADEMICS

Grading Structure

Numerical grades are mandated in SC Middle Schools and the minimum passing grade is 60%.

Grading System:

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

Grading Periods

All student grades are posted in PowerSchool. In addition, official reporting periods are determined for each school year and listed on the school calendar.

Homework

BLMS offers a rigorous course of study. It is expected that homework will be a necessary component for successful completion of student coursework. The purpose of homework is to practice skills taught that day in school or to prepare students for future work. Teachers will notify parents if homework is frequently incomplete.

Extra Help

Teachers are available for extra help by prior arrangement. After school tutoring is available on Mondays and Thursdays. Students should be capable of completing homework on their own without parental assistance or other outside help.

Failure/Remediation

A student fails a particular subject for the school year if the student’s final average in that subject is below 60%. If a student fails one or two subjects, attendance at summer school will be required. If a student fails three or more subjects, the student will be retained in the current grade.

Reporting Grades

It is the school's responsibility to report grades to parents. PowerSchool encourages ongoing communication, which allows parents to participate in the education of their children and increases mutual understanding between home and school.

Purposes of reporting grades to parents include:

- 1) communicating student mastery of course content
- 2) relating student's academic strength and weaknesses
- 3) encouraging positive relationships between the home and school
- 4) improve student learning.

It is the parents' responsibility to log onto PowerSchool weekly to check their child's grades and attendance. Live up-to-date information is available to parents so that they can be active in their child's education. Furthermore, it is the parents' responsibility to be aware of the following reporting dates:

- 1) **Progress Reports**
The calendar indicates the specific dates in September, December, February and May that interim progress reports are distributed to students.
- 2) **Report Cards**
The calendar indicates the specific dates in October, January, March and June that report cards are distributed to students.
- 3) **Parent Conferences**
After the first report card parents have the opportunity to talk to any one or all of their child's teachers on the district's conference days. **Also, at any time during the year, parents can call the school to request a team meeting or a meeting with any individual teacher.**

Standardized Testing Program

The following tests are administered at all BCSD Middle Schools annually:

Measures of Academic Progress (MAP), South Carolina Palmetto Assessment of State Standards (SCPASS), South Carolina College- and Career-Readiness Assessment (SC Ready) and Assessing Comprehension and Communicating in English State to State (ACCESS).

IV. PARENT BEHAVIOR

Parent support is needed in many ways and several areas are outlined in this agenda. However, we have a few specific requests of parents.

1. Please seek resolution for any concern you may have with BLMS, first with the appropriate teacher(s); then with the counselor; then the Assistant Principal; then the Principal and finally with the Superintendent or District.
2. Please respect and help others respect, the rules and regulations of BLMS

3. Please come to Open House, Parent Conferences, and other important school events
4. Please refrain from smoking anywhere on school grounds
5. Please read information sent home from school and sign and return home-school communications when requested
6. Please make sure your child is at school on time and that they are not absent from school. Do not take them out of school except for emergencies

V. STUDENT EXPECTATIONS

The disciplinary policies of BLMS are based on the belief that the development and behavior of the students are a joint effort and responsibility of both the home and school. Home support is requested in the implementation of disciplinary action. **We must continually reinforce academic excellence and character so that our students may become successful citizens.**

Mustang Code of Conduct

A responsible student follows the Mustang Path:

RESPONSIBILITY

1. Dresses in school uniform.
2. Eats and drinks only in the cafeteria.
3. Keeps school clean, picks up after themselves
4. Refrains from bringing dangerous or flammable objects or substances to school.
5. Returns individual home/school communications with parent/guardian signature, when required.
6. Behaves properly in the cafeteria, following its rules of conduct.
7. Behaves properly on the bus, following its rules of conduct.
8. Walks on the right side in hallways
9. Adheres to the guidelines in the Technology section of the Student Handbook and the 1:1 device program.
10. Does not commit any suspendable or expellable offenses.

ACADEMIC EXCELLENCE

11. Does not miss class except for excused absences.
12. Comes to class prepared (homework and materials) and completes assignments on time. Leaves backpacks and bulky items in locker.
13. Follows the Science Safety Contract.
14. Gives best effort at all times and makes an honest attempt to understand and learn

RESPECT

15. Shows respect toward all staff members and others in school.
16. Uses respectful and appropriate language when talking to others.
17. Protects and respects school property.
18. Reports to detention when requested by a teacher or principal.
19. Respects the private property of others.
20. Avoids disruptive behavior in classrooms and hallways
21. Refrains from distracting classmates.
22. Finds better solutions to personal problems than fighting.
23. Shows respect for the environment by picking up after him/herself and by conserving natural resources.

HONESTY

24. Is truthful to him/herself and others.
25. Is honest when taking tests and doing homework.

PBIS (Positive Behavioral Interventions & Supports)

At BLMS, effective classroom management and preventive school-wide discipline are essential for supporting teaching and learning. PBIS is an approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions. The approach enhances academic and social behavior for all students. PBIS emphasizes effective classroom management.

Referral Process

Behavior problems in the classroom will be handled first through the PBIS model. If behavior problems continue, a referral will be written and processed through the BCSD COC. An immediate referral will be written in case of serious offenses as outlined in the BCSD COC. The following types of consequences may be assigned depending on the circumstances and seriousness of the behaviors:

- **Detention** (assignment to a designated area for a preset amount of time during the day, at the end of the day. The school is not responsible for transportation).
- **Work Assignment** (supervised activity related to upkeep of school).
- **Parent contact/conference** (communication with the home with the goal of support and improved behavior).
- **Exclusion from school trips and excursions.**
- **Behavior Contract** (see below)
- **Suspension/Expulsion** (see District Handbook and below).

Behavior Contract

Students who have shown an inability to respond to the school's disciplinary process may be placed on behavior contract. Being placed on behavior contract may lead to serious discipline actions including a possible district hearing with a recommendation for expulsion if a student continues to demonstrate poor behavior.

Suspension and Expulsion

The administration may suspend a student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or the violation of district or State Board of Education policies, rules, or regulations. The administration may also suspend a student when the presence of the student is detrimental to the best interest of the district or one of its schools.

For a vast majority of students, a focus on our Mustang Path, our SABE pledge, our Student Code of Conduct, and our Safe School information will be enough to ensure proper behavior. However, students must also know that reasonable but effective consequences will be waiting if they choose not to follow the established expectations. Consequences for unacceptable behaviors are found in the District Handbook Student Code of Conduct.

Definition of Bullying

Please reference the BCSD website for definitions and information on reporting bullying. Any type of verbal or physical abuse against another student, which is repeated and purposeful can be classified as bullying. The underlying purpose of this type of behavior is always to humiliate or hurt someone else. A bullied person is one who is repeatedly exposed to negative actions by one or more persons. Any and all incidences of bullying should be reported immediately. Please visit our district website by clicking Departments, Auxiliary Services and Anti-Bullying. Click on the following link to complete our Anti-Bullying form. <http://www.saysomethingbcsd.com/>

Bullying can include, but is not necessarily limited to the following categories and specific behaviors:

Verbal Bullying

- 1) Name-calling, teasing
- 2) Making fun of or being disrespectful of another person's: a) physical characteristics b) nationality c) religion d) color e) size f) physical disabilities g) family problems h) ability to learn
- 3) Using inappropriate language (i.e. swearing)
- 4) Spreading lies or rumors about a person
- 5) Laughing at another's misfortune
- 6) Inciting others to fight or bully someone in any way
- 7) Putting people down

Threatening

- 1) Saying that someone will be beaten up if they do not comply with bully's requests
- 2) Using antagonistic language towards someone i.e. saying things like, "I don't like the way you're looking at me."

Social Exclusion

- 1) Not allowing someone to play with or participate in your group
- 2) Speaking with a group so that one person is excluded either because of the language being used or the slang used by a group
- 3) Refusing to be someone's friend or a group pressuring others to isolate someone or exclude as a friend or ignore
- 4) Refusing to allow someone his or her place in a line or on a bus

Physical Bullying

- 1) Pushing or shoving someone, hitting someone, poking or jabbing someone with hands, fingers or objects such as pencils, sticks, etc.
- 2) Grabbing someone's clothes (i.e. taking off someone's hat and throwing it down or to someone else, grabbing a person's clothes with the intent to tear)
- 3) Fighting

Vandalism

- 1) Damaging someone's books or locker
- 2) Breaking someone's pencils, pens or art supplies,
- 3) Writing on someone's notebook or binder

Extortion/Theft

- 1) Taking someone's lunch money
- 2) Taking someone else's lunch
- 3) Taking/hiding something that belongs to someone else

Cyberbullying

- 1) Sending cruel, vicious, threatening, or embarrassing messages, or using others' on-line accounts (Facebook account etc.) to do so
- 2) Creating web sites or other online spaces that have stories, cartoons, pictures, and jokes ridiculing others
- 3) Posting pictures of someone online with intent to ridicule
- 4) Taking a picture or video of someone and posting it on the internet, or sharing it with others to post, with the intent to ridicule

BLMS strives to create a safe school that is based on mutual respect and tolerance for individual differences. In accordance with this goal, bullying is considered a very serious offense at our school. The staff and administration will address incidents regarding bullying and disciplinary action will be applied accordingly.

The consequences for bullying include but are not limited to:

- Warning/Apology/Detention

- Referral to counseling
- Suspension/Expulsion
- Report to law enforcement

The consequence will be based on the nature and frequency of the behavior and on the student's disciplinary record.

Academic Integrity

Academic integrity can be defined as a commitment, even in the face of adversity, to five fundamental values: honesty, truthfulness, fairness, respect and responsibility (Center of academic integrity, 1999). Academic honesty is required at all times as it promotes learning; dishonesty impairs it. Students must avoid all forms of academic dishonesty including cheating, copying, giving answers, plagiarism (taking credit for the work of others), false authorship, misuse of technology and theft or pre-examination of assessments.

Please see the Academic Honesty page in this handbook for the statement of understanding.

Smoking

BLMS is a smoke free environment. Students are not permitted to smoke on school grounds or at school sponsored functions. Adults who work or visit the campus are expected to refrain from smoking while on school grounds.

Cafeteria Conduct

Students using the school food service are expected to wait their turn in line, eat/use cafeteria by remaining seated and following staff instructions. Students enter the cafeteria for lunch during their designated lunch period only, pick up after themselves, and ensure tables/floors are clean for the other students.

Bus Conduct

Students transported by bus to and from school, and on field trips and sports events, are expected to behave on the bus in the same manner as in the classroom. If a student is reported to the office by the driver for misconduct, the referral will be processed according to the BCSD COC. Students can lose bus ridership privileges if they are found in violation of the 3 strikes rule. Students are only allowed to ride the bus that takes them to and from their homes.

Recycling

According to the student code of conduct, a responsible student should strive to provide a clean and healthy environment by conserving our natural resources. In order to achieve this, students should be aware of and participate in recycling programs, both at school and in the community.

Electronic Devices

All personal electronic devices should be turned off and stored in book bags, lockers, or pockets. During school hours if a student uses a cell phone to make or receive a call or text, please follow the following policy:

- 1st Offense - Warning
- 2nd Offense - Warning and a lunch detention and parent contact.
- 3rd offense - a referral should be written in Educators Handbook and parent contact.

Phones can be confiscated for non-compliance by an administrator.

Dress Code

The Beaufort County School District dress code establishes standards for student attire. Students are expected to be dressed according to uniform standards at all times when school is in session. The dress code policy purpose and requirements are listed in the District Handbook Student Code of Conduct. Uniform colors are designated by the individual school. Bluffton Middle school colors are as follows.

BLMS SOLID COLORS

BOTTOMS – Black or khaki

TOPS – Solid maroon, black, gray, pink or white

Please refer to the BLMS Uniform Policy and Expectations for dress code specifics at BLMS.

Technology

Technology is an integral component of today's education. BLMS provides powerful communications tools and almost universal access to a virtually unlimited supply of information. BCSD maintains the network for academic purposes as well as for school-related and personal communication. Users are responsible to follow these guidelines and the Acceptable Use Policy as posted on the District's website and the guidelines and policies of the BCSD 1:1 Device Program. A user's access to technological tools may be revoked or suspended for violating any of the policies contained in this document including, but not limited to:

Privacy - Users may not allow others to know their passwords or use their accounts. Users should be careful not to give out personal information over the Internet except to trusted sources using secure connections. Accessing the accounts of others is prohibited. (even if you use an account of another user who forgets to logout)

Security, Overloading, Hacking - Attempting to subvert network security, to impair function of the network, or to bypass a restriction set by Information Technology personnel is prohibited.

Piracy/Copyright/Plagiarism - Users may not illegally copy material protected under copyright law or make that material available to others for copying. As with any use of other's work, proper credit must be given to the source.

Inappropriate Content - Any activity such as hazing, harassment or posting of inappropriate material (such as pornography, graphic images, obscenities, and racial slurs) is prohibited.

Damage - Users are reminded to be conscious of responsible use with regards to any activity which may cause damage to the equipment. This includes but is not limited to spillage and dropping of equipment.

No Expectation of Privacy - Network users should recognize that the School has the right to access any information stored on or transmitted over the network. Student work and/or photos may occasionally be published on the school website.

Frivolous Use - The User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. (storage, bandwidth, printer supplies, etc.)

Internet Access - The School utilizes systems that make it possible to identify and block access to Internet sites that are not for educational purposes. Although there are safeguards in place, BLMS cannot assume responsibility for limiting any User's access to such material. If a User accidentally accesses inappropriate material, he/she should immediately notify a teacher or staff member.

Student Tablets/Devices – Students and parents should adhere to the policies stated in the 1:1 Device Agreement. Students should keep their tablets with them at all times or in a classroom supervised by a teacher. Student should not use devices for activities other than activities with an education purpose assigned by a teacher. Students should not allow other students on to their devices. Students who violate the AUP or the 1:1 Device Agreement will be disciplined according to the BCSD Code of Conduct. f

VI. SCHOOL PROCEDURES

PowerSchool

PowerSchool, the districts on-line student information system, provides a quick and easy way for parents and students to access student grades and attendance information.

Books

Students may be issued a textbook or workbook by the school. Students are responsible for the cost of lost or damaged books.

Field Trips/Activities

Field trips and school activities are an integral part of a child's education. Parents will be informed about individual trips and details as they are planned. Transportation is arranged by the classroom teacher(s). All students, except those under in-school or out-of-school suspensions during the time of the field trip/activity, are eligible to participate. The teacher and/or administration may deny students with serious/continuous discipline problems these privileges upon review. Examples of school activities include but are not limited to dances, pep rallies, and assemblies.

Emergency Closings/Making Up Closing Days
School will be closed **at the discretion of BCSD administration** for extreme weather conditions or other unforeseen circumstances. School days lost due to emergency closings may be made up following guidelines established by BCSD.

VII. AWARDS

Mustang of the Month

Each month students are nominated by their teachers as Mustangs of the Month (MOM) for the grade level team based upon overall school performance and following the Mustang Path. Mustangs of the Month are recognized at receptions hosted by the Principal.

Honor Roll

Honor Roll certificates are awarded based on the cumulative quarter average as follows:

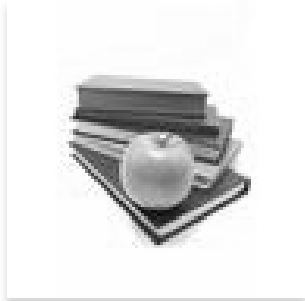
All A's = Principal's Honor Roll

All A's and B's = Honor Roll

Honor Roll determination at the end of the year occurs 1 week before the scheduled distribution of awards.

Mustang of the Year

This award is given to a student from each team at each grade level who, based on teacher vote, best exemplifies the qualities of The Mustang Path (responsibility, academic excellence, respect, honesty) as well as overall leadership and citizenship.



VIII. STUDENT SUPPORT

School Counselors

The School Counselors work with students, teachers, and parents to promote mental health, optimum academic achievement, and healthy social-emotional adjustments. The Counselors are available for conferences on an individual or group basis.

Social Worker

The Social Worker works with students, teachers, and parents to promote mental health, optimum academic achievement, and healthy social-emotional adjustments. The Social Worker serves as a liaison between the school and the professionals in the community who work with BLMS students.

BLMS Media Center

In addition to being open during regular school hours, the Media Center will be open for student use after school until 4:15 p.m. weekdays during the school year **except on days before holidays and vacation periods**. Student overdue book lists are sent to teachers.

Health Services

The school clinic is open during the school day for student use and is staffed by a qualified health professional. Any student, who becomes sick or injured during the school day, should be sent to the clinic by a teacher with a clinic pass. Students who arrive to the clinic without a clinic pass will not be administered treatment, except in cases of emergency. Students too ill to attend classes will be sent home after parent notification by the clinic.

Students are expected to be free of fever and/or communicable diseases for 24 hours with medicine in order to attend school. Parents/guardians are required to pick up their children as soon as possible if the child develops a fever at school or exhibits other symptoms of illness, injury, or conditions of a communicable disease (e.g. head lice, vomiting, etc.). A physician's statement may be required before the student is allowed to return to school.

If a student is injured or becomes seriously ill at school and the parent/guardian cannot be reached by telephone, the student will be transported by emergency medical services to an emergency room. The parents/guardians will be held responsible for all expenses incurred as a result of emergency medical services.

All medication for students must be kept in the school's clinic. Short-term prescription medication will be administered with the instructions of the prescription container and must be accompanied by a written request from the parent/guardian. Long-term medications must have written authorization from both the attending physician and parent/guardian.

School Lunch Program

BLMS offers a hot lunch program. Information regarding the program is available on the BCSD website. Etiquette and cleanliness are required in the cafeteria at all times. All food must be eaten in the cafeteria and not in hallways or classrooms.

Bluffton Middle School Student Lunch/Breakfast Policy

- Parents are responsible for paying for their child's lunch/breakfast.
- Families in financial hardship will be assisted with securing Free and Reduced meals.
- Free and Reduced lunch forms are available on the district website and in the office at BLMS.

- Students/Parents who accrue an outstanding meal balance will be contacted and informed of the bill amount.

Lost and Found

Please check the cafeteria for any lost and found items.

Lockers

Lockers are available at BLMS for student use. Students may be offered alternative options by teachers in lieu of lockers. Students are required to use only the lockers assigned to them. Because the district retains ownership of the property, school officials may conduct random, unannounced searches of such property. Students are reminded to attend to and keep secure their backpacks, books, and other belongings. **The school accepts no responsibility for valuable items brought to school.**

Security

Except in classrooms and bathrooms, security cameras are in use throughout the school at all times. All outside doors are electronically controlled and all visitors are processed through the main office. Students should not open any outside door for any individual. Students should report anyone trying to enter the school to the nearest school official. Frequent security drills are conducted.

Computer Labs

BLMS is equipped with state of the art computer equipment and computer labs. Students have access to technology in all classes. Use of this equipment follows the same protocol as tablet use. Any misuse or intentional damage would result in consequences as per the BCSD Code of Conduct.

Student Council

The Middle School Student Council strives to involve students in their school and its climate. They organize special events, assemblies, and charity projects and do everything they can to raise school spirit. Belonging to the student council is a great honor and a privilege. Student council members develop leadership skills and feel a sense of satisfaction that they made a difference in the school. Elections for officers are held in May for the following year. A Middle School Students Council Constitution details student council activities, membership, etc. Students who are interested in participating and have not been elected should contact the student council.

Participation/Eligibility: Sports

BLMS offers a full middle school athletic program which includes football, volleyball, basketball, softball, baseball, soccer, wrestling, cheerleading, and track & field. High School JV and Varsity opportunities are available to students for swimming, golf, tennis, and cross-country. Students must be in good standing academically and behaviorally. To be eligible to

participate for the duration of the sport season, BCSD requires athletes to maintain a 2.0 GPA in order to participate in any team sport.

Extracurricular Activities

At BLMS we encourage students to participate in extracurricular activities. However, students must demonstrate "full participation" in curricular activities before participating in extracurricular activities.

Pledge of Allegiance

I pledge of allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Please keep the office informed of any changes in home, business, or emergency contact phone numbers. The nurse should be contacted with changes in medical conditions. Thank you.

In the case of serious illness or other extenuating circumstances, policies in this agenda may be waived and/or modified at the discretion of the Principal.

ACADEMIC HONESTY

You need to be aware of the importance of academic honesty in all of your classes. The following information is intended to help you understand what academic dishonesty is, and the consequences of academic dishonesty. After you have finished **reading** this information, and you feel sure that you understand it thoroughly, please sign *The Statement of Understanding* at the end of this document.

Your signature will indicate that you understand what academic dishonesty is, and that you are prepared to bear the consequences of academic dishonesty if you practice it in any class.

PART I

What are the most common forms of academic dishonesty?

A. PLAGIARISM

- a) Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own.
- b) **Copying verbatim** – This is the most common form and happens when an individual copies words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) *without giving proper credit to the author.*
- c) **Paraphrasing** – This is when an individual borrows written ideas from a source and rewrites them in his/her own words, *without giving proper credit to the author.*
- d) **Use of an idea** – This is when an individual adapts an idea from another source *without giving proper credit to the author or creators.* This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article or classmate *without acknowledging the original source.*

NOTE: You **can** use other people's ideas. Just give credit where it is due by acknowledging your source.

B. CHEATING ON TESTS AND QUIZZES

- 1) bringing answers into the test room
- 2) copying from another student
- 3) sharing answers with another student
- 4) using unauthorized notes or technology
- 5) theft or pre-examination of a test

C. ASKING/TELLING OTHER STUDENTS WHAT IS ON A TEST OR QUIZ

D. COPYING/SHARING HOMEWORK

E. TAKING CREDIT FOR WORK THAT YOU DIDN'T DO

(e.g. not acknowledging the assistance of a parent, friend, or tutor)

PART II

What happens when a student is involved in academic dishonesty?

The teachers and administrators of BLMS expect all students to do their own work and not submit as their own ideas that are copied or borrowed from another source. This expectation refers to ALL assignments (homework, in-class assignments, essays, tests, lab reports, projects, presentations, etc.). All cases of academic dishonesty will be reported (to your team leader, assistant principal, and/or principal) and properly documented in each student's file. Please see Academic Integrity under section IV, Student Expectations.

Definite Consequences:

- 1) student loses credit for the assignment or test
- 2) student counseled by the teacher and student redoes the assignment
- 3) parents are informed of the incident

Possible Consequences:

- 1) Detention (1st offense)
- 2) In-school suspension (1st or subsequent offenses)
- 3) Referral process (2nd or subsequent offenses)

STUDENT NAME: _____

Statement of Understanding

STUDENT: I understand what academic dishonesty is, and how to avoid it. I am prepared to bear the consequences of academic dishonesty if I practice it in any of my classes. My signature is evidence of my understanding.

Student Signature _____ Date _____

PARENT/Guardian: I have discussed academic honesty with my child and will support him/her in avoiding academic dishonesty.

Signature _____ Date: _____

BLMS SCIENCE SAFETY CONTRACT

THE PURPOSE OF THIS CONTRACT IS TO MAKE THE STUDENT AND PARENT(S) AWARE OF THE STUDENT'S RESPONSIBILITY FOR LABORATORY SAFETY.

The following is a list of detailed rules/guidelines used to establish proper laboratory behavior and safety procedures. This list covers most situations; however, additional verbal instructions may be required for certain laboratory experiments. Depending on the type of violation, the consequences for failure to follow set rules/guidelines or verbal instructions could include any of the following:

- a) removal from the lab setting for the day, or permanently.
- b) parental conference before the student is readmitted to the laboratory.
- c) reimbursement for school and/or personal property damage.
- d) referral to office

GENERAL LABORATORY SAFETY RULES/GUIDELINES

- 1) Wear proper **EYE PROTECTION AT ALL TIMES** during laboratory activity. Consult with your instructor about the use of contact lenses.
- 2) **Secure all loose** clothing to prevent accidental exposure to flame or chemicals. Confine or securely tie back hair that reaches to shoulders. **Remember, hair is very flammable! Footwear that completely covers the foot** is highly recommended.
- 3) **NO FOOD OR DRINK** is allowed in the laboratory. **NEVER** taste, smell or touch anything in the laboratory unless specifically instructed to do so by your teacher. **NEVER** attempt to eat or drink from any laboratory equipment!
- 4) **AVOID** inhaling chemical fumes and consider **ALL** chemicals dangerous even if they are known to be a common substance. **ALWAYS** add acid to water; **NEVER** add water to acid!!
- 5) Unless you are specifically instructed, do **NOT** return chemicals to their original containers. **NO** chemicals or supplies are ever to be taken from the laboratory. **NEVER** point the open end of a test tube being heated at you or others.
- 6) Do **NOT** use the sink to discard matches, filter paper, or insoluble solids. Use the waste containers provided.
- 7) **Notify the teacher IMMEDIATELY** in case of accident, no matter how trivial it may appear. This includes spills at your laboratory station, on your body, clothing, or books.
- 8) **KNOW** the locations of fire extinguisher, eyewash, body shower, chemical spill kit, and first aid kit.
- 9) **NEVER** engage in horseplay or practical jokes--they cause accidents! Do only the experiments assigned and in the manner prescribed.
- 10) **UNAUTHORIZED EXPERIMENTS ARE PROHIBITED!!**

STUDENT DECLARATION OF RESPONSIBILITY

I WILL:

- 1) Follow **ALL** oral and written instructions given by the teacher.
- 2) **PROTECT** eyes, face, hands, and body when involved in experiments.
- 3) Carry out **GOOD** housekeeping practices, take care of all equipment, and replace equipment I break.
- 4) **KNOW** where to get help and the location of all safety equipment.
- 5) Conduct myself in a **RESPONSIBLE** manner at **ALL** times.

I, _____ (PRINT STUDENT NAME) have **read, understand, and agree** to follow the safety regulations/guidelines of this safety contract. I will follow all additional oral and/or written instructions provided by the teacher and/or the school administration. I understand and accept the consequences for failing to follow the laboratory directions. I understand that parent/guardian and student signatures are required before I am permitted to participate in the laboratory setting. **At home**, we have read, understand and accept this contract by signing and dating the contract in the space below.

**THINKING SAFETY MEANS YOU WILL BEHAVE SAFELY!
THINKING SAFETY PREVENTS ACCIDENTS!
THINK SAFETY FIRST!
SAFETY!**

STUDENT SIGNATURE: _____

LIST SCIENCE PERIOD/TEACHER: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____