



BLUFFTON MIDDLE SCHOOL 2020-2021 Home of the Mustangs

30 New Mustang Drive
Bluffton, South Carolina 29910
blms.beaufortschools.net

Main Office Phone 843-707-0700
Attendance Office Phone 843-707-0496
Fax: 843-707-8117
Office Hours: 8:15 a.m. – 4:45p.m.
First class begins at 8:45 a.m. Last class ends at 3:45 p.m.

Matthew Hall, Principal matthew.hall@beaufort.k12.sc.us, 843-707-0776
Heather Bundy, Assistant Principal heather.bundy@beaufort.k12.sc.us, 843-707-0774
Keith Stewart, Assistant Principal john.stewart@beaufort.k12.sc.us
Monica Prieto, Bilingual Liaison monica.prieto@beaufort.k12.sc.us, 843-707-0797
Gina Jacobs, School Counselor gina.jacobs@beaufort.k12.sc.us, 843-707-0795
Deb Birkett, School Counselor deborah.birkett@beaufort.k12.sc.us, 843-707-0768
Krista Grabenbauer, Social Worker krista.grabenbauer@beaufort.k12.sc.us, 843-707-0781
Chris Gay, Athletic Director christopher.gay@beaufort.k12.sc.us, 843-707-0792

This agenda belongs to:

Name: _____ Grade/Team: _____

BLMS 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.

BLMS 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.

Mustang Schedules

| 6th grade | |
|---------------|---------------|
| 8:45 - 9:05 | Advisory |
| 9:09 - 10:07 | Period 1 |
| 10:11 - 11:09 | Period 2 |
| 11:13 - 12:03 | Academic Arts |
| 12:07 - 12:57 | Academic Arts |
| 1:01 - 1:21 | Lunch |
| 1:21-1:41 | Flex |
| 1:45 - 2:43 | Period 6 |
| 2:47 - 3:45 | Period 7 |

| 7th grade | |
|---------------|---------------|
| 8:45 - 9:05 | Advisory |
| 9:09 - 10:07 | Period 1 |
| 10:11 - 11:09 | Period 2 |
| 11:13 - 12:11 | Period 3 |
| 12:15 - 12:35 | Lunch |
| 12:35 - 12:55 | Flex |
| 12:59 - 1:57 | Period 5 |
| 2:01 - 2:51 | Academic Arts |
| 2:55 - 3:45 | Academic Arts |

| 8th grade | |
|---------------|---------------|
| 8:45 - 9:05 | Advisory |
| 9:09 - 9:59 | Academic Arts |
| 10:03 - 10:53 | Academic Arts |
| 10:57 - 11:55 | Period 3 |
| 11:59 - 12:57 | Period 4 |
| 1:01 - 1:21 | Flex |
| 1:21 - 1:41 | Lunch |
| 1:45 - 2:43 | Period 6 |
| 2:47 - 3:45 | Period 7 |

MAP Data

| READING | RIT | Percentile |
|-------------|-----|------------|
| Fall 2020 | | |
| Winter 2020 | | |
| Spring 2021 | | |

Goals:

| MAP READING NORMS | | | |
|-------------------|-------------------|-------------|-------------|
| Grade | Beginning of Year | Middle Year | End of Year |
| 6 | 211.0 | 214.2 | 215.8 |
| 7 | 214.4 | 216.9 | 218.2 |
| 8 | 217.2 | 219.1 | 220.1 |

| MATH | RIT | Percentile |
|-------------|-----|------------|
| Fall 2020 | | |
| Winter 2020 | | |
| Spring 2021 | | |

Goals:

| MAP MATH NORMS | | | |
|----------------|-------------------|-------------|-------------|
| Grade | Beginning of Year | Middle Year | End of Year |
| 6 | 217.6 | 222.1 | 225.3 |
| 7 | 222.6 | 226.1 | 228.6 |
| 8 | 226.3 | 229.1 | 230.9 |

| SCIENCE | RIT | Percentile |
|-------------|-----|------------|
| Fall 2020 | | |
| Spring 2021 | | |

Goals:

| MAP SCIENCE NORMS | | | |
|-------------------|-------------------|-------------|-------------|
| Grade | Beginning of Year | Middle Year | End of Year |
| 6 | 204.3 | 207.1 | 208.6 |

| | | | |
|---|-------|-------|-------|
| 7 | 207.2 | 209.5 | 210.9 |
| 8 | 210.3 | 212.3 | 213.5 |

Lunch Number:

Locker:

| | Username | Password |
|----------------|----------|----------|
| Computer Login | | |
| PowerSchool | | |

| Google Classroom Codes | |
|------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

School of Choice: Learning through Leadership

Leadership Curriculum:

Successful leaders have common qualities: communication, goal-setting, collaboration, problem-solving, and positive energy. Through Advisory every morning, BLMS will facilitate experiences during which students will be able to work with others, serve the good of the whole, and produce experiences that will enrich the lives of each student in the group.

Leadership Opportunities:

Exposure to new and meaningful experiences are important in cultivating empathetic and thoughtful citizens. BLMS will provide a variety of experiences in which students will be able to find their individual strengths, encounter new situations, work collaboratively, and create products or serve others in order to enhance the learning environment within the school, as well as the community as a whole.

Student Goal Setting:

In order to grow and achieve as an individual, you must have goals, a plan of action, and the guidance and support from others. Students at BLMS will review their own data, work habits, and specific goals with teachers, counselors, mentors, coaches, and administration to ensure growth at each grade level. We believe all students have individual strengths and areas of need that can be enhanced to impact overall growth and development. Students will be a part of the process in determining goals and action points for achieving those goals.

Student- led Conferences:

Self-advocacy is essential to growth and development. You must know your honest current context, be able to determine needs, and acquire the resources needed for success. In knowing individual goals and working towards those goals, students will also be able to lead parent/teacher conferences to show growth over time.

To access the BCSD Academic calendar, please visit <http://www.beaufortschools.net/cms/one.aspx?pageId=211809>.

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. You may access the updated Code of Conduct on the BCSD webpage: <http://www.beaufortschools.net/cms/one.aspx?pageId=211809>.

Our Student Handbook and District Handbook are reviewed with students, and students are expected to know the contents of the Handbooks. It is not possible to include every rule, activity, and procedure within the Agenda Book. 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 engaging school experience

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.

ATTENDANCE

Absences

Research indicates that regular school attendance contributes significantly to student success.

For all planned absences a written note of explanation is required **in advance** in order to determine the nature of the absence, notify teachers, and provide time to plan for missing work.

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. 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.**

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.)

Unexcused Absences

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". 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 – Lunch/Flex 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. 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.** Students must be signed out in the office by an adult listed on the students' files with a photo ID before leaving the building.

Homebound Instruction

Parents/Guardians who 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 withdraw 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%.

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59%

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 Tuesdays. 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

PowerSchool provides parents the opportunity to review student grades in all classes at any time by logging into the application. It is encouraged that parent log into PowerSchool weekly to review grades and attendance. Progress Reports are distributed at the mid-point of each quarter in September, December, February, and May. Report Cards are distributed in October, January, March, and June. Parents are encouraged to openly communicate with teachers at all times through email or phone, as well as during conference days.

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).

V. STUDENT EXPECTATIONS

We must continually reinforce academic excellence and character so that our students may become successful citizens. 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.

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. Students who have upheld the BLMS principles and earned PBIS stamps will participate in PBIS celebrations.

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. An immediate referral will be written in case of serious offenses as outlined in the BCSD Code of Conduct. 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 and harmful to others.

Definition of Bullying

Please refer to 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 usually to humiliate or hurt someone else. Any and

all incidences of bullying should be reported immediately. Please visit our district website by clicking Departments, Auxiliary Services and Anti-Bullying. The following link will our Anti-Bullying form. <http://www.saysomethingbcSD.com/>

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). 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.

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 for misconduct on school buses, the referral will be processed according to the BCSD Code of Conduct. Students can lose bus 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 personal homes.

Electronic Devices

All personal electronic devices should be turned off and stored in book bags, lockers, or pockets. During school hours, if a student is preoccupied by personal devices, the following will occur:

- 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 and will be confiscated for non-compliance by an administrator.

Technology

Technology is an integral component of today's education. Users are responsible to follow these guidelines and the Acceptable Use Policy (AUP) 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 or accessing others' accounts.

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.

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.

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.

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 character traits. Mustangs of the Month are recognized at Roundup at the end of each month.

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.

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. . All food must be eaten in the cafeteria and not in hallways or classrooms.

- 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.

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 and Clubs

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

BLMS Uniform Policy and Expectations

Bluffton Middle School students will be required to wear a school approved uniform at all times when school is in session. The Beaufort County School District dress code establishes standards for student attire during the school day. Spirit wear may be worn and can be purchased through the school store.

Uniform Standards

BOTTOMS – Black or khaki colored (see descriptions below)

TOPS – White, gray, black, pink, or maroon (see descriptions below) or BLMS spirit wear

Tops:

- Long or short sleeve plain collared polo or oxford style shirts. No stripes, lace ruffles on collar or sleeves.
- Spirit wear clearly representing Bluffton Middle School
- Colors may be solid white, solid gray, solid black, solid maroon, or solid pink. They may have the Bluffton Middle School logo or a non-school logo no larger than the size of a credit card.
- Long or short sleeved under shirts in solid white, black, gray or maroon may be worn under the polo shirt.

- Shirts may not exceed one size larger or smaller than necessary (to be determined by school administration).
- Solid black, solid gray, solid maroon, and solid white sweaters or sweatshirts (with or without hoods) may be worn over the school uniform.
- Sweaters and sweatshirts cannot be shorter than the natural waistline or longer than the hipline and must be worn right side out.
- Bluffton High or May River High shirts, sweatshirts or athletic uniforms cannot be worn except on designated game days or by athletes on game days.

Bottoms:

- Bottoms may be shorts, pants, skirts, skorts, capris or jumpers. They should be no shorter than 3 inches above the top of the knees when standing. Must be hemmed and worn between the natural waist and hipline.
- Bottoms must be plain black or khaki with no graphics, patterns, embroidery, or ruffles.
- Bottoms may not exceed one size larger or smaller than necessary (to be determined by school administration).
- Knit bottoms, sweatpants, overalls, jeggings, or jogging pants are not permitted.
- No cargo pockets or cell phone pockets.

Accessories:

- Leggings and tights must be solid or opaque school colors and can only be worn under an appropriate uniform bottom.
- Skirts, skorts and shorts still must be appropriate length even when wearing leggings or tights

- Coats, jackets, and other outerwear may be worn to and from school, but will not be permitted to be worn inside the school building. Students must remove outerwear when entering the building. Outerwear includes coats, jackets, vests, and ponchos/shawls. Fleece of any kind is not allowed to be worn after entering the school building.
- Appropriate footwear must be worn at all times. Shoes must be properly laced. Heels must be less than 2" in height.
- No open toed shoes permitted. All shoes must be closed toed. No crocs, slippers or flip flops.
- Jewelry and accessories (scarves, bows, etc.) must be of a size and style as to not distract from the educational environment. Large pendant, necklaces, spikes, chains, and other potentially dangerous items are not allowed.
- Gang related or other potentially intimidating clothing, accessories, or symbols will not be permitted.
- Head coverings of any kind will not be worn, carried or displayed. This includes, but is not limited to: hats, caps, gloves, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses and hoods.
- Personal adornments including hair color and styles or piercings must not be so extreme as to distract from the educational environment (principal discretion).
- No over-sized belts or belt buckles; belts must be worn if bottoms have belt loops.

School administration will make the final decision on the appropriateness of items. **This policy may be amended at the discretion of the administration.**

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 is 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: _____

Bluffton Middle School Values

|  | B | L | M | S |
|---|--|---|--|---|
| | Balance | Leadership | Motivated | Service-oriented |
| HALLWAY | <ul style="list-style-type: none"> I follow directions and conduct myself in a manner that is respectful. I use time wisely to take care of personal needs. I walk to the right in the hall. | <ul style="list-style-type: none"> I take the lead when the need arises. I conduct myself so that I am a role model for others. I line up quietly outside my class until the teacher is ready. I use appropriate school language. | <ul style="list-style-type: none"> I move with purpose in the hallways to get to class on time. I help others when the need arises. I do not stop and block the hallway. | <ul style="list-style-type: none"> I think of others in my decision-making. I contribute as necessary for the better of all. I open doors for others and allow others their personal space. I take care of my school environment. I help others when needed. |
| CLASSROOM | <ul style="list-style-type: none"> I listen to other viewpoints and use my voice to share my own ideas. I manage my time so that I am successful in class. I am open-minded when encountering new opportunities. I cooperate with adult direction. | <ul style="list-style-type: none"> I use my voice to effectively share concerns, questions, and opinions, I act as a role model during class. I check my work for accuracy and completion before I submit. | <ul style="list-style-type: none"> I pay attention to my teacher so that I can be successful. Use kind words and actions Keep hands, feet, and objects to yourself. I reflect on my current situations. I set goals and create a plan of action to reach goals. I use my time wisely. I come to class prepared with my materials and a learning ready attitude. | <ul style="list-style-type: none"> I help others when the need arises. I leave my areas clean and organized. |
| RESTROOM | <ul style="list-style-type: none"> I manage my time wisely. I am mindful of the privacy of others. | <ul style="list-style-type: none"> I put trash in the proper location. | <ul style="list-style-type: none"> I manage my time wisely. | <ul style="list-style-type: none"> I report any issues (Maintenance or Behavior) to an adult immediately. |
| CAFETERIA | <ul style="list-style-type: none"> I cooperate with adult directions. I eat a healthy, balanced meal. | <ul style="list-style-type: none"> I use appropriate school language. I report any issues I see to an adult. | <ul style="list-style-type: none"> I walk to get what I need and wait patiently. | <ul style="list-style-type: none"> I leave my area clean and throw away all trash. |
| ASSEMBLY | <ul style="list-style-type: none"> I keep an open mind when being presented new ideas and perspectives. I listen quietly. | <ul style="list-style-type: none"> I act as a role model during assemblies. | <ul style="list-style-type: none"> I listen respectfully. | <ul style="list-style-type: none"> I help dispose of trash and put up any chairs that are not needed after the assembly. |
| LIBRARY | <ul style="list-style-type: none"> I am quiet when entering the area. I am respectful to others. I can search Destiny and demonstrate proper checkout procedures. | <ul style="list-style-type: none"> I show courtesy to the Media Specialists. I assist my peers when they need help. | <ul style="list-style-type: none"> I obtain materials needed for class in a timely manner. | <ul style="list-style-type: none"> I keep my area neat and clean and push in my chair before leaving. I return books on time and in good condition. I put books back in the proper location. |
| BUS | <ul style="list-style-type: none"> I exercise self-control by keeping my hands and feet to myself. | <ul style="list-style-type: none"> I am respectful to others around me. I am not a bystander when I see others being treated unfairly. | <ul style="list-style-type: none"> I get on and off the bus quickly. | <ul style="list-style-type: none"> I refrain from eating or drinking. I pick up trash and dispose of it properly. |
| FLEX/ FIELDS | <ul style="list-style-type: none"> I exercise self-control. | <ul style="list-style-type: none"> I act as a leader in sports, games, and social interactions. I include all of my peers in activities. | <ul style="list-style-type: none"> I return to the building when asked by adults. | <ul style="list-style-type: none"> I pick up trash and dispose of it properly. I help to keep the fields looking presentable. I report any maintenance issues to an adult. |

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | |  |



