



Pelion Middle School Student Handbook 2017-2018

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Pelion Middle School's Mission

The mission of Pelion Middle School—where caring people, academics, the arts and athletics connect—is to prepare students for successful transition to high school as they work towards becoming productive 21st Century graduates. We will accomplish this mission while serving as the center for community learning.

Pelion Middle School's Vision

Our students will leave Pelion Middle School as self-directed, creative, collaborative, caring, and plurilingual learners who are on a path to flourish in high school and beyond in a global, competitive 21st Century.

Main Office Phone: (803) 821-2300
Fax: (803) 821-2303
Transportation (Pelion): 821-1352
District Transportation: (803) 821-1340
<http://pms.lexington1.net:8030/>

Daily Bell Schedule

Below is the bell schedule for regular school days:

7th/8th Grade Schedule Option 1		7th/8th Grade Schedule Option 2	
8:05-9:20 (75)	Block	8:05-8:52 (47)	PLT
9:24-10:35 (71)	Block	8:56-9:43 (47)	PLT
10:39-11:50 (71)	Block	9:47-10:34 (47)	PLT
11:53-12:18 (25)	Lunch	10:38-11:23 (45)	PLT
12:22-1:07 (45)	PLT	11:25-11:50 (25)	Lunch
1:10-1:55 (45)	PLT	11:54-1:04 (70)	Block
1:58-2:43 (45)	PLT	1:07-2:17 (70)	Block
2:46-3:30 (44)	PLT	2:20-3:30 (70)	Block

6th Grade

8:05-9:32 (87)	Block 1
9:35-10:58 (83)	Block 2
10:58-11:23 (25)	Lunch
11:27-12:15 (48)	PLT
12:19-1:49 (90)	Block 3
1:53-2:38 (45)	PLT
2:42-3:30 (48)	PLT

Collaborative Planning Days

School will be dismissed at 12:40 • Dates for Collaborative Planning are 9/20/17 12/6/17
1/24/18 2/28/18 3/21/18

DISMISSAL FROM SCHOOL

Students must stay on the school grounds from the time they arrive, even if the first period has not started, until dismissal, or until the bus or a parent picks them up. If a student must leave during school hours, it is mandatory for a parent or guardian to come to the office and sign a ledger to dismiss the student. For your child's protection, be prepared to show your driver's license and give the last four digits of your child's social security number (or other prearranged code). **To maximize your child's instructional time, parents need to please try to dismiss their student between classes or by a pre-arranged early dismissal. Students may be**

dismissed to parents during the last instructional period of the day only for family emergencies or medical reasons. An administrator must approve dismissal for other extenuating circumstances.

Transportation changes should be submitted in writing to the Main Office as soon as possible during the day. Our staff will call parents to verify the change. Please be sure to include in your student's transportation change note, the student's name (first and last), the date for the transportation change, what the transportation change is, phone number where parent/guardian can be contacted to verify change, and parent/guardian signature.

At the end of the day, car riders should report to the pick-up area at the side of the cafeteria. Cars should enter and exit in the same direction as they did in the morning. Bus riders should report to the sidewalk at the bus lot and await directions to board buses. For safety, do not step onto the bus lot until directed to do so by an adult staff member.

TARDY POLICY

Late to School

1) Due to late bus:

If NOT eating breakfast, the student will go by the Main Office for a pass. If a student eats breakfast, the cafeteria clerk will write the pass. After a pass is obtained, the student will go directly to class.

2) Parents bring student to school:

Parents must come into the Main Office and sign the student in. Office personnel will then issue the student a pass to go to class. If late sign-ins become chronic, the teacher should contact an administrator.

3) Arrival after 8:05:

The student will be sent to the Main Office to obtain a pass (excused or unexcused).

Late to Class

The teacher will decide whether the tardy is excused or unexcused. Tardies **accumulate from each class and start over at the new 9-Weeks**. Tardies will be recorded by the teacher.

Tardies 1-2	Teacher records and warns the student
Tardy 3-4	Referral to administrator. Admin Conference/Warning.
Tardy 5 and above	Referral to administrator. Half Day ISS and/or Administrator discretion

PELION MIDDLE GRADING GUIDELINES

The purpose of grading is to provide feedback, improve performance and communicate student achievement. Lexington School District One believes that our students can do quality

work, which is critical to their success, and we will hold them accountable to do so. All students will be held accountable through re-doing substandard work or completing missing or incomplete work (due to absences or failure to complete the assignment). Therefore, the teacher's grade book entries will reflect the progress students are making toward mastery of academic standards within a unit of study.

Assessments will be divided into two categories: **formative and summative**

- **Formative assessments** will be used to monitor consistently and guide instruction. Formative assessments include but are not limited to observations, quizzes, initial drafts, homework, responses to teacher questions, minor labs, and practice assignments. All formative assessments will be related to the academic standards for the course and will be administered to help students practice skills they need to master before the summative assessment is given.
- **Summative assessments** will be used to determine the degree of mastery of the content of a unit of instruction. The goal is to evaluate student competency as it relates to the set of standards addressed in instruction. Summative assessments include but are not limited to tests, exams, final drafts, projects, major labs, research papers, quizzes and presentations. The information gained from these assessments will be recorded in the grade book and will determine the nine weeks and final grade for the course.

Report Card

Teachers enter a 55 on the report card for any nine weeks grade at or below a 55. This process does not pertain to the final exam grade or the final course grade.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

At Pelion Middle School we are committed to supporting positive behavior and intervening as needed to improve behavior. As you see below, we have created our Positive Behavior Matrix that describes what positive behavior looks and sounds like in various areas of our building. You will see these posters throughout the building. We also are committed to teaching positive behavior through direct instruction, modeling positive behavior through our own actions, and recognizing positive behavior with tangible and intangible rewards.

Be	Respectful,	Enthusiastic,	Accountable,	Leaders!
Classroom	Be respectful to peers and teachers.	Be enthusiastic about learning and prepared for each class.	Be accountable for your own actions and cleaning up your own area.	Be leaders and set a PAWSitive example.
Hallways	Be respectful of classes in progress.	Be enthusiastic about getting to class on time.	Be accountable for yourself. Take care of personal needs between classes.	Be leaders in actions and attitudes in the hallway.
Restroom	Be respectful of each other's privacy.	Be enthusiastic about returning to class quickly.	Be accountable by cleaning up after yourself and washing your hands.	Be leaders by reporting any issues to the closest adult.
Cafeteria	Be respectful to cafeteria staff and cafeteria procedures.	Be enthusiastic about social time and use it appropriately.	Be accountable and clean up your own area.	Be leaders and use table manners.
School Grounds	Be respectful of personal space.	Be enthusiastic about outdoor time and let others enjoy their time, too.	Be accountable and stay in authorized areas.	Be leaders by playing safely and placing litter in trash cans.
Electronic Devices	Be respectful of the privilege and duty you have to care for the device and use it appropriately	Be enthusiastic about using the device for learning.	Be accountable for your own device and use according to teacher instruction.	Be leaders and find and share resources related to your learning.

CLASS CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Warning
2. Class consequence (varies by team or teacher)
3. Parent Contact
4. Office Referral

Severe Clause

Teachers may refer students to an administrator immediately for more severe offenses. Severe misbehavior will result in immediate assignment of in-school suspension (ISS) or out-of-school suspension (OSS). Severe misbehavior includes but is not limited to inappropriate language, fighting, cutting class, disrespect, cheating, and disruption of testing.

DESCRIPTION OF CONSEQUENCES

In-School Suspension (ISS)

Students will report to the ISS room on the assigned day(s). Students need to bring assignments and books, which will be completed during time in ISS along with work assigned by the ISS teacher. Any work missed while a student is in ISS must be made up by the student.

Failure to work or disruptive behavior in ISS will result in out-of-school suspension.

In-School Suspension (ISS) 2016-17

Expectations:

1. Students ID's must be on and visible at all time while in ISS.
2. Students may only communicate with the ISS teacher.
3. Students are expected to stay seated all times.
4. Students must be on task at all times, working; no head down or sleeping.
5. Students are expected to complete all teacher work or work packets given by the ISS teacher.

Consequences:

1. Verbal Warning from ISS teacher.
2. Student Services Warning (Parent contact via phone, phone message, and/or email from administration.)
3. Removal from In-School Suspension, with Out of School Suspension assigned.

*No iPads allowed in ISS. These will be collected, locked up, and returned at the end of the day. All work will either be paper form, or there will be several laptops available.

* No Cell Phones allowed in ISS. These will also be collected, locked up, and returned at the end of the day.

* If teacher or class work is not assigned, the ISS teacher will give student assignments to do.

* No more than 3.5 days of ISS can be assigned per semester. (Without administrative approval)

Out-of-School Suspension (OSS)

Students suspended out of school may not come on campus, attend school functions after school hours, or participate in extracurricular activities during the duration of the suspension.

Students are expected to make up all work missed while suspended.

Expulsion

Should the administration find it necessary to recommend that a student be expelled from school, the student will be suspended from school pending an expulsion hearing before the district hearing officer. Parents will be notified in writing of the time and place of the hearing, the allegations against the student, and their rights during the expulsion process.

Pelion Middle School Discipline Levels

Level One Violations and School Responses

1st Offense = Warning/Admin Conference

2nd Offense = Half Day ISS

3rd Offense = 1 day ISS

Examples:

- Dress Code Violation - see handbook definition
- Display of Affection - engaging in displays of intimate affection. Ex: no kissing on lips, jaw, head, etc., no embracing/hugging, no arm around shoulders/waist/hips, and no body contact front/front or back/front
- Disruptive/Disrespectful Conduct - exhibiting behaviors that violate classroom/school rules, result in distraction and obstruction of the educational process, are discourteous, impolite, bad mannered, and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption – i.e. asleep in class, out of seat at the bell, non-academic game play, disruptive talking, grooming
- Inappropriate Language - use either orally, in writing, electronically, or with photographs or drawings, of profanity in general context (not directed toward any individual or group) Ex: swear words in general conversation in classrooms/hallways/cafeteria/gym and all other locations on school property
- Out of Area - students are not in designated locations at the appropriate times and do not have written permission (Ex: not in assigned area for lockers; lunch; etc.)
- Loitering/Blocking Passageways, Doors, Hallways - standing in passageways for extended periods of time that obstruct the flow of traffic for others Ex: standing in groups by lockers, standing in front of bathroom doors
- Tardiness – see page 2 definition

Level Two Violations and School Responses

1st Offense = 1 Day ISS

2nd Offense = 1 Day ISS

3rd Offense = 1 Day OSS

Examples:

- Insubordination - ignoring or refusing to comply with directions or instructions given by school authorities Ex: refusing to open a book, work with another student or in a group, take a test or do any other class or school related activity, refusing to leave a hallway when requested by a school staff member, running from school staff, etc.
- Profane Language/Obscene Gesture/Indecent Act in General
- Horse-Play: Physical contact without malicious intent - Ex: running in the halls, pushing or shoving, slapping, etc.
- Skipping Class - failing to report to school's assigned class or activity without prior permission or excuse by the school or by the parent/guardian

Level Three Violations and School Responses

1st Offense = 1 Day OSS

2nd Offense = 2 Days OSS

3rd Offense = 3 Days OSS

Examples:

- Disturbing school - including but not limited to physical and/or verbal confrontations between two or more students
- Damage, destruction or theft of school or personal property (restitution required) - Ex: writing on desks/walls/books, damaging school property or equipment
- Causing, attempting to cause or threatening to cause physical injury to any person or behaving in such a way that could cause physical injury to any person (includes ankling)
- Intentional touching of another in an offensive or sexually provocative manner
- Fireworks
- Stealing
- Repeatedly failing to obey school rules or to obey teachers, student teachers, teacher assistants, administrators or other personnel
- Unauthorized presence on school grounds
- Extortion, blackmail or coercion
- Disrespect to teachers and other school employees
- Threat of injury or assault against Employee or Student
- Sexual harassment/misconduct
- Deceit/Falsifying Identity - deliberately concealing or misrepresenting the truth, or giving misleading information
- Possession/Use of Tobacco Products - See handbook definition
- Harassment/Bullying/Intimidation - See handbook definition
- Leaving Campus Without Permission - Once a student enters onto the PMS campus, he/she should not leave for any reason without written permission from the school administration

Level Four Violations and School Responses

Expulsion Offenses: Students will be recommended for expulsion

- Possession of a firearm at school
- Possession of a knife or any other object that can be considered a weapon at school
- Possession of or being under the influence of controlled drugs or alcohol at school - This includes street drugs, prescription drugs, and over-the-counter medications.
- Distribution or sale of alcohol, drugs, look-alike drugs, or other substances represented as drugs
- Any gang activity or evidence of membership in gangs or secret societies at school
- Violation of school or district probation

Habitual Violation of School Rules and Procedures

After the 3rd offense of any other infraction, students will be considered habitual violators. These students will be handled according to severity of offense.

SMOKING/TOBACCO PRODUCTS

Lexington One does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco and snuff by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds. The Youth Access to Tobacco Prevention Act states that it is illegal to purchase or possess tobacco products if an individual is less than 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges. Violations of the laws of the United States or of the state of South Carolina may subject students to criminal prosecution.

Enforcement

- Administrators will confiscate items and not return them.
- Administrators will notify the student's parent/guardian.
- Students who violate this policy will receive a one-day out-of-school suspension on the first violation.
- Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
- After the second violation, the student enrolls in a mandatory tobacco education course.

NO BULLYING

The Lexington One school board and Pelion Middle School prohibit acts of harassment, intimidation or bullying of a student by students and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment. For purposes of this policy, harassment or intimidation is defined as a **gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage, insulting or demeaning a student or group of students, or causing substantial disruption to the orderly operation of the school.** Bullying is defined as **unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.** Any student who feels s/he has been subjected to harassment, intimidation or bullying is encouraged to **file a complaint** with his/her administrator. Complaints **will be investigated** promptly and thoroughly. Reports by students or employees may be made **anonymously**. The identity of the victim or reporter of bullying or harassment will be protected to the extent allowed by law. The district **prohibits retaliation** or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from **falsely accusing** another as a means of harassment, intimidation or bullying. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee.

Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation, consistent with this policy and administrative rule.

LEXINGTON COUNTY SCHOOL DISTRICT ONE PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

Minor Offenses

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading inappropriate applications
- Giving out personal information, for any reason, over the Internet

The district can use any of the following disciplinary consequences, if applicable, when addressing minor offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:

1. Student Conference
2. Lunch Detention
3. Morning School
4. After-School Detention
5. In-School Suspension (ISS)
6. Saturday School
7. Out-of-School Suspension (OSS)

Technology discipline offenses may also result in restricted use of the personal mobile computing device. The following system outlines such a process. Minor offenses will be handled on a points system. Each minor offense equals 5 points. Points and consequences are outlined below:

5 Points = Warning and conference with student

10 points = Conference with parent and student

15 points = Administrative Lunch Detention; 1 week (5 school days) of checking the personal mobile computing device in and out at the help desk and parent conference

20 points = ISS; 2 weeks (10 school days) of checking personal mobile computing device in and out at the help desk and parent conference

25 points = Continue to follow discipline plan; 3 weeks (15 school days) of checking the personal mobile computing device in and out at the help desk and parent conference

Major Offenses

- . Bypassing the Lexington County School District One Web filter

- . Action violating existing board policy or public law
 - Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)
 - Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- . Use of chat rooms or sites selling term papers, book reports and other forms of student work
- . Spamming (disruptive email, messages including iMessages)
- . Gaining access to another student's accounts, files and/or data
- . Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- . Vandalism (any malicious attempt to harm or destroy iPad)
- . Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

Major Offenses may be addressed as follows:

First Offense	1–3 days OSS and intervention session
Second Offense	3 days OSS and intervention session
Third Offense	Recommendation for expulsion and appropriate law enforcement intervention, if applicable

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Lexington County School District One Technology Acceptable Use Policy.

PROHIBITED APPS

****Downloading Prohibited APPS will be considered a Major Technology Offense and disciplinary action ranging from OSS to Recommendation for expulsion will occur.**

Lexington County School District One expects its students to comply with the District's Acceptable Use Policy, Policy IJNDB Use of Technology Resources in Instruction, when using technology.

More specific information related to Personal Mobile Computing Devices is available in the Student Mobile Computing Guide that will be distributed to all students.

STUDENT DRESS CODE

Board Policy JICA

Each school's administration will make the final judgment on the appropriateness of any student's clothing.

Clothing should not be so immodest or so inappropriate to the school setting as to interfere with or disrupt the educational process or environment, or pose a likelihood of such interference or disruption.



- Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive or interfering. This includes attire revealing bare midriffs, halter/tank tops, spaghetti straps, pajamas, and see-through shirts, tops or blouses.
- The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.
- The district will not permit clothing or accessories (i.e. book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco, or other illegal substances.
- Students may not wear or display gang-related attire, including gang colors or gang symbols, on their clothing or accessories.
- Under most conditions, students may not wear bandanas, hats, head stockings or kerchiefs while on campus or attending school-sponsored events/activities. Some classes require that students wear safety hats. Religious headgear is allowed.
- Students must wear proper shoes at all times.
- Student may wear special dress or costume for specific events or special occasions during the school day **WHEN APPROVED BY THE PRINCIPAL.**
- During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc. must conform to all other regulations of the dress code.
- Students may not wear accessories or clothing that could pose a safety threat including heavy chains, fishhooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc.
- The district does not allow unusual body or facial piercing that disrupts the order of school or that disturbs the learning environment.
- Students may not wear overly tight or shorter than fingertip- or mid-thigh- length shorts, skirts, skorts, or dresses. The district does not allow bike shorts unless worn under another pair of shorts.
- Students must wear their pants at the natural waistline.
- Students' undergarments should not show. Students should not wear their undergarments outside of their clothing.
- Each school's administrators make the final judgement on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school.
- An individual school may have a more restrictive dress code if recommended by school administrators and the School Improvement Council, and approved by the superintendent or her designee.

Number of Offense(s) and Consequence(s)

1st Violation

Student conference held. Student changes attire. (Parents must bring clothes if the student has no other appropriate clothing.)

2nd Violation

Parent conference held. Student changes attire. Student receives detention.

3rd Violation

Parent conference held. Student changes attire. Student receives ISS.

Additional Violations

Parent conference held. Student changes attire. Student receives ISS or OSS.

ID BADGES

Employees and students will wear their badges at all times unless directed otherwise by school personnel. The badge must be *clearly visible* at all times. ID badges include the ID, lanyard, and plastic case. **Temporary IDs should be taken care of before school in the cafeteria. If a student is late to school and does not have an ID, then they must report to the Discipline Office to purchase or receive a temporary ID. Students will be unable to get lunch without an ID. If students are caught without an ID after 1st period or signing in late to school, they may receive a referral and follow the ID policy outlined below.**

Students may purchase a temporary ID for \$.50, replacement IDs for \$5.00, replacement lanyards for \$1.00, and replacement plastic case for \$1.00. They must purchase the ID **before 1st period.**

Students referred for ID violations may not purchase temporary IDs. They will be given a temporary ID and receive detention. These measures will be administered on a 9 weeks basis.

Offense(s):	Consequence(s):
1st Violation	Student conference – Name in book/conference
2nd Violation	Student conference – Name in book/conference
3rd Violation	Lunch Detention – Name in book/conference
4th Violation	Lunch Detention – Name in book/conference
Additional Violations	Administrative Detention and/or ISS

PAGING DEVICES AND PHONES

Policy JICJ Use Of Personal Communication Devices

For purposes of this policy, personal communication devices include, but are not limited to, cellular telephones, pagers, gaming devices, other devices that emit an audible signal, vibrate, display a message, display or record an image or otherwise summon or deliver a communication to the possessor.

Middle and High school students may possess personal communication devices in school as follows.

- The devices remain silent and are not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be used in locker rooms, restrooms

or other personal spaces.

- Students may use their personal communication devices before and after school, during class changes and during their assigned lunch as long as the use does not disrupt the school environment.

Students should understand that possession of the above permitted devices could pose a risk of loss or theft. The district strongly recommends that students properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate personal communication devices if the use of these devices is causing a disruption to the school.

A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow these procedures.

- First Offense = confiscation of device for one day (device to be returned at the end of the next school day); letter mailed home to parents/legal guardians
- Second Offense = \$15 fine; confiscation of device for three days (device to be returned at the end of the third full day without the device); fine must be paid before school will return device; letter mailed home to parents/legal guardians
- Third Offense = = \$15 fine; confiscation of device for five days (device to be returned at the end of the fifth full day without the device); fine must be paid before school will return device; letter mailed home reminding parents/legal guardians that the next violation of this policy results in device not being allowed on campus for the remainder of the school year
- Fourth Offense = \$15 fine; device may not be brought back to school for the remainder of the year; letter mailed home reminding parents/legal guardians that the device is not allowed on campus for the remainder of the school year

LOCKERS

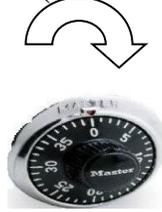
Lockers are the property of the school and each student has the privilege of having a locker if it is maintained properly. Students may not write in, attach stickers to, or otherwise deface lockers. Lockers will be checked periodically during the year and at the end of the year. Students will be required to pay for any damages.

Students will be allowed to visit their lockers **ONLY** at those times specified by their team. Students should remember not to share their lockers or to give the combination of the lock to a friend.



Opening lockers

Turn the dial several revolutions to the right (clockwise) and stop at your first number.



Then turn the dial to the left (counterclockwise) passing your second number the FIRST TIME and stopping at your second number the SECOND TIME.



Finally turn the dial to the right (clockwise) and stop at your third number. Open the latch.



TOYS, GAMES, RADIOS, ETC.

Toys and other items that are inappropriate for school will be confiscated and held for parents to pick up from the office. **The school administration and the SRO will not spend time dealing with the theft or loss of such items, since these items are not supposed to be at school.**

VALUABLES

Students are discouraged from bringing or wearing valuable items to school and should not bring more than a few dollars. ***Parents are encouraged to send checks for payments and purchases or to bring cash in themselves. Credit/debit payments are also accepted. Lunch fees can be paid online.**

TEXTBOOKS

Bar coded textbooks will be issued to students by the Discipline Office. Each student needs to complete a Textbook Damage Report Form to assess the current damages to the textbook(s)

issued to him/her. Students' books will be scanned back in at the end of the year or as students withdraw from Pelion Middle. Students/parents will be charged for lost or damaged books. Damage costs will be assessed by administration.

ARRIVAL AT SCHOOL

The school building opens at 7:15. Students remain in the cafeteria until 7:40. From 7:40 until 8:00 students report to their DENroom. Car riders should enter on the staff parking lot side of the building. Bus riders enter at the double doors under the breezeway by the bus lot. Students eating breakfast should report to the cafeteria and eat as soon as they arrive.

CAR RIDER DROP-OFF AREA

The AM car rider drop-off area is in front of the two-story building. Traffic should enter the driveway from Magnolia Street and exit on to Highway 302.

PARENT VISITATION

PMS welcomes parents to our classrooms. Please work out the visitation time and day with your child's teachers or give us one day notice. We ask that you also refrain from visiting during standardized testing times. We look forward to seeing you.

EXCUSES FOR ABSENCES

Parents/guardians must provide a written excuse for **ALL** absences. This needs to be done within three days after the student returns to school according to Lexington School District One Board Policy. The excuse must be signed by a parent/guardian, physician, or other appropriate person. Excuses should be submitted to the drop box outside the Main Office or to Ms. Mobley's office, located within the discipline suite. Parent excuses allow for student to make up any school work missed. They are NOT, however, legal excuses. Please refer to the Lexington School District One Handbook for information regarding legal, excused absences.

All excuse notes should include these facts:

- **Student's full name**
- **Date the excuse was written**
- **Date(s) of the absence**
- **Reason for the absence**
- **Telephone number where the parent/guardian/doctor can be reached during the day**
- **Signature of the parent/guardian/doctor/appropriate person**

BREAKFAST AND LUNCH PROGRAMS

The school provides both a breakfast and lunch program that offers a variety of selections of nutritious meals. Breakfast is served each morning. A complete full-priced breakfast costs \$1.25 daily and individual breakfast items are available for purchase. The full-priced lunch costs \$2.75 daily. Individual items and snack shack items are available during lunch and can be purchased separately with cash or with a student ID. **Students must pick ONE line to eat from at lunch.** Applications for free and reduced priced meals are given to all students during enrollment and the forms must be updated every year. One form must be completed per family. The forms are available from the Main Office or from the cafeteria cashier at any time during the school year.

The cafeteria must offer at least five food items at lunch. Students must take at least three food items. These selections must be different items including a fruit and a vegetable. Students pay the same price whether they choose to take 5, 4, or 3 items.

Students should not accumulate cafeteria charges in excess of \$10 on their account. A student who consistently charges meals may be given a modified lunch. This will be at the discretion of administration.

School Lunch Procedures

Students are to report to the cafeteria, pass through the line, and be seated in assigned areas. All other areas are off-limits unless the student has a pass from a teacher. Students will be dismissed at the appropriate time by their teachers *when tables are clear of trash.* Students are to use the restrooms located across from the dining room doors during lunch and breakfast periods. Students must have teacher permission to leave the cafeteria during lunch time.

SCHOOL RESOURCE OFFICER (SRO) – located in room 402

The SRO is employed by the Lexington County Sheriff's department but works closely with the school administration to help ensure a safe school environment. The SRO is available to help educate students about legal issues in school. The SRO is available for students to report problems or crimes. As a law enforcement official, the SRO has authority to charge and arrest students and adults who commit crimes on or off the school campus.

SCHOOL COUNSELING SERVICES

The Pelion Middle School Counseling Department is aligned with the American School Counseling Association Model. Students at Pelion Middle will be served in the areas of social/emotional, academic, and/ or career needs. The school counseling staff provides opportunities such as individual counseling, small groups, classroom delivery, and collaboration. The opportunities help students develop some of the important life- long learning skills for the 21st century. Creativity, cooperation, communication, and critical thinking are skills interwoven in the comprehensive school counseling program. In accordance with the ethical standards of the American School Counseling Association model, student's

confidentiality will be maintained between counselor and student except in cases of imminent danger. The counselor will make a professional decision regarding what constitutes imminent danger. Appropriate persons/agencies will be notified if there is imminent danger to the student or another individual or if there is a suspicion of child abuse or neglect.

HEALTH SERVICES

A registered nurse operates the health room daily. Our goal is to provide caring, competent service for your child in emergencies. The school nurse can be reached at 821-2323.

The school nurse does not supply any medications. The only medications given will be those brought to school in the original container and accompanied by signed written permission which includes the child's name, medication name, dosage and time to be given. For prescription medication, a doctor's signature is required. **PARENTS MUST BRING IN THESE MEDICATIONS.** Because of the relationship of aspirin to Reye's syndrome, aspirin will not be administered unless a written order from a doctor is presented. There are times when a student should remain at home for his/her own welfare and the protection of others.

These include:

- Temperature of 100 degrees or higher within the past 24 hours. Students should return when temperature has remained below 100 degrees for 24 hours **WITHOUT** medication.
- A cold in the contagious state (severe nasal discharge that is not clear in color)
- Untreated conjunctivitis (pink eye)
- Vomiting and/or diarrhea within the past 12 hours
- Any communicable disease (chicken pox, measles, etc.)
- Any undiagnosed rash or skin eruption

If a student develops a communicable disease, the parent should notify the school. This will alert teachers and nurses to observe others for symptoms.

When a student becomes ill or injured at school, the nurse will notify the parents if their child needs to be picked up. Only the school nurse can medically excuse a child who is picked up. Students need to report to the nurse and have the nurse call home. **Students who call home themselves will not have absences excused.**

Please supply the school with the name of an emergency contact person(s) who has consented to pick up and care for the child when a parent cannot be reached. It is very important that the school be informed of any change in address, phone numbers, or emergency contact.

Remember that the nurses cannot diagnose or prescribe treatment. This is the responsibility of the family physician.

As you know, South Carolina law requires school nurses to have a medical order from a health care provider before they can administer any prescription medication to a student. If you have any questions, please contact the school nurse.

LEARNING COMMONS

The Learning Commons operates on a fully flexible schedule with hours from 7:40 a.m. to 3:45 p.m. Students must have a signed pass to enter the Learning Commons at all times. Morning students must obtain a separate morning pass from their hallway teacher. Students check out materials with their permanent or temporary IDs. Materials for checkout include books, playaways, ebooks, and downloadable audio books. Students may check out two items at a time from the Learning Commons for two weeks. Students may check the status of their account, place holds, renew and reserve items and create custom reading lists by logging onto Destiny Shelf on their iPads. Books not returned by the due date will become **overdue** and incur a \$.05 a day fine until they are returned. **All Fridays are fine-free days. Students may return overdue books on any Friday without incurring a fine.** Items not returned within 90 days are automatically marked lost and student will be charged for replacement of the item(s). If a student owes \$1.00 or more or has an overdue item from the Learning Commons or from a previously attended school, he will not be allowed to check out until these conditions are corrected. If a student owes \$5.00 or more, or has an overdue book, then their report card will be held at the end of the school year until the fine is cleared.