

# Lakeview Middle School

## Student Handbook

### 2020-2021



3801 Old Buncombe Road  
Greenville, SC 29617  
864.355.6400

[www.greenville.k12.sc.us/lakeview/](http://www.greenville.k12.sc.us/lakeview/)

Kathy Dobbins, Principal  
Ed Roman, Assistant Principal  
Stephen Hampton, Assistant Principal  
Libba Mattison, Assistant Principal

## Where Character is Developed with Intellect

**Important note regarding information contained within this handbook :** Should information, policies, or procedures change during the school year, information will be distributed to parents and students. The school reserves the right to monitor, interpret, and adjust policies as needed. Thank you.

Welcome to the 2020 - 2021 school year at Lakeview Middle School! Please take time to review/study this handbook to ensure understanding of our policies and procedures. This handbook is designed to be a quick reference; however, no handbook can answer all questions that may arise. If you have questions concerning the handbook, please see a teacher or an administrator at any time. It is vital to the overall operation of the school that all students comply with these policies, expectations and regulations.

Our driving theme for this year is “ **LMS, where character is developed with intellect.**” We believe this applies to students as learners and in your extracurricular activities, as well as to families and supporters of our school in the way they partner with us for a successful year.

We expect all students to do your best each day to participate the best learning environment for all of our students.

Best wishes for a great year,

Kathy Dobbins  
Principal

## **Mission Statement of Greenville County Schools:**

We build COLLEGE- AND CAREER-READY GRADUATES by connecting students to engaging classes and meaningful experiences that cultivate world-class knowledge and skills, while developing character, leadership, and citizenship.

We believe...

- Students achieve best in a safe and inviting environment where they are engaged in learning.
- Students must have highly competent and caring teachers, principals, and support staff.
- Students must have equitable and high-quality educational opportunities that evolve and change to reflect the world around them.
- A successful educational culture empowers students to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.
- A successful educational culture develops students who are empathetic, respectful, resilient, and act with integrity.
- Embracing diversity and inclusion leads to mutual respect and breaks down barriers. Education is the shared responsibility of students, home, school, business, and community.
- Curriculum and instruction must meet the needs of all students and prepare each student for success.
- Early reading and mathematical thinking are the foundations for educational success.
- Our educational organization prepares students to value learning and contribute to society, which has a lasting positive impact on our communities.

### **Our Mission**

Prepare EVERY student to become independent, life-long learners and responsible, productive citizens.

### **Our Vision**

Students INSPIRED, SUPPORTED, and PREPARED for their next opportunities in life, education, and employment.

**Lakeview Middle School Honor Code:** Students are expected to uphold high standards with regard to academics. Students will not use other persons' work as their own, and will refrain from plagiarizing, misquoting, or borrowing information from another author without his/her permission. Students will act in a manner that will enhance learning opportunities and achievement. All stakeholders will work to support the mission of the school.

# LMS Daily Schedule 2020-2021

<i>Pd</i>	<i>Time</i>	<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>
1st	8:30-9:21 (51)	Core	Core	Core
2nd	9:24-10:15 (51)	Related Arts	Skill Building	Core
3rd	10:18-11:09 (51)	Related Arts	Core	Core
4th	11:12-12:33 (81)	Core 11:12-12:04 (52) Lunch 12:07-12:33 (26)	Lunch 11:12-11:38 (26) Related Arts 11:41-12:33(52)	Skill Building 11:12-11:38 (26) Lunch 11:40-12:06 (26) Skill Building 12:07-12:33 (26)
5th	12:36-1:27 (51)	Skill Building	Related Arts	Core
6th	1:30-2:21 (51)	Core	Core	Related Arts
7th	2:24-3:15 (51)	Core	Core	Related Arts

### **COVID-19 Student Behavior Expectations Per CDC/DHEC Guidelines:**

- Students will be required to follow directional signs throughout the exterior and interior perimeters of the building and maintain social distancing at all times.
  - When students exit vehicles/buses, distance is to be kept as they enter the building and move to their destination.
  - Students may not congregate in common areas (cafeteria, hallways, restroom, car line, bus loop, etc.)
- Students will be required to wear an appropriate face mask/covering at all times including transitions and movement within a confined space when 6 feet social distancing cannot be maintained or there is no partition. If there is a documented health concern/issue, a medical exemption can be made with proper documentation (a doctor's note is required to verify a student's medical exemption).
  - Students are to provide their own masks. A student with an economic hardship should share his/her need for a mask with school administration.

### **Student Face Mask Violations:**

1st Offense: If a student is not wearing a mask, the staff member observing will address and direct the student to put on his/her mask. The incident will be documented with the appropriate administrator and the parent/guardian will be notified.

2nd Offense: The same process will be followed.

3rd Offense: The student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.

4th Offense: The student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling the student in the virtual program for the remainder of the semester.

5th Offense: Non-compliance will result in assignment to the virtual program for the remainder of the semester.

### **Student Dress Code**

The primary objective of Greenville County Schools is to provide a world-class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. **Lakeview Middle School students are expected to follow the LMS prescribed uniform dress code.** Within these guidelines, personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

### **UNIFORM DRESS CODE SHIRTS:**

- All students must wear a **collared shirt/oxford/polo top. No alterations allowed.**
- Shirt color options- **Orange, Blue, Pink, Black, Gray and White.**
- The only logos allowed on shirts are small logos that reflect the brand and should be no larger than one square inch.

- Middle or high school garments (i.e. jerseys) may only be worn on days when students are participating in official extracurricular activities at the middle or high school, and they must be worn over the uniform dress code shirt.
- Tucking, layering shirts must remain tucked in at all times.
- T-shirts, long-sleeved shirts, or camisoles worn under collared shirts must be a solid color.
- Collars must be visible. No low-cut shirts are allowed.

#### **UNIFORM DRESS CODE PANTS, SHORTS, SKIRTS:**

- **Solid Khaki ONLY** (denim of any color may NOT be worn)
- Belts should be worn with pants, shorts and skirts as needed.
- Pants, shorts and skirts must be worn at the waistline. Pants and shorts cannot bag, sag or drag.
- Shorts and skirts must be **knee length**.
- **No** overalls, jeggings, stretch pants, Yoga pants, knit pants with drawstrings, sweatpants, pajama pants or athletic pants or shorts are allowed.
- If pants contain holes above the knee, shorts or leggings must be worn underneath to cover the skin from the knee up.
- Leggings are allowed to be worn under skirts or shorts provided the shorts or skirts are knee-length.

#### **ACCESSORIES:**

The following items are NOT permitted to be worn or to have in possession while on campus:

- Hats, bandannas, “do rags,” sweatbands/headbands or sunglasses that pose a safety threat to oneself or others
- Bedroom slippers (soft bottom footwear)
- Jewelry or tattoos that display profanity/suggestive phrases or advertise tobacco, drugs, or sex.

#### **COATS/SWEATERS/SWEATSHIRTS:**

- Coats with symbols, writing or pictures may be worn to school as long as the content does not display profanity, suggestive phrases or advertise tobacco, drugs or sex
- Coats must be removed and placed in student lockers upon arrival to the grade level halls.
- If sweaters and sweatshirts are to be worn for the entire school day, they must be a solid approved dress code shirt color with no large logo or writing. Collars must be visible.
- **Hooded sweatshirts are allowed. Hoods must not be worn between 8:30am and 3:15pm.**  
**Exceptions can be made with administrative approval.**

#### **In Addition:**

- Attire must not evidence membership/ affiliation with a "gang" in any sense of the term.
- Extraneous articles hanging from clothing, such as chains, are not permitted.
- Undergarments should never be visible.
- No blankets or other bed linens are allowed at school.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which may lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the district's behavior code.

**Hats/Headwear:** Hats are not permitted and should not be worn in the building. The school administration will consider violations on an individual basis and will deal with violations accordingly.

**Dress Code Violations:** When the school dress code is violated, a teacher or staff member will inform the front office via email and the appropriate administrator will investigate and deal with it appropriately. Discipline will be handled on an accumulating system. If the student's attire is too offensive to allow the student to attend class, then the student will need to change clothes or report to ISS.

1<sup>st</sup> Offense: Warning/Correction

2<sup>nd</sup> Offense: Warning/Correction and Parent Contact

3<sup>rd</sup> Offense: Correction/Lunch Detention

4<sup>th</sup> Offense: Correction/ISS and Parent Conference

5<sup>th</sup>+ Offense: Disciplinary Referral

Consequences for dress code violations will begin at zero at the start of each semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

### **Academic Standards:**

For academic areas, state standards guide both curriculum and classroom instruction. Each teacher outlines his/her projected plans both academically and procedurally in a course syllabus available online and by request in print form. South Carolina standards are located at [www.ed.sc.gov](http://www.ed.sc.gov).

### **Assessment**

A variety of assessments are used to inform and improve instruction. Assessments come in a variety of forms, including written tests, homework, projects, exams, and unit tests, as well as state and district required tests and benchmarks. Specific questions about assessments in classes should be directed to the teacher.

### **Assessing Progress in Middle Schools**

### **Accommodations:**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the

student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

**Activities and Organizations:** If a student remains after school for an activity, the parent must arrange transportation. All students who remain after school must be with an activity sponsor or teacher. Students must leave school and return if attending an evening event. Students may not be at school after hours.

**Activity Participation:** Every student should realize that participation in activities is a privilege that carries definite responsibilities. **All regular school rules apply when students are involved in school-sponsored activities, whether at the school or elsewhere.** Misconduct during activities or athletic events may result in suspension, or in the case of serious offenses, expulsion from the club, activity, team or school. Regular rules apply to spectators as well as the participants. If a student is serving Out-of-School Suspension, that student may not participate in, or watch, any extra-curricular event for the dates of the suspension.

**After-School Event Attendance/Pick Up:** All students are expected to have a ride present at the conclusion of an event or activity. Failure to have a ride waiting at the conclusion of the event can lead to a student not being allowed to attend future events such as, but not limited to, dances, sporting events, etc.

**Assemblies:** Assemblies are provided for education and/or student recognition. Students are required to sit with their supervised and assigned class during assemblies. The classroom code of conduct will apply. We ask that students not be dismissed early from school while attending an assembly.

**Athletics:** Students are eligible to try-out for various sports **beginning in seventh grade.** Students will be held to the same guidelines for try-outs and conditioning as high school students and must also be eligible based on the LMS athletic eligibility requirements found in *the GCS Athletics Handbook*. Announcements and information will be sent out at various times during the year regarding different activities. Football, cheerleading, basketball, volleyball, softball, baseball, track, golf, soccer and cross-country are but a few of the offerings provided to students. If a sport is not offered at LMS students in 7<sup>th</sup> and 8<sup>th</sup> grade may try-out for a team through GCS. Some restrictions apply. For athletic related information, please contact the Athletic Coordinator at the school.

**Attendance:** South Carolina laws require the regular attendance of all pupils. The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

- Students are expected to attend school every school day.
- Attendance is recorded in each class period. Therefore, absences are accrued per class, not on an entire day basis. If a student is absent for a portion of the school day, they will be marked absent from the classes they miss.



- Lawful absences are those that are excused with proper documentation. These include illnesses that required medical attention, death in the student's immediate family verified by a statement from the parent, religious holidays with prior approval from the principal in writing, approved activities with prior written approval of the principal, documented court appearances, or Out-of-School Suspensions. This also includes school sponsored events such as band performances, field trips, etc.
- Unlawful absences include but are not limited to, absence of a student without the knowledge of his or her parents, absence of a student without acceptable cause with the knowledge of his or her parents, absence of a student for which an excuse was not provided to the school within 2 days of the student's return to school, or any absence not specifically defined under lawful absences.
- **Truancy: Although the state requires students to only attend 180 days of the school year, parents and students should be aware that S.C. Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. Attendance Intervention Conferences must be held any time a student misses 3 consecutive unverified days or when a student has 5 days of unverified absences.**
- Returning after an absence: Upon returning to school, a student must present a note explaining the absence. The note should contain the following: student's full name, date(s) of absence, reason for absence, and parent or guardian's signature
- The student must bring this note to the attendance office upon arrival to school, before the 8:20am bell. The attendance clerk will write an admission slip that must be shown to each teacher throughout the day.
- Early Dismissals: Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of students or immediate family members, death in the immediate family, or dismissals approved by an administrator, in advance.
- Early dismissals count against class attendance records and can impact student achievement. Only pre-arranged early dismissals can be granted after 2:30p.m.
- Pre-arranged Early Dismissal: Parents who must take a student out of school during the day should follow these procedures:
  - Send a note with the student's name, time for dismissal, name of the person picking up the student, reason for the dismissal, and a number where the parent can be reached.
  - The student will be called to the front office when the parent(s) arrive(s).
  - In the event the early dismissal was not pre-arranged, parents should call ahead to request the early dismissal.
  - Parents are required to sign their students out when they leave school.
    - Arriving Late to School: Punctuality is a critical work-related skill that a person can learn. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction.

- Students who arrive after 8:30am must obtain a Late Pass from the attendance office. The tardy will be entered into the student's attendance record. Teachers will record students' tardies to class.
- Tardiness will be excused by documentation from medical practitioners or for a late bus. Parents are expected to provide a note in the event of a late arrival to school. Late arrivals may be excused or unexcused depending on the reason for the tardy.
- Perfect Attendance Criteria: The definition of an absence at a Greenville County Middle School is missing more than one-half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one-half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

**Behavioral Expectations:** All students will be bound by the Greenville County School District Disciplinary Guidelines as outlined in the district's rules and expectations for student behavior. It is the responsibility of the student and parent/guardian to know, respect, and follow the policies, rules, and regulations of the school and district.

The entire code of conduct can be accessed from the Greenville County School District Website at: [www.greenville.k12.sc.us/gcsd/depts/admin/policy](http://www.greenville.k12.sc.us/gcsd/depts/admin/policy).

**Behavioral Expectations IN-Outside of School:** All students are expected to maintain acceptable behavior in and out of school, while using social media sites, at school sponsored games and activities, etc. Many people have no other means of judging LMS than by the behavior of our students; therefore, students are expected to exhibit mannerly behavior in their contacts with other people. *Respect for parents, teachers, and fellow students is expected.* A primary goal of education is to prepare students for a healthy, functional life in society. At LMS, we value the support of our families and community and expect that all Lions demonstrate positive character and behavior.

## **NEGATIVE STUDENT BEHAVIOR**

In an effort to establish consistency, students who do not follow class/school behavioral expectations may receive the following consequences:

- **Warning; Teacher Intervention/Bounce Back-Parent Contact- Lunch detention**
- **Team Intervention - Parent Contact**
- **Admin Intervention - Parent Contact**
- **Office Referral in IMS – Administrative Parent Contact.**

The school will reserve the right in some situations not to follow these steps.

In extreme cases this plan may not be followed.

This list is not meant to be all inclusive and final, it is merely providing information to the parent and student for information.

### **Building and Ground Rules**

- **Chewing gum is not permitted** in the building, school bus or on school grounds. If a student is caught with chewing gum before, during, or after school on school grounds he/she will be addressed appropriately.
- Students should never run through or break off shrubbery or climb trees.
- Students are not permitted in the teacher workrooms for any reason.
- Exterior doors and windows should never be opened for anyone.

### **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

### **Bus Rules**

The School District of Greenville County provides students with bus service for their convenience and safety. Certain laws and regulations govern the operation of the buses. School authorities make every effort to provide safe, punctual, comfortable, and orderly transportation for students. The driver can file misconduct reports and the student can receive disciplinary action. Serious or repeated misconduct may result in suspension from the bus. If this occurs, transportation to/from school becomes the responsibility of the student and the parent. Questions concerning bus transportation should be directed to the Bus Supervisor or a member of the school administration. .

Students must:

- § Obey all instructions of the driver
- § Sit in seat, keeping hands, feet and head inside the bus
- § Keep feet out of the aisles
- § Use only conversational tone

Understand that:

§ Fighting, profanity, smoking, and yelling are prohibited

§ Vandalism will result in severe consequences including restitution

§ Board and exit the bus only at the assigned stop

§ Throwing objects is strictly prohibited

§ Any conduct that causes disruption is prohibited

§ No candy, beverages, or food are allowed on the bus without approval from the bus driver

Note: In some situations, the school reserves the right to use school discipline guidelines in regard to bus behavior. The bus is considered school property.

### **Cafeteria Procedures**

- Students must use their Student ID card in the lunch line to receive their lunch.
- Students should enter/exit the cafeteria and lunch lines in an orderly manner.
- Food must not be thrown.
- **Food and beverage items purchased by students are not to be taken from the cafeteria( except during Attendance Plans 1,2).**
- Students should not put their feet on the chairs or any part of the tables.
- Students are expected to talk and behave in an orderly manner.
- All items must be picked up as the student goes through the line the first time through.
- Students should not leave their table without teacher permission.
- Students must leave their area clean and should clean up lunch area before leaving the cafeteria.
- Students with ID cards will be served first, others must wait until the end of the line.

Breakfast will be available from 7:40am– 8:20am. Passes will be issued for late busses.

### **Car Rider Procedures:**

- Parents/Guardians must pull into the car rider line for morning drop-off and afternoon pick-up.
- Cars **must not** be parked in the parking lots. Students cannot cross the car line to the parking lot. Parents may **not** walk their child through the parking lot. **All students must be dropped off/picked up from the car rider line.** Parents should not pick-up or drop-off from the teacher parking lot.
- Staff members will be on duty to help with exiting the parking lot.
- If you are first in line, please drive to the end of the sidewalk.
- **Students should not be dropped off before 7:30am. Supervision is not provided.**
- **Cars arriving prior to 7:30am must form a single line not blocking the entrance to the school.**
- Late arrival: After 8:30am students must be signed-in at the attendance office. **Students must be seated in 1st period class at the 8:30am bell; otherwise the student is late to school.**
- Car riders' numbers should be displayed in a visible location on the front windshield.
- Cars are to line up in a line following all directions of the staff members on duty.
- Students must use the crosswalk and practice social distance guidelines at all times.
- Students who fail to follow the direction of the staff member on duty will face disciplinary action.

- **Students who are picked up after 4:00pm may face disciplinary action. Repeated violators of pick-up policies will need to be provided alternate transportation such as a school bus.**

**Care of School Property:** The appearance of the building and its content is crucial to a good instructional environment. We are proud of our school and the way it looks. It is the responsibility of every student to show proper care and concern for hallways, cafeteria, classrooms, lockers, furniture, restrooms and books. Students who intentionally damage or destroy school property will be required to make financial restitution and may receive additional disciplinary consequences.

**Cell Phones/Electronic Devices:** Students are allowed to possess mobile phones and electronic devices on school property and use them before 8:30am, during their lunch period and after 3:15pm. Use of phone devices in classrooms and halls during any other times is not allowed. Active use of the phone between 8:30am and 3:15pm will be addressed and may result in disciplinary action.

**Change of Address/Telephone/E-Mail Address:** Please inform the main office at 864-355-6400 as soon as possible when you move or have a change of address, phone number (home or work), and/or email address. These numbers are very important in the case of an emergency. Change of address will require proof of residency.

**Clubs and Organizations:** Students are encouraged to join clubs and organizations. Throughout the year, sponsors for various activities will announce meetings and projects. Being involved in our school will help create a more positive experience and will help our school be more successful. Clubs can be started with an approved advisor and approval from the Principal.

**Consequences for Retaliation or False Accusations:** The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under the Harassment policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary action, up to and including suspension or expulsion for students and termination for employees.

**Conferences/Parent:** Any time a parent wishes to conference with their child's teachers the parent should contact the teachers directly. The main office is available to assist you in reaching the teachers if necessary. Except in emergency situations, please arrange conferences at least 24 hours in advance.

### **Daily Schedule**

- The daily schedule for grades 6-8 will be 8:30am until 3:15pm.
- The late bell will ring at 8:30am. Student entrance doors lock at 8:30am after this time, enter via the Main Office.
- Students are not permitted on campus before 7:30am unless prior arrangements have been made through a teacher, club sponsor, or administrator.

- Students arriving between 7:30 – 8:15am should report directly to their assigned area and remain in their designated area unless they have a pass to report to another location in the building. Students should be seated in their first period class by their designated grade level time.
- Students not participating in a club, organization, sport or other activity must leave campus immediately following the dismissal of school. Failure to do so may result in disciplinary action.
- Students may not remain on campus to wait for evening sporting events/activities.

**Disaster Drills:** Regular fire and emergency drills will be held throughout the school year. In each classroom, a sign will be posted giving exit instructions. At the sound of a drill, everyone should listen carefully for instructions from the teacher or administrator and follow these completely. There should be no excess talking.

**Discrimination:** Our district does not discriminate on the basis of race, color, national origin, age, gender, religion, immigrant status, limited English speaking status, and/or disability in admission to, access to, treatment in or employment in its programs and activities. Concerns regarding these matters should be brought to the attention of the school principal immediately.

**Dispensing Medicine:** **ALL medicine is to be left in the nurse's office.** Medicine, including aspirin, Tylenol, or ointment will not be provided by the school. The school nurse has “permission to dispense” forms that parents/guardians should complete when dropping off medication. ALL medication should be labeled with the student's name and grade. If medication is a prescription, it must be in the original container. **Students are not allowed to have medications (over-the-counter or prescription) in their possession at any time. NO medication of any kind is provided by the school; all medicine must be provided by the student.** **If you would like to have medication such as Tylenol, aspirin, Tums, ointment, or other items for your child, you must provide the medication in the original packaging with proper dosage instructions.** If your child has specific medical needs that require regular medication while at school, please contact our school nurse for information regarding an Individual Healthcare Plan.

**Electronic Devices/Equipment Policy(personal):** Electronic devices that can store books, periodicals, magazines, access the web and other electronic media are allowed at school. In order to use such devices, students must have a permission form on file with the school. Lakeview Middle School is working to maintain technological relevance in education by affording students the opportunity to use these devices in accordance with our Acceptable Use Policy.

- Prior to a device being on campus, the device must be permanently labeled with the student's name.
- Devices are to be used only for school approved activities and not for other purposes such as communication, entertainment, music, gaming, etc. unless approved by a school staff member.
- Students are responsible for knowing how to properly and effectively use his/her device.
- Devices must be used at appropriate times in accordance with teacher instructions and must not be a distraction for the student or surrounding students.
- **Pictures/videos and audio recordings may not be taken during the school day without approval from the teacher and/or school principal. Taking videos or pictures of any**

**inappropriate student activities is not permitted. Violations will be addressed appropriately and may result in serious disciplinary consequences.**

- In order to access the GCSD network, a permission form must be on file.
- **Lakeview Middle School will in no way assume responsibility for lost, stolen, damaged items that contract viruses or other features that damage or destroy the item.**

If a student violates the device policy, disciplinary action will be used. This may include confiscation of the device following the same policy as mobile telephones, ISS, OSS or other such consequences as determined necessary by school administration.

**Field Trips:** Due to the cost incurred by the school before field trips are taken, **there will be no refunds for field trips.** If a student becomes ineligible to attend a field trip or is absent the day of a field trip, the school reserves the right to not refund the money.

**Food/Drink at School:** Students **are not permitted** to have food, drink or candy in the halls/classrooms during instructional time (8:15am-3:15pm). Plain water may be allowed in classrooms if the teacher allows. Outside food/drinks are allowed in the cafeteria during breakfast or during lunch periods when approved by an administrator. **DURING COVID-19 Social distancing procedures, students may be allowed to eat breakfast and lunch in the classroom.**

**Fund Raising:** Fund raising activities will be kept to a minimum and occur with the approval of the principal. Students may not sell, trade or exchange items during the day. This includes items sent by high school students or organizations, as well as all outside clubs or activities.

**Gifts for Students:** The school does not accept flowers, gifts, etc. for students. Gifts delivered to the school will be refused at delivery. The school will assume no responsibility for any gift. Students will not be allowed to bring Holiday/Valentines Day gifts to school. Any gifts will be left in the front office and can be picked up at the end of the school day.

**Grade Advancement:** Students who successfully complete the approved educational program shall advance to the next grade level. When a student is unsuccessful, that student may be considered for retention. The principal will make these decisions on an individual basis with input from teachers, parents, counselors, and the student. Students may be required to receive special tutoring or summer school course work prior to being promoted to the next grade level.

**Grading Policies:** The State Board of Education requires all schools to follow a statewide uniform grading scale. The school policy requires that the lowest grade given to a student at the end of a course is 51. This grade is called a “floor.” Middle school courses will have a floor of 51 for each grading period.

Interim progress reports will show all grades, including those below 51. Teachers are encouraged to contact parents when a student receives failing grades on their progress reports. Parents can access the Parent Portal at any time to review student grades.



Academic progress is reported to parents every 4½ weeks. If parents prefer more frequent notification they can sign up on the Parent Portal to receive scheduled emails. If a family does not have internet access, please make arrangements with individual teachers concerning student progress.

Grading scales will be included in the information provided by the district. LMS will follow the same grading scale used in all Greenville County Middle Schools.

**Hall Passes:** Students who are out of class for any reason must have a classroom hall pass, with the location/destination clearly written on it and signed by a teacher. Students without a hall pass will be sent back to the scheduled class.

### **ID Cards:**

All Lakeview Middle School students will be issued an identification card. **ID cards must be worn by all students at all times while on campus.** ID cards will be attached to a lanyard and **must be worn around the neck during the entire school day.** ID cards are also required by the cafeteria for food service and the media center. Replacement ID cards may be purchased in the media center for \$5.00. **ID cards should not be torn, altered, marked on or destroyed. If damaged, students may have to purchase a new card.**

### **Violations of ID Policy:**

- 1<sup>st</sup> Offense: Temporary Card/Warning-/Parent Contacted by attendance clerk
- 2<sup>nd</sup> Offense: Temporary Card- Parent Contacted by admin- Record ID violation in IMS from here forward
- 3<sup>rd</sup> Offense: Temporary Card- Parent Contacted by admin- ½ Day of ISS and /or Lunch Detention
- 4<sup>th</sup> Offense: Temporary Card-Parent Conference- 1 Day of ISS and Lunch Detention
- 5<sup>th</sup>+ Offense: Disciplinary Referral for Refusal to Obey- OSS

Consequences for ID violations will begin at zero at the start of each semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

When a student arrives in class without an ID, the teacher will contact the attendance office, and a temporary card will be issued and brought to the student in the classroom.

A record will be kept consistent with the consequences above.

**In School Suspension (ISS):** The primary objective of this program is to keep students in school while trying to modify unwanted behaviors and give students the opportunity to maintain their academic work while serving In School Suspension. Students will be kept in a self-contained classroom where their class work will be completed, lunch will be provided, privileges will be earned and “respect duties” (written essays, instructional videos, counseling sessions, campus beautification projects, etc.) will be performed. **Students who violate ISS rules will be subject to an immediate Out-Of-School Suspension.**

**Inclement Weather:** We will make every effort to use our automated calling system to alert you of weather-related delays, cancellations and/or early dismissals. Please make sure your contact numbers are updated periodically. We encourage you to also use local weather, radio, and television stations for weather related announcements. Follow announcements from Greenville County School District.

**Individual Health Care Plans or Individual Health Plans (IHPs):** Individual health care plans are also called Individual Health Plans or IHPs. School nurses, who are registered nurses, write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, contact the school nurse.

**Internet Usage:** In order to have access to the internet while on campus, students must have an internet acceptable use form on file at the school. Students must follow acceptable use policy at all times.

**Locker Use:** Lockers are provided only if a student request. Students are only allowed to use the locker they are assigned. **Students are to shut and lock their lockers after each use. Students may not share lockers. Students must use school-owned and issued locks.** The replacement fee for locks is \$5.00. Locker visits will be scheduled by teachers and administrators and should be used only during scheduled times. The school reserves the right to check lockers as needed and at any time. Private locks are not permitted on lockers. The school assumes no responsibility for items lost or damaged in a locker. Lock combinations should never be shared.

**Make-Up Work Policy:** please refer to GCS-LMS make-up policy on school website.

[INCLUDE MORE](#)

### **Media Center**

- Students are welcome to come to the media center during this time as long as they have a pass from their teachers.
- Hours are Monday-Friday: 7:45 a.m. – 3:15 p.m.
- Upon entrance of Media Center, please sign-in and have your ID card displayed around your neck. You do not need to sign-out. Your school ID card will be needed to check-out materials and/or computer use. If you misplace your ID or need help with technology, please visit the Media Center between 8:15-8:30 to purchase a new ID. The new ID will be printed and ready for pick up later in the day or the following day.
- **Replacement fees: \$5.00 per new ID and \$2.00 per lanyard.**
- Our books, even multiple copies of the same book, are assigned a unique identification code. If the Destiny Online Catalog shows that you checked out a certain book, there is no room for error. You may check out a book for three weeks. You will be charged five cents per day for overdue books (excluding weekends or holidays).
- When you print in the Media Center, fees will be according to the type of printing.

- Please talk with the Media Specialist if you need the assistance with projects, activities, and materials.

**Notification and Distribution of District Expectations:** This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a school counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy. Legal references: A. S. C. Code, 1976, as amended: 1. Section 16-3-510 - Organizations and entities revised., 2. Section 59-19-90 - General powers and duties of school trustees. 3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities. 4. Section 59-63-275 - Student hazing prohibited. 5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. 6. Section 59-63-110, et. seq. - Safe School Climate Act. B. State Board of Education Regulations: 1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

**Other Violations of Student Legal Rights or District Policy:** Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

**Out-Of-School Suspension (OSS):** Students who make poor decisions and choose to break the rules at Lakeview Middle may be subject to Out-Of-School Suspension. **While suspended, students are prohibited from attending ANY school or district activity. Students are not permitted to be on any Greenville County School District campus while serving OSS.** Class work/assignments may be requested from his/her teachers during the suspension. Requesting work is the responsibility of the parent/guardian.

**Parent Conferences:** Parents are strongly encouraged to stay in contact with their child's teacher. Parent conferences can be scheduled during the teacher's planning time, before school, or after school. In order to provide the best supervision and instruction to all students, parents are asked not to interrupt classes. The office staff will be glad to have the teacher contact you to schedule a conference. When questions or concerns arise, parents may **first** contact the teacher by email, a note with your student or in the student agenda or by leaving a message with the front office. Administrators will be happy to meet with parents as needed after a conference has occurred with the teacher.

**Parent Portal (Backpack):** The Greenville County School District offers a Parent Portal, an on-line grading system. Please refer to [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) to access your child's grades. Contact the school office to obtain login and password information.

**Parental Custody:** In the case of separated or divorced parents, the law stipulates that we cannot determine which parent may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick-up. In that case, we must retain a copy of the court order for our files.

**Parent/Teacher Organization (PTA):** Regular meetings will be held during the school year. Our PTA organizes and supports a number of events and programs in our school. Get involved and join the PTA today! We expect all parents to join and support the work of the PTA.

**Personal Property:** We urge students not to bring valuable items or large sums of money to school. We like to think that all students are honest citizens, but also realize that temptations of valuables and money are difficult to resist. Any item that is unrelated to the educational process should be left at home. The school is not responsible for items brought to school. The school will not investigate lost or stolen items not related to the school. Non-educational items can be confiscated without return. Band instruments are only to be stored in the band room between 7:45 and 3:15 (not overnight).

**Plagiarism/Cheating Policy:** Lakeview Middle School does not tolerate plagiarism or cheating. If this occurs, the student will receive an **automatic zero** and assigned ISS. After the first offense, the student will be required to complete a reflection about the incident. Subsequent offenses will result in other disciplinary action such as additional ISS or OSS.

### **Progress Reports/ Report Cards**

Mid-quarter progress reports will be given to all students four times during the school year. It is the student's responsibility to give progress reports to parents. It is recommended that parents use this information from the very beginning of the school year to assist their children with academics. Students and parents should contact teachers, school counselors and/or the administration to discuss changes in student academic performance. Progress report information can also be accessed through the Parent Portal.

Report cards will be given to students at the end of each of the nine-week periods. It is the student's responsibility to give report cards to parents. The information on the report card is intended to give students and parents a means of evaluating the quality of work the student is doing at school. Students and parents are invited to contact teachers, the school counselor, and/or administration for a discussion of any problems related to student academic performance. Report card information can also be accessed through the Parent Portal.

**Public Displays of Affection (PDA):** Students are not allowed to inappropriately touch or kiss other students. Actions construed as PDA will result in disciplinary action. As a general rule, please keep your hands to yourself. Failure to comply will result in disciplinary action.

**Publicity and Photographs:** Occasionally, pictures of students are taken and published in local newspapers and social media sites for communication purposes. This usually occurs when an activity or achievement is deserving of public notice. **If you do not want your child's picture to be taken or published, please inform the principal, in writing, of your wishes.**

**Schedule Changes:** No teacher or team changes will be made unless authorized by the principal. Students should make sure their class schedules are correct by the first day of the school year.

**School Counseling Services:** Students are encouraged to visit our school counseling department. Some of the services provided include: basic counseling, career counseling, student/student conflicts, schedule planning, time-management and study skills. Students should not miss class to visit the counselor unless previously authorized. If an appointment is needed, students should complete an appointment request, located on their grade level counselor's door, and submit to their grade level counselor. No passes will be written for students being late to class. If there is an emergency, please report directly to the school counselor or administrative offices. For assistance and services, contact the Lakeview Middle school counselor department at 355-6404. School counselors will meet with students at the request of teachers for disciplinary actions/issues, assistance, and general academic guidance.

**School Improvement Council:** Lakeview Middle School has developed a School Improvement Council (SIC) consisting of community members, students, parents, and staff members. This group will work in conjunction with the principal and school to develop a mission for the SIC. For more information on becoming a member of the SIC, contact the principal.

**School Telephone Use:** In emergency situations, students will be allowed to use the telephone in the office if he/she has a pass from the teacher. **Messages to students and any after-school arrangements should be communicated to the student prior to school. Student will not be called out of class to return calls to parents regarding transportation changes or other issues.** Students who participate in after school sports should make prior arrangements for practice and cancellations. Transportation changes will be announced daily during afternoon announcements – **please contact the school no later than 2:45 p.m. with necessary changes.**

**Sexual Harassment Title VI, and Title IX complaints:** A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy. The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal and all other appropriate steps will be taken to correct or rectify the situation.

**Signing a Student Out of School:** Any time a student is signed out of school, the person must present photo identification and must appear on the child's emergency contact information. If the person does not present identification or does not appear on the emergency card, the child will not be released. Failure to supply proper identification can result in the person being asked to leave school grounds.

**Social Equity Policy:** At Lakeview Middle School we respect and celebrate diversity. All students, staff members, and families are expected to embrace our differences and support one another regardless of race, religion, heritage or age.

**Social Suspensions:** The administration reserves the right to assign Social Suspensions – suspensions from extracurricular activities such as dances, games, or other school sponsored activities – as a means of disciplinary action.

**Strategies to Help You Handle Potential Academic Problems:** The primary goal of Lakeview Middle School is the education of our students. We have established a variety of systems to help students with academic problems.

- Make certain you understand assignments.
- Use the handbook/agenda to write down your assignments.
- Complete all assignments at school or at home.
- Ask for extra help when needed – free tutoring is available!
- Ask the teacher for extra assignments to increase your understanding.
- Seek help from the guidance department to improve your study skills.

**Proven Study Skills!**

- Make and keep a study schedule that works for you.
- Study in a quiet place – the same place each day.
- Gather materials needed before you begin.
- Maintain a well-kept notebook for each class.
- Take good notes.
- Frequently review your notes, quizzes, tests and related materials.

**Student Accident Insurance:** Parents are encouraged to purchase student accident insurance. As a service to our students and the parents, the district offers student accident insurance through a private firm. Shortly after school begins, students will be given the enrollment forms to bring home. Athletic injuries are the responsibility of the parent.

**Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

**Student Records and Information:** Parents wishing to obtain information from school records must come to the school or send an official written request with parent/guardian signature to the attention of the principal.

**Summer School:** Students who fail any course may be required to attend summer school. Fees are determined by the Greenville County School District Board of Trustees and are the responsibility of the parent. Failure to attend summer school could result in retention.

**Tardy to School Policy:** At LMS we value being on time and prepared to learn. **If a student is late to school, a parent/guardian MUST sign in the student in the Main Office.** In order for a tardy to school to be excused, a medical note must be submitted within two (2) days. Tardy consequences for each class:

1<sup>st</sup> Offense: Tardy Warning

2<sup>nd</sup> Offense: Warning and Parent Contact

3<sup>rd</sup> Offense: Lunch Detention

4<sup>th</sup> Offense: ISS and Parent Conference

5<sup>th</sup>+ Offense: Referral

Consequences for tardy violations will begin at zero at the start of each semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

**Textbooks:** Textbooks will be available online using the Chromebook, as class sets in each classroom, and to individual students upon request. It is the student's responsibility to take care of and keep up with textbooks while in their possession. If a textbook is lost or damaged while in their possession, the student will be responsible for making payments as deemed necessary. **Students who tamper with or remove the barcode from their book will be assessed a fine.**

**Video/Audio Taping:** NO video and/or audio taping is permitted on school grounds without the expressed written consent of the principal prior to the recording.

**Visitors:** All visitors are subject to prior approval of the principal. If a family member needs to speak with a student, the family member should report to the office upon arrival and the student will be called to the office upon administrative approval. This rule is for the safety of all students. All visitors must report to the main office for a visitor tag.

**Volunteers:** All volunteers must complete **annual** paperwork required by the Greenville County School District. If the necessary paperwork is not completed, and those volunteers are not approved, they will not be allowed to work with school activities and projects. This is designed with the safety and security of all students in mind. Volunteers are needed for a variety of reasons. Please contact the PTA or the school for further details.



**Website:** Our website is an important communication tool for our school. It showcases life at LMS. It also contains announcements, upcoming events, and important dates that are of interest to school stakeholders. In addition the link to the Parent Portal is on the website. While every effort is made to keep information up to date, please consult with the school to determine the latest information if there are questions.

**Withdrawing a Student from LMS:** A parent/guardian must meet with our school registrar to complete the necessary paperwork when withdrawing a student. All books must be returned and all fees must be paid prior to transfer of records. The school will provide a statement when a student is clear for withdraw.

For more information on any rule, policy, or procedure included in this handbook, please contact the school. This handbook is not a contract and is not intended to be all inclusive. All rules and policies are to be followed at all times. The administration reserves the right to modify, change, and interpret these policies as necessary to create a productive educational environment.

**DATA SECURITY & USE OF TECHNOLOGY** Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION) See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

A. Legal Requirements GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following: 1. The Family Educational Rights and Privacy Act (FERPA) 2. Children's Internet Protection Act (CIPA) 3. Individuals with Disabilities Education Act (IDEA) 4. Children's Online Privacy Protection Act (COPPA) 5. Health Insurance Portability and Accountability Act (HIPAA)

**Users of GCS's network are required to adhere to state and federal law as well as board policy.** Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process. B. Acceptable

Use GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. **The use of these resources is a privilege and not a right.** While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. **Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law. II.**

**Student Acceptable Use** This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage.
3. The District's network and supporting systems and data transmitted by and stored on these systems.

#### Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology. C.

#### Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule. Students, parents and guardians agree that GCS computer equipment must be handled with care and respect. D.

Consequences Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### III. GCS Internet Safety and Other Terms of Use

A. General Access In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA. 1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet. 2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Personal Safety The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public. 1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. 2. Students will not agree to meet with someone they have met online without their parent/guardian's approval. 3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. D. Expectation of Privacy Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following: 1. Obtain emails sent or received on District email. 2. Monitor an individual's use on the District's systems. 3. Confiscate and/or search District-owned software or equipment. The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL DISTRICT AND BECOME FAMILIAR WITH THIS HANDBOOK.

[Student Signature]	Date
Printed Name	

[Guardian Signature]	Date
Printed Name	