

## MISSION STATEMENT

*The mission of Honea Path Middle School in collaboration with the total community is to inspire lifelong learners who apply the knowledge, skills, and attitudes necessary to become creative problem solvers, achieve personal success, and contribute responsibly as citizens in our diverse and dynamic world.*

## GENERAL INFORMATION

### Student Rights and Responsibilities

Our school believes that students have the right to take part in all school activities on an equal basis regardless of race, sex, color, creed, religion, disability, national origin, or economic and social background. The goal of Honea Path Middle School is to provide a quality education to all our students in an environment that is safe and free from discrimination.

As a student, you have a responsibility to make the most of the opportunities offered at school, to be aware of the school's rules and regulations and conduct yourself accordingly, to make constructive contributions to our school, to appreciate others' points of view, and to contribute to the maintenance of an appropriate learning environment by respecting other persons and their property.

Should you ever feel that your rights or the rights of other students are being taken away unfairly, you should report the matter to a teacher, guidance counselor, or a member of the administration immediately. All student concerns will be treated with respect, and the concerns investigated as appropriate. Our school believes in an "Open Door" policy and members of the teaching and administrative staff are available to discuss with students matters of concern and relevance to the school environment. We welcome your comments.

## VISITORS

Visitors are welcome to our school; however, all visitors must report to the main office, state the nature of their business and check in using the school's check in system. A driver's license will be required for check in. School personnel have the right to know the identity of all persons in the building. According to S. C. law ". . . persons entering school property are deemed to have consented to a search of their person and property." (Act 343 of 1994)

\* In accordance with S. C. law, law enforcement officers will be called if any visitor causes a disruption.

## ATTENDANCE AND TARDIES

*HPMS begins at 8:00 each day. Students are considered tardy if they are not in their designated homeroom class prior to the 8:00 tardy bell. **Students should not be dropped off before 7:15am***

In accordance with state law, all students between 5 and 17 years of age must attend school a minimum of 170 days (a maximum of 10 days absent). Reasons for excusing absences include personal illness (as verified by a doctor), death in the immediate family, or extenuating circumstances (as agreed by the principal). Excuse statements must be turned in to your homeroom teacher within 3 days of your return to school, or the absence will be considered unlawful. Unlawful absence is defined by the State Board of Education to mean a student's willful absence from school without the knowledge of the parent, or a student's absence from school without cause *with* the knowledge of the parent. Parents may write parent notes for no more than 5 days. Students in high school credit courses may not miss more than ten days for the school year.

\*Teachers take attendance in each class period throughout the school day. If your child misses any class period during the day, he/she is counted absent in that class.

If you arrive at school after the tardy bell you must report to the office: you'll sign in, receive pass, and report to the appropriate class. Students are allowed only 10 tardies per year. Students begin receiving in-school suspension after the tenth tardy to school.

According to state law, students with excessive absences, tardies, or early releases will be referred to the Anderson County Attendance Supervisor. Students will be referred to the Attendance Coordinator at the Anderson County Board of Education as deemed necessary by attendance guidelines.. Parents will be notified of truancy (present or past) and will be required to meet with appropriate HPMS personnel for an attendance plan meeting. Failure to attend the meeting will result in referral to Anderson County Board of Education for truancy. Continued truancy after being placed on an attendance plan will result in referral to the Anderson County Attendance Supervisor.

## EARLY DISMISSALS

Students must NEVER leave school during the school day without first being signed out in the office by their parent or guardian. Dismissal before 11:30 a.m. is considered a full day absence

\*\*Students will not be called to the office before an adult is present to sign them out.

Parents complete the online registration denote emergency contact for students. Only emergency contacts may pick up the students if an emergency situation arises. No changes will be made over the telephone.

## **ILLNESS AND MEDICATION**

If a student becomes ill at school, a pass should be obtained from the teacher to come to the nurse's office. Parents will be called to pick up any student who is too ill to stay in school, as determined by the school nurse. It is important that the school have emergency information, especially a phone number, so a parent/guardian/emergency contact may be contacted during the school day. Students should avoid unnecessary visits to the health room.

If medication is to be taken on a regular basis, parents must necessary documentation from the school nurse, have it completed by the physician, and return the documentation to the school nurse. **All medication must be properly labeled and in its original container.** **ALL MEDICATION BROUGHT TO SCHOOL SHOULD BE KEPT IN THE OFFICE WITH THE NURSE.** This includes, but is not limited to, aspirin, cough drops, spray, Tylenol, etc. Over the counter medication, as mentioned in the previous sentence, requires parental permission.

## **INCLEMENT WEATHER**

When it becomes necessary to cancel school or dismiss early due to inclement weather or other emergency conditions, the following procedures will be used:

- The Superintendent or his designee will make the decision.
- Information concerning school closings will be given to local news affiliates. Please watch the television or check online for information. If the weather is inclement prior to the opening of school, an announcement may be made as early as 6:15 a.m.
- In case of early dismissal, parents should listen to the same stations for the dismissal time. Parents should make arrangements for child care in case of early dismissal.
- If parents fear for the safety of their child or have doubts concerning the situation, they are advised to use their own judgment.
- Please do not call the school. It is important to keep the school's telephone lines open.

## **CAR RIDERS**

Students who are provided transportation by their parents should be picked up and dropped off in the front of the school building. Parents should follow the general flow of traffic. Cars are not allowed behind the school in the bus zone. Do not stop in the middle of the street to pick up or

drop off your child. This is a safety measure and requires the cooperation of all parents and students.

## **BUSES**

Students should be on time at the designated school bus stops. Students who ride school buses must conduct themselves properly at all times while on the bus. Any rowdy behavior, failure to follow the driver's or principal's instructions, or violation of any safety practices on the part of a student will result in a bus referral and possible revocation of bus riding privileges. Bus suspension means suspension from all school buses. Prior notice will be given on all bus suspensions. Honea Path Middle School students are not allowed to ride a bus to BHP unless the student is participating in approved extra-curricular activities **Students should are not allowed to ride a bus home with other students for social purposes.**

## **TEXTBOOKS**

Textbooks are issued to students for use during the school year. Textbooks damaged beyond reasonable wear and tear, lost, or stolen will be charged to the student. Once books are scanned to a student, he/she should write his/her name in book. Students are responsible for fees associated with any damaged or unreturned textbooks.

## **FEES**

Instructional fees are necessary to provide materials vital to the educational program. It is expected that fees be paid for every student. Should a severe hardship exist, it will be the parent's responsibility to set up a fee payment plan with the principal or his designee. Make all checks payable to Honea Path Middle School.

## **INSURANCE**

Student insurance will be offered this year. Any student trying out for after-school sports must have school insurance or proof of other insurance. It is recommended that each student have insurance coverage, either through his/her own policy, or through the insurance service available through the district. All accidents should be reported to the office.

## **EMERGENCY PLAN AND SAFETY DRILLS**

According to the requirements of state law, our school has an emergency plan that outlines procedures, assigns roles, and provides a plan of action should a school emergency arise. In

addition, fire drills are held monthly. Tornado and earthquake drills are conducted annually. Intruder "ALICE" Drills are held quarterly.

### **ADDRESS OR TELEPHONE CHANGES**

Any change of telephone number should be reported to the school immediately to allow necessary communication between school and home. Please inform your child where and how you or someone else can be reached in case of an emergency. If you do not have access to a telephone in your home, please make arrangements for the school to have the number of someone who can contact you.

Any address change should be reported to the school immediately. Please note: address changes will require verification check/proof of residency. A minimum of two proofs of residency will be required for any address change though the school may request additional. Address changes may not be made via telephone.

### **SELLING OR SOLICITING**

Solicitations in the school of any kind are prohibited by Anderson School District Two. A student or group of students shall not sell anything on school property or during school events without authorization by the principal.

### **WITHDRAWAL PROCEDURES**

Process for withdrawing from our school and transferring to another school:

- Notify the school counselor.
- Turn in all books to the Assistant Principal.
- Check with lunch manager for lunch balance (must be clear for final clearance)
- Check with media center specialist in library for any overdue books/fines (must be clear for final clearance)
- Check with front office for any instructional fees or fines owed to the school (final clearance must be given)
- Turn in school issued Chromebook with charger to media center specialist (be certain she is present to collect, do not simply drop off)

An official transcript will be faxed/mailed to the student's new school upon request from that school. If a records request is not received within ten days of the student's withdrawal from Honea Path Middle School, a referral will be made to truancy office.

## STUDENT GUIDELINES

### BEFORE AND AFTER SCHOOL

Beginning at 7:15, students are allowed in the building. Please do not drop off prior to this time as the school does not have supervision.

At 7:15, all students entering the building must report to the gym for bus wait. Teachers on duty in the gym will direct grade levels to report to the cafeteria for breakfast beginning at 7:30.

Students are not allowed to be in the hall or in classrooms before the 7:50 bell.

Seventh and Eighth grade students will be dismissed from the gym at the 7:50 bell. Sixth grade students will remain in the gym until their homeroom teachers come to the gym. Sixth grade homeroom teachers will escort their students to Homeroom. Pick up procedures for any grade level may be modified at the discretion of the principal.

School is dismissed at 3:15. All students must be picked up by 3:30 each day.

**BUS RIDERS:** If you ride a bus, you are to go to the back parking lot area and exit off the porch area, outside the fence. You are to wait for your bus in this area. You may not re-enter the building without teacher permission.

**CAR RIDERS:** If you are a car rider, exit towards the front of the building and report to the front porch area.

**WALKERS:** If you walk home, you are to leave the school grounds immediately using the front or rear entrance.

**BICYCLE RIDERS:** Leave using the bus parking lot. You must wear a helmet and demonstrate good safety measures in order to continue riding bicycle to and from school.

### TELEPHONES

The office phone is for school business only. Student use of school telephones will be handled on a case by case basis.

### LOCKERS

Students may request a school locker and a gym locker for the storage of your school supplies, equipment, and clothing. It is your responsibility to see that these lockers are kept neat. Lockers are provided to you at no cost. Locks will be provided upon request. These are requested through the homeroom teacher. Only school issued locks are permitted. Use only the

lockers assigned to you, and do not share your combinations or lockers with other students. School officials reserve the right to inspect your lockers at any time.

## LOST AND FOUND

You should write your name in all textbooks, workbooks, and notebooks. Also, personal property items should be labeled. *Lost and found will be emptied at the end of each 9 weeks.*

## DRESS CODE

You are to dress and groom in a clean and neat manner which does not distract or interfere with the normal routine of the school.

- Wear shoes at all times. No bedroom slippers or shoes with wheels.
- Do not wear a hat, cap, hood, athletic headband, or similar head covering inside any building at school.
- If leggings are worn, the blouse, skirt, or shirt covering those leggings **must be fingertip length when arms are at sides on ALL sides of the garment.**
- Do not wear tank tops, halters, sheer blouses, fish-net shirts, or any clothing which exposes the MIDRIF, CHEST, BUST, BACK and/or UNDERGARMENTS during the normal course of movement. Bra straps and/or camisole straps should not be visible. A camisole under a sheer blouse is not acceptable.
- If a sleeveless type of shirt is worn, **the material must be the width of a school ID or driver's license card.** Please note that these shirts must be appropriate in covering the chest area, back area, and under the arms.
- **Shorts, skirts, and dresses must meet the knee when standing.**
- Do not wear any article of clothing or patch bearing any words or phrases which are obscene, vulgar, or otherwise in bad taste or which may cause a disruption. This includes T-shirts and other items advertising or promoting products which are illegal for students to use.
- No holes in clothing above the knee. (covering with tape is unacceptable. **If leggings are worn underneath the clothing with holes, the leggings dress code applies**)
- Do not wear clothing that is form-fitting or is too tight.
- Do not wear sagging clothing of any type. Pants are to be at waistline.

**The administration reserves the right to make final decisions pertaining to dress not specifically mentioned in the above dress code statements.** If students come to school improperly dressed, administration will follow steps as outlined in the student discipline manual.

## CAFETERIA PROCEDURES

Paying for lunch: We encourage you to prepay for your lunch, rather than pay daily. Please be advised that it is not our practice to charge student lunches. **If a student exceeds the allowable charge amount he/she will be given alternate breakfast and/or lunch until the balance is taken care of.**

In the cafeteria: The lunchroom supervisor will appreciate your cooperation in the following manner:

- All students have a 25 minute lunch period.
- Come in the appropriate enter only door of the cafeteria with your assigned class.
- If you brought your lunch, you do not need to wait in line.
- Students may use the microwave to heat food; however, be aware that waiting for microwave use is not an excuse for not finishing your lunch on time.
- Students are allowed to choose seats; however, this is a privilege and at teacher discretion.
- Practice good table manners and clean up anything you spill or drop.
- Do not be loud, rude, or display any unruly behavior.
- After eating, clean up your area and put trays, silverware, and trash in the proper containers. Return to your seat if your teacher has not signaled that it is time to leave.
- While cell phone use is permitted at lunch, please remember that all cell phone policies remain in effect.
- All students are expected to leave with their assigned teacher/class. Teachers will signal when it is time to leave.
- Students may not save seats in a manner that excludes other students from sitting; once a seat is chosen, students must remain in that seat for the duration of his/her lunch period.

## HALLWAYS

You should travel the hallways in an orderly manner observing the following:

- Do not run, push, jump, or play. Keep your hands to yourself.
- Do not wear headphones in the hall.
- Do not use your cell during class change. It should be put away in a case, bag, backpack, or pocket.
- Do not stop in the hallway. This creates unsafe conditions for all students and causes others to be tardy to class.
- If you are in the hall during classes, you should have your signed agenda from a teacher stating where you are going, with date and time noted.



## RESTROOMS

*You must help maintain the bathrooms by observing the following rules:*

- Try to use the restroom between classes when your classes are close together
- When you do need to use the restroom during class, ask your teacher and be sure you take the bathroom pass. Be honest! We understand you need to use it. Go directly to the restroom and then return directly to class.
- Do not loiter or play in the restroom. Help keep restrooms clean and neat.
- Report anything unusual in the restroom to the office immediately.

***Ask your parents to inform your teachers if you have a physical problem which may require frequent or emergency trips to the restroom. A doctor's statement will be needed.***

## DISCIPLINE PLAN

In order to prevent inconsistencies in the administration of the discipline, the Code of Conduct adopted by the Board of Trustees of Anderson County School District Two will be enforced by the teachers and administrators of this school system. This code complies with the South Carolina school discipline laws. The code is divided into three sections: Level I--Disorderly Conduct, Level II--Disruptive Conduct, and Level III--Criminal Conduct. Each section addresses the most common negative behaviors and gives possible consequences for each action. You'll find the HPMS Administrative Discipline Procedures outlined in the student agenda, as well as posted to the HPMS school website.

## DISCIPLINARY ACTIONS

**REVIEW 360**--Anderson School District Two utilizes the Review 360 model to record infractions in the classroom, as well as classroom and administrative consequences. Review 360 is a web-based behavior management system that aims at improving behavior. The HPMS Administrative Discipline Guide will be followed when making decisions regarding discipline. The Review 360 Leadership Team will evaluate and monitor all concerns with 360 and make appropriate recommendations to school leadership.

**QUALIFICATIONS FOR SCHOOL EVENTS**-- In order to attend the following events: school pep rallies, football games, basketball games, school dances, field day and other events deemed appropriate by administration, students must meet the following behavioral and academic guidelines:

- NO RED ZONE (House points reset monthly)

- NO MORE THAN 1 DAY OF ISS (Resets quarterly)
- NO OSS (Resets quarterly)
- Passing all classes or have an academic plan signed by teacher to document satisfactory academic progress.

**In-School Suspension**--ISS is a form of student discipline requiring students to spend the entire school day(or a portion of the school day as deemed appropriate by school administration) separated from other students in regular school. Teachers will assign classwork for the student to complete. While in ISS students are to work on their assignments; they are not to talk to any other student. If a student fails to comply with the rules of ISS, an out-of-school suspension can be given and students will still serve the ISS upon return to school. Participation in extracurricular activities on the day of ISS will be at the discretion of administration. Early dismissal will result in missed time being reassigned.

**Out of School Suspension**--An out of school suspension occurs when a student is excluded from attending school for a designated number of days. Administration may also place students on discipline contracts. Students on contract could be prohibited from attending athletic events and dances.

**Expulsion**--A recommendation for expulsion excludes a student from school for a length of time exceeding that of a suspension. Expulsion could result in a referral to the Anderson County Alternative School.

**CRIMINAL CONDUCT**--Section 59-24-60 of the Code Laws of South Carolina states:

**“School administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school-sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another or his property as defined in local board policy.”** This can also include infractions listed as Level III-Criminal Conduct on the Code of Conduct for Anderson County School District Two.

**TOBACCO**--Tobacco in any form may not be brought or used on school grounds or in the building.

**CELL PHONES/ELECTRONIC DEVICES**--Cell phone use by students during the school day is limited to the following times/and or areas:

**GO ZONES-**

- Before 8:00 and after 3:15 dismissal (school building and dismissal areas)
- Cafeteria
- Recess

Any other time, students must have direct permission from the teacher to use the phone in class. The phone should be off, silent, and put away at all other times, including change of classes. Students choosing to break this rule will be subject to the following district cell phone policy:

- **1<sup>st</sup> offense** – Device returned to parent or legal guardian after cell phone contract is reviewed and signed.
- **2<sup>nd</sup> offense** – Device is kept for 9 calendar weeks after cell phone contract is signed and reviewed.
- **3<sup>rd</sup> offense** – Device is kept until the end of the school year. *\*\*Only a parent or legal guardian is authorized to sign a cell phone contract and retrieve the device.\*\**

### **OFF CAMPUS BEHAVIOR**

Students are expected to cooperate and comply with teacher requests and directions on off-campus trips. All school rules will apply off campus.

### **ACADEMICS**

The administration, faculty, and staff of Honea Path Middle School believe that its primary purpose is to provide each student with an opportunity to reach his/her potential in the academic, social, physical, and emotional areas. We believe that we must offer a varied academic program along with a wide range of other experiences. The school provides Gifted and Talented Programs through IDEALS Academic, Music, and Art. Admission into these programs is determined through testing and/or auditions. A list of course offerings is available on the HPMS website.

**HOMEWORK**--All homework assigned will be used to practice and extend classroom learning. Homework may be taken for a completion grade.

#### **Responsibility of Students:**

- Find a method that works for organizing assignments (write or type them down in an agenda, calendar, or use a reminder APP)
- Complete your HW assignment so that you're ready for class!
- When you don't have a written assignment, read over your notes or just READ!

**MAKE-UP WORK**--It is the student's responsibility to make up all required work that is missed because of an absence, excused or unexcused. On the first day back in school, the student should contact teachers about make-up work. *Students or parents should contact the school prior to 8:30 a.m. to request assignments for that day.* This will allow the request to be placed

on the absentee sheet. Classes will not be interrupted during the day to request assignments. Most classroom assignments can be found on Google Classroom.

**GRADING AND REPORT CARDS**--The grading scales for all classes are as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

**REPORT CARDS**--Students will be issued report cards at the end of each nine weeks. Students will also be issued progress reports midway of each nine week grading period. The report card cover and the progress reports are to be signed by parent/guardian and returned to school the next day. At the end of the school year, report cards will not be issued to students who owe fees or who owe for lost books, damaged books, lost locks, library fines, etc.

## SCHOOL SERVICES

**SCHOOL COUNSELOR**--According to state guidelines, all schools in Anderson County School District Two have implemented a comprehensive developmental guidance program. Through this program, the counselors provide the services of guidance curriculum, individual planning, responsive services, and counseling. Based on the SC Department of Education model, the following areas are included: Learning to Learn (Academic Development), Learning to Work (Career Development), and Learning to Live (Personal/Social Development). Also, through the counseling department, outside agencies provide additional support for stress-related problems, and for the prevention of alcohol and drug abuse. These services are provided at our school through small-group sessions and individual counseling.

**MEDIA CENTER**--The media center offers a collection of materials for student use in class assignments, research work, and pleasurable reading. These materials include books, magazines, iPads, and newspapers. There are also computers in the library that students may use for research, to finish assignments, or to work on assignments. All books, except reference books, magazines, and iPads may be checked out by students. Books that are lost or are not returned must be paid for in full. Since the media center benefits everyone, you are asked to cooperate in keeping it a quiet place to read, study, and do research.

**SCHOOL NURSE**--A school nurse is in the school on a daily basis. She checks height, weight, hearing, and vision. She also screens for other health-related problems and is available to discuss and advise students with health problems.

**HOMEBOUND INSTRUCTION**--Homebound instruction will be provided for students who must miss school for an extended number of days for medical reasons. Applications for homebound instruction may be picked up in the school counselor's office at the school or at the district office. A student may not be considered officially homebound until the form is returned to the school office. Official homebound days are not counted as absences from school.

## **SCHOOL ACTIVITIES**

**INTERSCHOLASTIC ACTIVITIES**--Students who participate in interscholastic activities sponsored by the school shall be required to meet all the standards or requirements as prescribed by the state high school league and school district. Any student engaging in any athletic competition which is sponsored by the school shall be required to furnish a statement by a medical doctor certifying his/her physical fitness. A student must purchase school insurance or provide a statement from his/her parent/guardian that he/she is covered by insurance in order to participate.

**ASSEMBLIES**--School assemblies are a part of school life at Honea Path Middle School. Programs of culture and special interest enrich the curriculum. Pep rallies promote athletics and school spirit. Other assemblies recognize scholarship and leadership. Proper behavior is a requirement for a good assembly program. Students should enter the assembly quietly, participate courteously, and leave in an orderly manner. Booning, whistling, and other acts of discourtesy towards speakers or performers will not be tolerated. A favorable image of the school is to be maintained at all times. Please see behavioral and academic guidelines for eligibility to attend these functions.

**FIELD TRIPS**--All students who participate in field trips or other excursions must have their parents sign a permission/release form which is placed on file before the student is permitted to leave school. All educational trips are classified as authorized absences and carry full make-up privileges for all work missed. HPMS will follow ASD2 policy regarding behavioral expectations for participation in field trips. Regular attendance at school is required in order to participate in field trips; regular attendance is defined as having attended school 96% of time enrolled.

**HOUSE COUNCIL**--The House Council consists of representatives for each house: President, Vice-President, and Secretary. There are academic and behavior requirements for representatives. The House Council seeks to develop leadership skills and to uphold high standards of behavior, character, and achievement. It also provides for student activities, team building exercises, and student voice in the leadership of the school. Students are nominated by teachers and students vote to elect their chosen representatives.

**HONORS AND AWARDS**--Throughout the year honors and awards are given to students at Honea Path Middle School in recognition of outstanding achievement in academics, athletics,

and other areas. In addition, a special Awards Day is held at the end of the school year. Students should work toward earning awards in one or more of the following areas:

**Academic Honor Rolls**—At Awards' Day ceremony, students are recognized for having a GPA of 3.5 and higher in core academic classes:

- 3.5-3.99- Honor Roll
- 4.0-Higher- Principal's Honor Roll

**Perfect Attendance**--Any student who has a perfect attendance record will receive recognition at the end of the year. Perfect attendance for this award includes any student present every school day for every class period. (field trips are the only exclusion)

**Other Honors and Awards**—In addition, students are afforded opportunities through related arts and core classes to earn recognition. Also, students are encouraged to work diligently as awards are given for effort and determination. Grade Level Awards may also be awarded by the team of teachers for outstanding academic and/or character. Other awards may be included at the discretion of the principal.

**CLASSROOM CELEBRATIONS**--Throughout the year on special occasions pizza parties and classroom parties may be given. This requires the permission of the principal or assistant principal.

**HPMS CLUBS**--At HPMS, each teacher sponsors an extracurricular club. Club Days are scheduled ahead of time at the discretion of the principal and students meet with their club. Clubs can vary from year to year, depending on student and teacher interest. All students are a member of a club. Student participation in club day is dependent upon students meeting behavioral expectations.

**SCHOOL SPIRIT AND PRIDE**--We are very proud of our students, our campus, and our faculty and staff. The mascot is the Bear CUB; the colors are red, white, and blue. The Alma Mater is as follows:

***We love our Honea Path Middle School, We're proud to strive and work for you. We pledge to you our loyalty, And give our hearts away to you. We shall forever sing your praise As we remember every day.***