



**STUDENT &
PARENT
Handbook
2018-2019**

SOUTHWOOD ACADEMY OF THE ARTS
1110 SOUTHWOOD STREET
ANDERSON, SC 29624
(864) 260-5205
(864) 332-5329 – FAX

Dear Parents,

Welcome to Southwood Academy of the Arts! We, the faculty and staff, appreciate the opportunity of working with your child this school year. Each year brings with it new and varied opportunities for students, teachers, and parents.

Our faculty is committed to providing an instructional program that is adaptable for each child and a school environment that is conducive to valuable learning experiences.

One of the key factors in maintaining an outstanding educational program is to have a cooperative relationship with our parents and the community. To help us fulfill our commitment, please review this handbook and its contents with your child.

We are grateful for your cooperation and support as we work with you and your child this year.

The school's office hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday. Please don't hesitate to call us at 260-5205 if you have any questions or concerns.

Sincerely,

James A. Smith

Principal

ANDERSON SCHOOL DISTRICT 5 MISSION STATEMENT
To educate students who are college and career-ready and will positively contribute to an ever-changing world.

SOUTHWOOD ACADEMY OF THE ARTS
MISSION STATEMENT

The mission of Southwood Academy of the Arts is to provide a nurturing and challenging learning environment that empowers artist-scholars to reach their full artistic and academic potential.

VISION STATEMENT

The vision of Southwood Academy of the Arts is to prepare students for lifelong involvement in artistic and academic pursuits.

SCHOOL BELIEFS

At Southwood Academy of the Arts, we believe students learn best when:

- They are healthy physically and emotionally
- They are given a variety of opportunities to show mastery
- There is diversity in the classroom and instruction is differentiated
- There are concrete and high expectations
- Their basic necessities are met
- They can produce something that is authentic or usable
- Their teachers understand individual learning styles
- They are actively engaged in hands on or experiential learning
- They have ownership in their learning
- The necessary interventions are provided
- They feel accountable and supported by their teachers
- They are taught in and through the arts, allowing them to showcase their creativity
- They feel like they are part of artistic communities within the school
- They have positive role models who demonstrate character
- They have supportive parents and guardians who are involved in their education
- They have highly qualified and positive teachers
- The outside community is involved in the school
- They are allowed to ask questions
- They feel like they classroom and school is safe and conducive to learning
- They are allowed to be problem solvers
- They have the ability and confidence to express themselves
- They have been given a model to follow within their classroom

- They are able to understand the real world application and relevance of what they are doing
- They are encouraged to collaborate with others
- Their teachers integrate and infuse arts into the academic curriculum
- They are prepared with skills and knowledge to pursue careers in the arts
- They have a love of learning fostered within their classrooms
- Their instruction teaches 21st century skills and is aligned with the Profile of the South Carolina Graduate
- Their individual physical, social, emotional, artistic, and intellectual needs are nurtured
- They are held accountable for high standards of behavior and learning
- They are enrolled in arts programs that are valued as core subjects and viewed as a unique way of learning
- They are encouraged to be lifelong participants and advocates of the arts
- They accept and appreciate people with diverse beliefs, ideas, and cultures because of their artistic study

SCHOOL FACULTY AND STAFF

Office Staff

James Smith, Principal
Eric Chamblee, Associate Principal
Cheri Gilbert, Secretary/Data Clerk
Mandy Glenn, Secretary
Robin Rosa, Nurse
Paula Doolittle, Guidance
Ron Avalonne, SRO

jamiesmith@anderson5.net
ericchamblee@anderson5.net
cherigilbert@anderson5.net
amandaglenn@anderson5.net
robinrosa@anderson5.net
pauladoolittle@anderson5.net
ronavalone@anderson5.net

Academic Teachers

Diamoneka Heyward (Math 6)
Mary Frances Cloninger (Social Studies 6)
Christine Mahoney (ELA 6)
Lonita Lee (Science 6)
Missy Hollingsworth (Math 6)
Harrison Boltin (Math 7 & 8)
Rebecca Ross (ELA 6)
Norman Burdette (Science 7)
Jane McElhannon (Math 7)
Laura Paradis (ELA 7 & 8)
Allen Kay (Social Studies 7)
Casey Mundy (ELA 7)
Cheryl Nickles (ELA 8)
Dennis Maeger (Social Studies 8)
Paul Parker (Science 8)
Kathy Patterson (Math 8)

diamonekaheyward@anderson5.net
maryfrancescloninger@anderson5.net
christinemahoney@anderson5.net
lonitalee@anderson5.net
melissahollingsworth@anderson5.net
harrisonboltin@anderson5.net
rebeccaross@anderson5.net
normanburdette@anderson5.net
Janemcelhannon@anderson5.net
lauraparadis@anderson5.net
williamkay@anderson5.net
caseymundy@anderson5.net
cherylnickles@anderson5.net
dennismaeger@anderson5.net
paulparker@anderson5.net
kathypatterson@anderson5.net

Arts & P.E. Teachers

Jessica McFarland (Middle School Dance)
LeRoy Kennedy (High School Chorus)
Joshua Powell (Middle School Art)
Huitt Scarborough (P.E.) DC
Celeste Griffith (Middle School Orchestra)
Monte Blackwell (High School Guitar)
Wilson Hatcher (Middle School Chorus)
Leslie Marchi-Monroe (High School Art)
Lustra (Marian) Miller (High School Dance)
Mary Rogers (Middle/High School Drama)
Olivia Done (5th Grade Strings / Piano)
Alan Nowell (Middle School Band)
Kathy Perry (High School Orchestra)

jessicamcfarland@anderson5.net
leroykennedy@anderson5.net
joshuappowell@anderson5.net
huittscarborough@anderson5.net
celestegriffith@anderson5.net
monteblackwell@anderson5.net
wilsonhatcher@anderson5.net
lesliemarchi-monroe@anderson5.net
marianmiller@anderson5.net
maryrogers@anderson5.net
oliviadone@anderson5.net
alannowell@anderson5.net
kathyperry@anderson5.net

Special Services

Kristin Spencer (Media Specialist)
Drew Dickey (Digital Integration Specialist) DC
Jay Wright (Technology Specialist)
Kristen Wilson (Psychologist)
Marie Marchant (Resource)
Nathan Hall (Resource)
Holly Marcengill (ESOL)
Taylor Lester (Special Ed. Teacher)
Paige Whitman (Special Ed. Asst.)
Joe Alassendrini (Special Ed. Asst.)
Anita Ramirez (ABA Therapist)
Julius Gambrell (ABA Therapist)
Jessie Scott (Special Ed. Teacher ID Moderate)
Cynthia Bratcher (Special Ed. Asst.)
Caroline Davis (District Speech)
Susan Laduke (Elementary Title 1 Support)
Monica Loftis (Elementary Title 1 Support)
Paige Mitchell (Elementary Digital Integration)
Alicia Madison (Elementary Digital Integration)

kristinspencer@anderson5.net
christopherdickey@anderson5.net
jaywright@anderson5.net
kristenwilson@anderson5.net
mariemarchant@anderson5.net
Nathanhall@anderson5.net
hollymarcengill@anderson5.net
taylorlester@anderson5.net
paigewhitman@anderson5.net
joeallassendrini@anderson5.net
AnitaRamirez@anderson5.net
juliusgambrell@anderson5.net
jessicascott@anderson5.net
cynthiabratcher@anderson5.net
carolinedavis@anderson5.net
SusanLaduke@anderson5.net
MonicaLoftis@anderson5.net
PaigeMitchell@anderson5.net
AliciaMadison@anderson5.net

Custodians and Food Service

Charles "Moe" Martin, (Custodial Supervisor)
Patrick Swinger (Custodian)
Earl Walker (Custodian)
Tina Wilson (Custodian)
Jane Crocker (Cafeteria Manager)
Terri Lang (Asst. Cafeteria Manager)
Loretta Cox (Cafeteria)
Gail Gaines (Cafeteria)

charlespmartin@anderson5.net
patrickswinger@anderson5.net
earlwalker@anderson5.net
violawilson@anderson5.net
janecrocker@anderson5.net
terrilang@anderson5.net
lorettacox@anderson5.net
amandagaines@anderson5.net

ANDERSON SCHOOL DISTRICT FIVE
400 PEARMAN DAIRY ROAD
PO BOX 439, ANDERSON, SC 29622
(864)260-5000
(864)260-5074 - FAX

Mr. Tom Wilson tomwilson@anderson5.net	District Superintendent
Mr. Tripp Dukes trippdukes@anderson5.net	Assistant Superintendent for Instruction
Dr. Jerome Hudson jeromehudson@anderson5.net	Assistant Superintendent for Student Services
Mr. Mike Mahaffey mikemahaffey@anderson5.net	Assistant Superintendent for Personnel Services
Dr. Veta New vetanew@anderson5.net	Director of Professional Learning Services
Mr. Wess Grant wessgrant@anderson5.net	Executive Director of Operations (Technology)
Mrs. Amy Heard amyheard@anderson5.net	Executive Director of Finance
Mr. Darryl Webb darrylwebb@anderson5.net	Director of Transportation (260-5070)
Dr. Brenda Harper brendaharper@anderson5.net	Director of Special Education
Mrs. Sherry Martin sherrymartin@anderson5.net	Director Secondary Instruction, Gifted, ESOL, & Testing Services
Ms. Amy McCoy amymccoy@anderson5.net	Director Middle Level Instructional Services
Mrs. Brenda Kelley brendakelley@anderson5.net	Director of Elementary School Programs
Mr. Dennis Kent Denniskent@anderson5.net	Director of Buildings & Grounds

DISTRICT BOARD OF TRUSTEES

Mrs. Ann Huitt (Area One)
Rev. Johnny S. Donald (Area Two)
Mr. Tommy Price (Area Three)
Mr. Paul Zugg (Area Four)
Mr. Harold Kay (Area Five)
Mr. Rick Bradshaw, Chairman (Area Six)
Mr. John P. Griffith (Area Seven)
Mr. John Wright Jr. (At-Large)
Dr. Sandy Addis (At-Large)

School Board policies can be found on the district's web site (www.anderson5.net) under the heading "District Information."

PARENT/TEACHER/STUDENT ORGANIZATION SCHOOL IMPROVEMENT COUNCIL

Membership Dues: \$10.00/Family (includes car magnet)

The Mission of the Parent Teacher Student Organization

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

PTO Board Meetings:

See School Calendar

General PTO Meetings:

See School Calendar

Parent Volunteers

Make a difference by volunteering at Southwood Academy of the Arts! There are many ways to get involved. You can chair a project or event or just lend a helping hand. There are opportunities during the school day or outside regular school hours. Many jobs can be shared with a friend or arranged to fit your availability. Please see a PTO board member to learn how you can become involved.

PTO/Student Council Dances

See School Calendar

School Improvement Council (SIC) Initiatives for 2018-2019:

- Assist in implementing the school strategic plan and evaluating the outcomes.
- Write the annual “Report to the Parents” about progress of the school and SIC in achieving the goals and objectives of the School Improvement Plan.
- Write the annual “School Report Card” narrative.

ATTENDANCE

The school believes that attendance is a key factor in student achievement. Students who attend Southwood Academy of the Arts are required to maintain an acceptable attendance record in order to remain at the school. Any absence from school represents an educational loss to the student. However, we recognize that some absences are unavoidable.

The district will consider students **lawfully** absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family (those with whom the child resides).

- There is a recognized religious holiday of their faith (need confirmation on letterhead from religious organization).
- There is a doctor or dentist appointment and a statement of doctor's care verified in writing by the doctor or dentist upon the student's return to school. **Students are required to attend school before or after a scheduled appointment.**
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

The district will consider students **unlawfully** absent under the following circumstances.

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

Excuses

Any student who misses school must present a written excuse, signed by his/her parent or legal guardian or doctor on the first day back to school after an absence. A valid excuse should include the student's name, the date(s) of the absence(s), the reason(s) for the absence(s), a parent/legal guardian signature, and a telephone number where the parent/legal guardian can be reached. The school administration will keep all excuses confidential.

Doctors/parents may fax excuses to the school at 332-5329 (Attn: Mandy Glenn). Parents may send excuses to the school's secretary via e-mail at amandaglenn@anderson5.net.

If a student fails to bring a valid excuse to school by the tenth day back to school after an absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

Minimum Day:

A student who misses a portion of a school day for a lawful reason will be counted present if he/she is at school for a minimum of two hours.

Consequences for Student Absences:

A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered **truant** as defined by state board of education regulation.

After three consecutive unlawful absences or a total of five unlawful absences occur, school officials will do the following.

- Notify the parent/legal guardian of the absences using the appropriate form.
- Hold a conference with the student and parent/legal guardian at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent/legal guardian will sign this plan.

Refusal by the parent/legal guardian to cooperate with the school intervention plan can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

After 10 unlawful absences, school officials will notify the parent/legal guardian of the absences. School officials will review the plan for improving attendance with the parent/legal guardian and student and re-clarify the consequences of continued absences.

After 10 lawful or unlawful absences, the principal of the school will approve or disapprove each succeeding absence.

If a student transfers to another public school in the state, the district will forward the student's intervention plans to the receiving school.

Make-up Work:

Teachers will permit students to make up work missed during a lawful absence. Students will have 3 days to make up work after returning to school. The teacher may give a longer time period for an extended assignment or project as long as the student makes appropriate arrangements. Students who will be absent for an extended amount of time (3 or more days), can request assignments. Teachers are allotted 24 hours to prepare assignments for pick up by a parent or guardian. Most student assignments can be found on Google Classroom.

ARRIVAL AND DISMISSAL

Students are expected to arrive at school on time at 8:15am. Students who enter classrooms late are disruptive to the instructional program. Habitually tardy students will be referred to the district attendance officer and recommended for return to their zoned schools.

The school day begins promptly at 8:15 a.m. Students should be in the building and ready to begin at this time. Students may arrive as early as 7:20 a.m. when the doors are unlocked (**make sure a school official has unlocked the door before you leave your child**). Students will wait in the cafeteria for their teachers. Students arriving after 8:30 a.m. must report to the office with an adult who will need to sign them in. Punctuality is a quality of good citizenship and a requirement for Southwood Academy. Help your child be on time.

The school day ends at 3:20 p.m. Sixth grade students will be dismissed from the front of the school. Seventh grade students will be dismissed at the side of the building. Eighth grade students will be dismissed in the parking area at the back of the building (not bus loop). Students with brothers/sisters at Southwood Academy will be dismissed with the youngest sibling. Teachers and administrators will assist with dismissal. **This is a very hectic time during the day. Please help us keep our children safe by making sure children remain in the car while waiting for dismissal.**

EARLY DISMISSALS

Parents/parent designees need to come to the office and sign out students for early dismissal. The school has the right to refuse dismissal if we believe the pick-up does not have parental approval or it is after 3:00pm. Possible reasons for students leaving school early may include the following:

- ❖ Illness.
- ❖ Medical appointments.
- ❖ Family emergencies.

Students will not be allowed to leave with anyone other than the parent/guardian unless prior notification has been made with the office by the parent. Students will not be allowed to leave with anyone under the age of 18. This is for the protection and best interest of your child.

If a parent/guardian consistently picks up his/her child prior to the end of the school day, he/she will be in violation of the SC Compulsory School Attendance Law, Section 59-65-10. Violation of the law could result in a referral to Family Court.

VOLUNTARY ACCIDENT INSURANCE

Information about accident insurance for students is available in the school office or through the [district's website](#). There are two plans that are available. Plan 1 provides school-time coverage. Plan 2 provides 24-hour insurance. While the carrying of insurance is optional, you are urged to take it, as it will help you with expenses in case of an unavoidable accident.

MATERIALS FEE & LOCK REPLACEMENT FEE

Students are required to pay a \$35.00 fee for materials at the beginning of the school year. This money is used for technology (Chromebooks) fees and to purchase supplies which support our instructional programs. Families who qualify for the reduced lunch program will pay \$22.55. Families who qualify for the free lunch program will only need to pay \$20 for the technology fee.

Students are given the opportunity to have a locker for the storage of books and equipment. Combination locks are provided for a \$3.00 charge. Students must use locks provided by the school. The school will not be responsible for loss or theft of items from lockers and reserves the right to search lockers on suspicion of a threat to the health and safety of other students. All materials pasted or displayed in a locker must be in good taste and must not be of a permanent nature such as stickers. All materials must be completely removed by the student at the end of the school year. If a student loses a lock, he/she will be charged a \$10.00 replacement cost.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be replaced. All monies collected are recorded by the secretary and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

LOST AND FOUND

Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name. Students are asked to turn in lost and found items to the stage in the cafeteria. Students are urged to look for lost items. School staff members do not go through the lost-and-found to determine ownership and return items. This is the student's responsibility. All items not claimed will be periodically donated to charity.

CHANGE OF ADDRESS/PHONE NUMBER

It is necessary that we have your current address, e-mail addresses, and phone numbers at all times. The address must be a street address, not just a post office box number. This information is important in cases of emergency. Please notify the school immediately if there are any changes. **You can send a note or e-mail the school's data clerk at amandaglenn@anderson5.net**

MONEY SENT TO SCHOOL

Students should not bring money to school except for specific purposes. When money is brought to school, please place it in an envelope with the student's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible for money or other items that are lost.

SCHOOL TELEPHONES

The school telephone number is 260-5205 (FAX: 332-5329). Messages for students and staff will be sent to the teacher's e-mail and checked as soon as possible. Neither students nor teachers will be called to the telephone, except in an emergency.

Parents wishing to talk with teachers on the phone are requested to call during his/her planning period or right after school. Teachers cannot leave their classrooms for telephone conferences during instructional time.

Parents do not need to call the school asking that we have their child come to the phone. If a parent needs to speak with their student, then we can have him/her come up at class change to call, but it is disruptive to the classroom instruction to call a student out of class.

Students wishing to call parents may use the phone **for emergencies only**. Students are **not** allowed to make phone calls because they have forgotten something at home. Students are not allowed to call or text parents during the day. If they are sick, they must see the school nurse and she will call for them. If the school nurse is not seen, the absence may count as unexcused.

Parents are not allowed to call the office during the day to change their student's mode of transportation, unless it is an emergency. Arrangements for after-school activities of students should be made before the child leaves home. If something comes up during the day, they **must** email Mrs. Gilbert (cherigilbert@anderson5.net) by 2:00pm. The school telephone is a business phone and should be used as such by staff, students, and parents. Calls must be brief.

LUNCH FEES

Well-balanced meals are available to students at the school. Send money in a sealed envelope with the student's name and teacher's name on it. Free and reduced lunches are provided for those who qualify. Please fill out the required [forms](#).

The district has a **NO CREDIT** lunch policy. If a student owes money, a reminder will be sent home asking for payment of past due lunch money.

- Students are not allowed to bring carbonated drinks to school.
- Students are not allowed to use microwaves. Teachers may not heat food for students.

PARENTS ARE ALWAYS WELCOME TO EAT WITH THEIR CHILDREN!

Breakfast and Lunch Prices (2018-2019):

Breakfast: \$1.20 (\$0.30 reduced price)

Lunch: \$2.35 (\$0.40 reduced price)

Guest Breakfast Prices (Adults & Children): \$2.50

Guest Lunch Prices (Adults & Children): \$4.00

PAYING FOR MEALS

ACCOUNTS

The school cafeteria uses a computer system to manage student accounts. Your child has his/her own personal account and account number. These are like bank accounts. Money is deposited into the account. Student IDs are scanned in order to purchase meals, taking money out of the account.

DEPOSITS

Deposits are made in the cafeteria before school begins. Students pay the lunch clerk directly. You may send any amount of money on any day of the week.

NO CREDIT ISSUED

There must be money in your child's account. If the account is empty, the ID scan will be rejected. All meals must be paid in advance.

FREE/REDUCED LUNCH FORMS

A free/reduced lunch form will be sent home at the beginning of the school year. Also, an on-line variation is available at (www.lunchapplication.com). If your child had free/reduced lunch last year in our district, he/she will still have free/reduced lunch for the first 10 days of this school year; **ONLY** until a new form is approved. If your child had free/reduced status in any other district or state, please send money or a bag lunch until your form has been approved.

STUDENT DRESS POLICY

Anderson School District Five students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing, or accessory should not be deemed “approved” simply because it is not listed herein. The student dress code does not apply to students in kindergarten, first, second, and third grades. In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

Approved Items

- Pants, shorts, and skirts that are worn at the waist.
- Dresses, skirts, shorts, or pants that show no visible skin above the knee. Clothing should not touch the floor and should be worn at the proper waist level. Exceptions to length of shorts may be made for physical education, Special Olympics, field days, etc.
- Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
- Pants that are worn with equal pant lengths.
- Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement.
- Shoes or sandals.
- Outerwear, if worn un-tucked, that the length does not exceed the mid-hip when arms are extended beside the body. Outerwear includes shirts, blouses, sweaters, vests, sweatshirts, etc. Outerwear, in this instance, does not include coats.

Prohibited Items

- Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings.
- Items advertising alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
- Sunglasses worn inside buildings.
- The wearing of any item(s) displaying any gang symbols.
- Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.
- Leggings, jeggings, yoga or tight-fitting exercise pants without a top to cover to mid-thigh

- Sleeveless tops/shirts.
- Clothing that is see-through.
- Provocative and suggestive clothing.

General Dress Code Statements

- Sagging pants will not be acceptable.
- Pajamas and bedroom shoes may not be worn.
- The school administration reserves the right to prohibit any item of clothing or symbols that is inappropriate or disruptive to the daily operation of the school.
- Clothing that is required to be worn because of religious reasons will be handled on an individual basis.

TRANSPORTATION

The district's Transportation Handbook will be included in the Anderson District Five Registration Gateway. Please notify the office in writing if there is to be a change in the transporting of your child. For bus transportation to and from school please fill out this [form](#) and contact the school.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Students will not use cell phones or other electronic devices at school except for the new Chromebook program for instructional purposes. A student may have a cell phone or electronic device, but it must be kept in his/her book bag during the day unless the student has teacher permission. If a student uses an electronic device without permission, it will be taken away and the parent will need to pick it up in the office the next school day.

Students are responsible for their cell phones or other electronic devices. The school will not be responsible when items are lost or stolen.

[1:1 Student Parent Handbook](#)

VISITORS

All visitors are required to stop by the office for a Visitor's Pass and background check before proceeding anywhere in the building. A driver's license is required of all visitors. This allows us to run an instant background check. This regulation is necessary for the protection of your child and to prevent unauthorized persons from wandering at will through the school building.

Classroom visits must be approved by an administrator with advanced notice as not to disrupt the instructional program.

EMERGENCY DRILLS

A fire drill will be held once each month in accordance with state laws. Each teacher will be responsible for instructing students on the manner and route of exit during each drill. These rehearsals are necessary for helping students react quickly and responsibly in instances of

emergency. Instruction and practice drill will be provided in preparation for tornadoes or severe weather conditions, unwanted intruders, and for the evacuation of buses periodically throughout the year.

SCHOOL CLOSING (WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on the local television and radio stations. **Parents are also encouraged to check the district's web site (www.anderson5.net) for current school closing information.** In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

Here are some things to keep in mind in case there is a 2-hour delay:

- Breakfast will not be served at school.
- Students may not be dropped off before 9:30 a.m.
- School will begin at 10:15 a.m.
- Students will be dismissed at the regular time (3:20 p.m.).

SEXUAL HARASSMENT

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct that could be viewed as sexual harassment. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Any student who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels he/she has been subjected to sexual harassment, is encouraged to file a complaint. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

ACCIDENTS AND ILLNESS

Every effort is made to prevent accidents. However, school personnel, in case of an accident, will administer first aid. The school will exercise extreme care and caution if a decision involving the health or safety of the child must be made following an accident or other emergency. If your child becomes sick or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

Please remember that we cannot keep sick children at school.

DROPPING OFF STUDENT MATERIALS

If a student forgets necessary items at home, parents may drop them off in the office. The office staff will email the teachers, but cannot guarantee that the student will get the items immediately. The secretary is not allowed to interrupt classroom instruction for deliveries.

HEALTH ROOM

Southwood Academy of the Arts has a full-time licensed practical nurse on staff. Children in need of medical attention will be sent to the health room.

The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon his symptoms. As a health professional, the nurse will determine if parents need to be contacted. Finally, the health room does not have aspirin or any other medications and the nurse cannot administer any medicine without permission from the parent.

IMMUNIZATIONS

According to state law, all students must have an up-to-date South Carolina Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary vaccinations.

ADMINISTERING MEDICATION

Please read the following information carefully regarding procedures for administration of either prescription or nonprescription medication during the school day.

Note: All over-the-counter medications (e.g. cough drops, Tylenol, Motrin, etc.) must be brought to school by a parent and given to the nurse with specific instructions for use.

- ❖ Written permission is required for any medication to be administered.
- ❖ A parent or legal guardian must deliver all medication to the school. Students may not transport medication on the school bus. Prescription medication must be in a bottle provided by the pharmacy or physician with the student's name, date, medication, dosage, strength and directions for use. It must also include the doctor's name and pharmacy name and address. Non-prescription medication must be in the drug manufacturer's container.
- ❖ For students requiring daily medication on a long-term basis (more than three weeks), parents may supply the school with no more than a month's supply at a given time.

- ❖ For students requiring medication on a short-term basis (no more than two weeks), parents are strongly encouraged to give the medication at home. However, if this is not possible, the school will administer the medication following the above guidelines.
- ❖ If your child should require medication on an emergency basis (allergic reactions, asthma, migraine headaches, etc.), you may leave the appropriate medication with the school. You will also be asked to provide specific instructions for administration of the medication.
- ❖ No aspirin will be administered without a doctor's statement. Studies have shown that using aspirin to treat the symptoms of viral illnesses increases the chances of developing Reye's Syndrome.
- ❖ All medication left after the last day of school will be disposed of properly.

SC DHEC SCHOOL EXCLUSION LIST

The South Carolina Department of Health and Environmental Control is required by law to publish lists of those conditions that if children are affected should not attend school and childcare settings. Since the lists tell when students should be excluded from (not attend) school, they are sometimes called "Exclusion Lists." There is an exclusion list for schools and also one for childcare settings.

Both lists can be found on the SC DHEC website.

<http://www.scdhec.gov/health/disease/schoolexclusion.htm>

The list for school-aged children is also included in the Anderson School District Five Student Information Packet. The purpose of excluding children with illnesses is to prevent the spread of diseases among students by asking that children with such diseases stay out of school.

For some of the conditions on the list, parents will be able to tell that the child is not well enough to attend school. However, for some illnesses, only a medical person will be able to tell if the child has a reason to be kept out of school. If your child has one of the conditions on the list, please keep your child out of school and notify the school within 24 hours. Sometimes it may be hard to tell whether to send your child to school. If you think your child may have an infection that can be spread to other children, keep the child out of school and check with your physician. The lists tell you the type of note that your child will need in order to return to school.

We hope that your child never has to miss a school day because of illness or disease.

CURRICULUM AND INSTRUCTION

Anderson School District Five provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include ELA, writing, math, science, social studies, and health. All content areas and other areas of learning are required to meet the standards for classroom instruction established by the State Department of Education, the District Five Board of Trustees, and AdvancEd.

STUDENT RECORDS

Information concerning the maintenance of and access to student records is contained in the Anderson School District Five Student Information Packet (Board Policy JRA-R). You can view this policy by going to the district website at www.anderson5.net and looking under the section titled "District Information."

GRADING

Students are graded at their instructional level. They receive daily, weekly and other periodic grades from their teachers. Progress reports will be generated electronically and issued to students every nine weeks. **All** students will receive interim progress reports at the midpoint of each grading period.

Grading for students is as follows:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 or below	Failing

HONOR ROLL AND PRINCIPAL'S HONOR ROLL

To be eligible:

- ❖ Honor Roll is figured every nine weeks. All academic and related arts classes are computed for the student's GPA.
- ❖ Honor Roll: 3.625 (equates to 90 average)
- ❖ Principal's Honor Roll: 4.250 (equates to 94 average)

JUNIOR NATIONAL BETA CLUB

Seventh and eighth grade students who were selected for the Southwood Academy Principal's Honor Roll for three nine weeks grading periods the previous year will be asked to join the Southwood Academy of the Arts Beta Club. The Junior Beta Club is a national organization designed to promote the ideals of high academic achievement, character, leadership, and service to others. To remain in Beta Club, students need to complete 10 hours of community service each year, attend all Beta Club meetings (on the school calendar), and make principal's honor roll 3 out of the 4 nine weeks.

E-LEARNING DAYS

Pilot

In Anderson School District Five, we value our instructional time with students. State law requires that children attend school 180 days. The instructional day is six hours, excluding lunch and recesses for middle and high, and six hours including lunch for elementary. Inclement weather makeup days are inevitable, and adding the makeup days to the end of the school calendar doesn't work! Anderson School District Five was chosen by the Education Oversight Committee to pilot an Inclement Weather Virtual Learning Option.

Plan

An eLearning Day is very similar to a normal school day. The eLearning Day will be announced in the School Closings on local news, the School Messenger calls, and the district website. Students will find their assignments loaded electronically into Google Classroom. Google Classroom is our learning management system that all teachers use within their classroom to provide lessons, resources, and support from the teacher. Each student will complete the material for each of their classes on their schedule and submit their work for the assignment through Google Classroom.

Teachers will be available throughout the day via virtual office hours to answer student and their parent/guardian questions. (Four hours total between 9 am and 7 pm with the exact time selected by the teacher) Teachers will communicate with students and parents their virtual office hours.

Accountability

Teachers keep a record of submitted assignments in Google Classroom. Students who don't have Internet access receive credit for the day missed when their work is submitted upon returning to school. The teacher will provide opportunities outside of the school day for students to complete unsubmitted "eLessons". Students will have five days to complete the assignments. Students who do not complete "eLessons" will be marked absent.

Our mission is to educate students who are college and career-ready and will positively contribute to an ever-changing world. As we prepare "future ready" students, technology gives us an opportunity to continue with instruction despite inclement weather. With great teachers and access to our technology investment, we are ready to serve students at every level when the weather turns bad.

No Internet Access/No Power - No Worries...

Students without Internet access can download assignments to his/her Chromebooks ahead of time to be sure of access in the case of wifi outage. All students can access, complete, and submit work via cellphone on the Google Classroom app ([iOs](#) & [Android](#)). The Google Classroom app is free and allows you to do anything on a phone that you can do on a computer!

All students will have an opportunity to complete their "eLessons" regardless of Internet connectivity. The Chromebook battery has been tested to last a little over 10 hours. It also charges fast. A completely dead Chromebook was charged for 30 minutes and regained a charge of 35 percent, which is good for over three hours of work according to the battery life indicator. It takes about 90 minutes to charge it completely.

The district will provide information to parents concerning reduced rate internet access. The [Access](#) program from AT&T provides an affordable way for low-income consumers to have access to the internet.

DISCIPLINE PLAN

It is our belief that the home should be the child's first source of discipline. While at school, students are expected to abide by those rules that promote a safe and orderly learning environment. In order for this plan and classroom discipline plans to be successful, we must have the support and cooperation of the home.

The Southwood Academy of the Arts Discipline Plan centers around four basic principles:

1. RESPECT

- a. Students will demonstrate respect for faculty, staff, and all other adults they come into contact with through appropriate body language and response.
- b. Students will conduct themselves quietly and courteously throughout the building.

2. RESPONSIBILITY

- a. Students will be prepared for school daily with all necessary materials, assignments, and/or written communication (permission forms, excuses for absences, etc.).
- b. Students will not bring candy, gum, or any object to school that may interfere with learning or cause physical harm.
- c. Students will not use cell phones at school. A student may have a cell phone, but it must be kept in his/her book bag during the day. If a student's cell phone rings during the school day or if the student brings it out of the book bag, it will be taken away and the parent will need to pick it up in the office.
- d. *BRINGING WEAPONS OR LOOK-A-LIKE WEAPONS OF ANY KIND TO SCHOOL IS STRICTLY PROHIBITED BY DISTRICT POLICY AND STATE LAW. VIOLATION OF THIS POLICY WILL RESULT IN SUSPENSION FROM SCHOOL AND/OR OTHER SERIOUS ACTIONS.*

3. RESTRAINT

- a. Students will not be permitted to fight or touch any other student with harmful intent.
- b. Students will exercise restraint in their daily contact with adults and peers.
- c. Public displays of affection are not allowed.

4. RECOGNIZING THE RIGHTS AND PROPERTY OF OTHERS

- a. Students will get permission before handling anything that does not belong to them.
- b. Students will not damage or destroy school property or the property of others.

Southwood Academy of the Arts will be an orderly, disciplined school where students are responsible and accountable for their actions. Students are expected to act with respect for each other, as well as teachers, staff, and other adults with whom they have contact.

Each classroom teacher has a set of classroom rules and consequences. Parents receive a copy of the teacher's behavior plan at the beginning of the year or when a child is enrolled during the year. In addition, students receive instruction on bullying prevention throughout the year from teachers and counselors.

Most discipline problems can and should be handled between the teacher and the student. If, however, the offense is serious or if inappropriate behavior continues, the student's parents will be notified.

Prior to a student being referred to the office, it is expected that the teacher will have followed the procedures established in the school-wide discipline plan. The plan is as follows:

- 1st Offense-Warning (Student/Teacher Conference)
- 2nd Offense-Lunch Detention (Log Entry; Parent Contact is Optional)
- 3rd Offense-Lunch Detention (Parent Contact & Log Entry)
- 4th Offense-After School Detention (Parent Contact & Log Entry)
- 5th Offense-Office Referral

The above plan is for level I and II behavior infraction. **Some level II and all level III infractions will be referred to the office.** Administration will follow district/school policy when assigning consequences for the actions. **(Refer to the *Code of Conduct* found on the school and district webpage.)**

Failure to complete homework will not be included unless it is an ongoing problem, and after the parents are made aware of the problem. Once a student is referred to the office, the principal and associate principal will assign the appropriate consequence.

When it becomes necessary to refer a student to the office, the teacher will complete a discipline referral form to be sent with the student. This documentation is necessary and will be utilized in making decisions concerning consequences.

REFERRALS TO THE OFFICE

FIRST REFERRAL – The parent/guardian will be contacted on the first referral by a phone call or note on the referral form from an administrator. Consequence will be assigned at the administrator's discretion.

SECOND REFERRAL – The parent/guardian will be contacted by a phone call or note on the referral form from an administrator. The student may be assigned in-school or out of school suspension for a period of 1-3 days at the administrator's discretion or lose a major school privilege. The parent and student must attend a conference with the administrator before the student is allowed to return to class after a suspension.

THIRD REFERRAL – The parent/guardian will be contacted by a phone call or note on the referral form from an administrator. The student may be suspended out of school for a period of 1-5 days at the administrator's discretion and lose a major school privilege. The parent and student must attend a conference with the administrator in which the student will be placed on magnet school probation before the student is allowed to return to class.

FOURTH REFERRAL – The parent/guardian will be contacted by a phone call or note on the referral form from an administrator. The student may be suspended out of school for a period of

1-10 days at the administrator's discretion, lose a major school privilege, and the student may be asked to return to his/her zoned middle school.

FIFTH REFERRAL – The student will be suspended from school until a conference can be arranged with the parent. At that time, the student will be asked to return to his/her zoned middle school.

Regardless of where a student is in the referral process, the administration has the authority to immediately suspend students from school for level II and III offenses such as disrespectful/threatening (to a teacher, other staff member or another student), physically harming/fighting others, etc. A conference with the parent/guardian must be held before the student may re-enter school. A second referral for the above mentioned offenses will result in the student being asked to return to his/her zoned middle school or a recommendation for expulsion in accordance with district policy.

HOMEWORK

Homework is an important part of the learning process. It is an extension of classroom activity and assignments should be challenging and meaningful. It serves a valid purpose and shall be adapted to varying abilities and needs.

Homework is defined as that work assigned to a student to be completed outside the regular classroom. It shall be a relevant extension of the instructional program given only after direct instruction and guided practice. It may be assigned by the teacher or a creative effort initiated by the student's interest and motivation.

For the purpose of this policy, "*homework for practice*" (initial skill reinforcement) is distinguished from other kinds of homework (e.g., reports, research projects, science fair projects, presentations, reading assignments, integration and application of learned skills, and take home tests). It is inappropriate to use scores on "*homework for practice*" to determine report card grades. **However, "*homework for practice*" scores may be used with other daily participation scores when calculating report card grades.**

Scores for all other homework may be used when calculating report card grades.

Some of the purposes of homework are:

- to provide independent practice and the integration and application of learned skills
- to inform students of their progress toward skill mastery
- to serve as a tool used by the teacher to plan future instruction
- to develop good study habits which simulate voluntary effort, initiative, independence, responsibility and self-directed learning,
- to promote thinking and to provide the opportunity to develop or expand creative ability
- to increase knowledge and to prepare for new knowledge
- to encourage a carry-over of worthwhile school activities into permanent leisure interests
- to incorporate help and resources of the home and family
- to challenge every student
- to provide motivation and interest.

ROLES

Homework can be an effective educational tool only through the cooperation of students, parents, teachers, and principals.

Students:

Students shall develop independent work study habits and assume responsibility for the completion of homework on time.

Parents:

Parents shall provide an atmosphere at home that is conducive to effective study, and encourage the student to study and complete assignments.

Teachers:

Every teacher shall have written homework expectations that are communicated to both parents and students. Teachers shall assign a reasonable amount of homework that fits within the purposes stated in this policy, and that is at the student's performance level. Homework shall be monitored and immediate feedback provided to students to emphasize learning objectives. Teachers shall avoid the use of homework assignments that will involve the expenditure of funds and shall be sensitive toward students who may not have access to needed materials.

Principals:

The principal shall communicate the district's homework policy and any additional guidelines established in respective buildings to teachers, parents and students. It shall also be the principal's responsibility to ensure that the policy is followed.

In order to become well-rounded, students in middle school need to have time to participate in other activities after school. However, a definite time for reading and/or homework should be planned each day.

TESTING PROGRAMS

Southwood Academy of the Arts participates in the district and state testing programs. The Palmetto Assessment of State Standards (PASS) and the SC Ready is given to all students in grades six through eight in the spring of the year. Measures of Academic Progress (MAP), nationally norm-referenced tests, are given to students in grades 6-8 three times during the school year.

Other assessments of student progress may include chapter tests, unit tests, end-of-book tests, teacher-made tests, portfolio entries, observational checklists, anecdotal records, and district benchmark tests.

SPECIAL SERVICES

Information regarding Special Education Services, Gifted and Talented Services, ESOL Services, and Special Health Care Needs can be found on the Anderson School District Five website.

When a special education student transfers from this school to a school outside of Anderson School District 5, the Director of Special Education/designee will send a copy of the student's special education information to the receiving school. This procedure will facilitate the exchange of records between school districts and prevent delays in the provision of free and appropriate public education.

SEX OFFENDER REGISTRY

State law requires the Anderson County Sheriff's Office to provide schools and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed on the school's website or at www.sled.state.sc.us.

PLEDGE OF ALLEGIANCE MOMENT OF SILENCE

State law requires that all students say the Pledge of Allegiance at a specific time during each school day. Any person who does not wish to say the Pledge of Allegiance does not have to participate. The school will not penalize him/her for failing to participate. Any person who does not wish to participate may remain in his/her seat. In addition, state law requires that all schools provide for a moment of mandatory silence at the beginning of each school day.

PROMOTION AND RETENTION

The district affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next. This policy will be applicable to all students who are in the regular school program. Students enrolled in special education programs will be governed by the Individual Educational Plan (IEP). The district will administer this policy fairly, equitably, and consistently in the schools.

Students will show mastery of grade level standards in core subject areas including ELA, mathematics, science, and social studies standards; mastery will be evidenced by diagnostic test results, other assessments as determined by the district, and classroom performance as defined by the South Carolina Accountability Act (EAA) of 1998. Students must have passing grades in a minimum of four subject areas with at least three being in the core subjects: ELA, mathematics, science, and social studies in order to be promoted.

CONFERENCES

Teachers welcome the opportunity to discuss students' progress with parents. Please do not wait for problems to arise before making contact. We invite you to get acquainted with your child's

teacher(s). Conferences can be arranged by notifying the teacher in writing, by e-mail, or by calling the teacher or [guidance counselor](#) directly. Please, always report to the office before going to a teacher's classroom.

SCHOOL SAFETY ACT OF 1997

The School Safety Act of 1997 creates a new criminal offense, "assault and battery against school personnel," that is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity. It is a misdemeanor. If charged with assault and battery against school personnel, a child may be detained in a juvenile detention facility. Magistrates may exceed stated penalties for assault and battery from \$500 and 30 days in jail to \$1000 and one year in jail when offenses are committed against school personnel. If a student is convicted of assault and battery against school personnel, or a violent crime, the following is required:

- If sentenced to an agency such as the Department of Juvenile Justice, the agency will immediately notify the school where the student was enrolled or plans to enroll.
- If not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within 10 days of conviction.
- The school administrator must notify each of the student's teachers of the conviction, every year the student is in school.
- The conviction must be noted in the student's permanent record, and must be forwarded to the new school if a student transfers.

School officials are provided immunity from civil and criminal prosecution when making a school crime report in good faith. Furthermore, schools are required to annually include a summary of the above law in the school's student handbook.

FIELD TRIPS

Field trips are an integral part of our educational program. Students can read or be told about many topics, but when they can actually see something that relates to what they are studying, it is much more meaningful. When a field trip is planned, your child will bring home a form describing the trip and its cost. The form will also contain a permission slip. Please sign and return it to the teacher. Students who do not return a signed permission slip prior to the field trip will not be allowed to participate in that trip. Students who do not participate will be expected to attend school as usual. Plans will be made for regular classroom instruction.

In some cases a child will be denied the right to attend field trips due to disciplinary or academic measures. Parents will be notified if a child is not to participate in the field trip.

HARASSMENT, INTIMIDATION OR BULLYING

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at

another program or function where the school is responsible for the student on the basis of race, gender, sexual orientation or disability.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, web-based, or cellphone or text-based resources, including videoing other students and/or posting such videos on sites such as, but not limited to, Facebook, MySpace, YouTube, Twitter, if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy. The superintendent will also ensure that a process is established for discussing the district policy with students.

LEGAL CUSTODY

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the rights of the custodial parent, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. In addition, school records will be released to either parent without this document.

INTERNET USE AND SAFETY

Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges and will be subject to disciplinary consequences described in this policy. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited and will result in disciplinary and/or legal action. Vandalism includes any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet infrastructures. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas, or the unauthorized blocking of access to information, applications, or areas of the network.
- Never access or attempt to access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting, and harassing words, and other materials which may cause a substantial disruption of the academic environment. Violations of this policy will result in disciplinary and/or legal action.
- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Documents, electronic mail, chat room messages, and any other form of direct communications may not include a student's social security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent or guardian.
- Documents may include "directory information," including a student's name, address, or telephone number, provided the parent/guardian has been informed about the release of "directory information" and has not notified the district in writing that he/she objects to the release of information.
- Electronic mail is not guaranteed to be private. People who operate the system have

access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.

- Do not disrupt, harass, or annoy other users.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
- All subject matter on District Web pages shall relate to curriculum, instruction, school-authorized activities, or to the District.
- Neither students nor staff may publish personal home pages as part of District Web sites, or home pages for other individuals or organizations not directly affiliated with the District.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; non-academic uses are prohibited. Occasional employee personal use is permitted. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors.
- All pages on the District's server(s) are property of the School District.
- Always follow the instructions of the supervising staff members.
- Passwords are not to be used by unauthorized individuals. Individuals given passwords to access the district's systems will assume responsibility for proper use and safe keeping of those passwords. If a staff member feels that there is a security problem on the network, misuse of a district password, or a compromised password the matter should be reported to the building principal or the designated local school technology resource.
- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.

Inappropriate uses

The following list represents some of the inappropriate uses that are not permitted by the District:

- Commercial advertising, commercial fundraising, or unethical/illegal solicitation.
- Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or other material, making copies of such material, or distributing or exposing others to such material.
- Using copyrighted material without permission.
- Sending messages or materials that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
- Creating and/or placing a computer virus on the network or any workstation.
- Sending messages or information with someone else's name on it or misrepresenting the source of information entered or sent.
- Sending or receiving messages or information that is inconsistent with the school's conduct code or assisting others to violate that code.

- Requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts?
- Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people.)
- Purchasing something which requires a credit card number and obligates a student or school to provide payment to another party.
- Accessing, attempting to access, and/or altering information in restricted areas of any network.
- Downloading or loading any software or applications without permission from the building network administrator or system administrator.
- Violating the confidentiality rights of other users on any network.
- Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources.

Users are required to report any of the following to his/her teacher or the building administrator as soon as the following are discovered:

- Any messages, files, web sites, or user activities that contain materials that are in violation of this policy.
- Any messages, files, web sites or user activities that solicit personal information, such as an address, phone number, credit card number, or social security number, about the user or someone else, or request a personal contact with the user or another user.
- Attempts by any user to abuse or damage the system or violate the security of the network and its resources.
- Any illegal activity or violation of school policy.

PARENT RIGHTS AND RESPONSIBILITIES

Every parent has the following rights

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex or age
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

Special education

- to be informed of all programs in special education

- to appeal the placement, in accordance with established guidelines, of his/her child in a special education class

Receiving information

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school personnel will make every attempt to ensure that parents receive important school news and messages
- to be informed of education and cultural programs available to public school children

Conferences

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

Records

- to inspect his/her child's cumulative record in conformity with current guidelines established by state and federal governments

Every parent has the following responsibilities

- to make every effort to provide for the physical needs of the child
- to strive to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement
- to expect and communicate expectations for success
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the school teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning