

AYNOR MIDDLE SCHOOL

STUDENT HANDBOOK 2019- 2020



400 Frye Road
Galivants Ferry, South Carolina 29544
Phone (843) 358-6000
Fax (843)358-5065

<http://am.horrycountyschools.net/>

This handbook contains Aynor Middle School's rules and regulations. Each student will receive a copy and is responsible for its contents and expected to follow all rules and procedures.

School Telephone Numbers

Main Office	843-358-6000
Main Fax	843-358-5065
Media Center	843-358-5075
Guidance Office	843-358-5070
Guidance Fax	843-358-5066
Cafeteria	843-358-7100
Attendance	843-358-5071
Athletics (AHS)	843-358-7117
Bus Office	843-488-7125



MISSION STATEMENT:

The mission of Aynor Middle School, an evolving community deeply rooted in rural values and beliefs, is to empower each student to be a positive, productive member of society through innovative education that focuses on the individual development of each student.

WHERE TO GO FOR INFORMATION

Athletics(AHS)	Mr. Josh Spivey
Attendance	Mrs. Clara Curry
Buses(AHS)	Mrs. Holly Bolk
6 th /8 th (A-J)Discipline	Mrs. Laura Sarvis
7 th /8 th (K-Z)Discipline	Mr. John Williams
Guidance	Mr. Michael Painter
Guidance	Mrs. Hillary O'Hagan
Guidance	Mrs. Baylis Hyman
Nurse	Mrs. Kim Martin
Lockers	Mr. John Williams
Food Services	Mr. Michael McCray
Media Center	Mrs. Danielle West
Bookkeeping	Mrs. Tammy Hughes
Textbooks	Mrs. Laura Sarvis
Technology	Mrs. Gina McDonald

SCHOOL POLICIES and PROCEDURES

The school policies were developed by the Administration, School Improvement Council, faculty, and students of Aynor Middle School in accordance with policies of the Horry County School Board to serve as a guide for each student in developing the practice of self- discipline, good citizenship, and educational progress.

Every rule is not stated in the student handbook. Students will be given classroom rules by their teachers at the beginning of the school year, along with class objectives and activities. This handbook contains general guidelines and procedures that apply to all students regarding behavior and discipline. Parents and students should also read the Horry County Schools Parent Student Handbook which contains regulations that apply to Aynor Middle School students and may or may not be contained in this handbook.

ARRIVAL PROCEDURES

AMS opens at 7:30 AM. All students arriving between 7:30-8:00AM should enter through the cafeteria where staff will conduct metal detector searches and breakfast will be served. After searches and breakfast students should report to the gym and sit with their grade level. **Car riders arriving after the cafeteria doors are locked at 8:00 AM must enter through the main office and be signed in by a parent/guardian. In order for students to have enough**



time to participate in morning searches, go to lockers, and tend to their personal needs they should arrive prior to 8:00 AM.

Parents are asked to keep the drop-off line moving. If your child cannot exit your vehicle immediately, please park in the school parking lot. Please do not use the bus entrance for drop off or pick up.

NOTE: At 8:00AM, the cafeteria entrance will shut down allowing for teachers to go to class on time. Any cars arriving to school after the cafeteria doors are locked must park and walk students into the front office to be signed in.

DISMISSAL PROCEDURES

Aynor Middle School dismissal time is 3:15 PM. Each classroom teacher will dismiss his/her class. ALL students staying after school should be with a teacher by 3:20 PM in their assigned location.

Bus Riders:

- Should report immediately to the gymnasium and sit in the section assigned to his/her bus route.
- Should stay seated unless approved by the teacher on duty.
- Buses will begin leaving campus at 3:20 PM.
- No food or drink is allowed in the gym.

Car Riders and Walkers:

- Should report immediately to the cafeteria, sit down.
- Should stay seated unless approved by the teacher on duty.
- Should listen for their names to be called to exit the building
- Students should be picked up NO LATER than 3:45 PM each day.
- Students could also face disciplinary action if left unapproved after 4:00 pm.
- ADDITIONAL NOTES:
 - If student is not present in the cafeteria when his/her name is called, the car will be asked to either pull into the parking lot or circle back through the car rider line.
 - In an effort to expedite the car rider lines, please make sure the car picking you up has the appropriate name tag in the window for pick up.
 - Please contact Ashley Tyler in the media center to receive car tags.

Participants in After-School Supervised Activities:

- Whether you are staying for ball practice, tutoring, yearbook, club meeting, etc. – you must be in the company of an adult by 3:20 PM.
- Failure to be picked up within 15 minutes of the conclusion of the event can result in disciplinary action including but not limited to withdrawal of privilege to stay for after school activities.



PARENT/GUARDIAN CONTACT INFORMATION: In our efforts to properly support and care for your child, it is often necessary to contact a parent/guardian. **It is imperative that we have accurate and current phone numbers, email addresses and physical address available at all times. If any student information changes during the school year, the parent/guardian should immediately contact us to properly make the needed changes.**

HEALTH ROOM: A full-time school nurse is available for minor health problems. A student must obtain a pass from the teacher whose class he/she is assigned before going to the nurse. Students who are sick will be allowed to wait in the health room after parents have been contacted to come and pick them up. If students are not leaving school due to sickness, they will be required to return to class. Parents of students who have medical concerns should contact the school nurse so she may prepare accordingly.

MEDICATION (and/or look-alike medication):

Any substance that appears to be medication will be treated as medication. School employees are not allowed to administer medications to students without approved medical forms on file. This includes all prescription and over-the-counter medications. Students who need to have medications at school must follow the procedures listed below:

1. Students are **NOT** allowed to bring medications to school. **ALL** medications must be delivered to the school nurse by an adult.
2. A parental permission form must be completed with details on how any medication should be administered at school.
3. **Prescription Medications** must be brought to the school nurse by a parent/guardian in a container appropriately labeled by a pharmacy.
4. **Over-the-Counter Medications** must be brought to the school nurse by a parent/guardian in the original container.

ATTENDANCE

Consistent school attendance is critical for student achievement. If students are not present, they cannot benefit from classroom instruction. State attendance laws require student attendance for course credit and grade-level promotion.

To be promoted to the next grade or receive credit for high school courses, students may not be absent from **any** class for more than ten (10) days for year-long courses or five (5) days for semester courses, unless the absences are excused.

Students are considered truant after three (3) consecutive or five (5) cumulative days of absences, tardiness, and early sign-outs that are not excused. If a student becomes ill at school and leaves school early, absences in classes missed that day count against the student's ten days unless the student has a note from a doctor or is excused by the school nurse.

An Attendance Intervention Plan (AIP) will be developed by the school for truant students. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceedings through Family Court.

(NOTE: Beginning in the 6th grade, students are accountable for INDIVIDUAL CLASS ATTENDANCE including TARDIES. Being present for half-day does NOT count as present in all classes for that day.)

EARLY CHECK-OUT: In no case may a student leave the school grounds unless he/she has been properly signed out in the attendance office by a parent/ guardian, the principal, or his designee. Failure to follow this procedure will result in disciplinary action. Below are procedures that must be followed for a student to leave school early:

Before school begins, submit a note to the attendance clerk with the student's name, grade, check-out time, phone number, and parent signature. The student will be issued an Early Dismissal Pass, which allows the student to leave class at the designated time. **THE OFFICE WILL NOT INTERRUPT A STUDENT'S CLASS AFTER 2:30 WITHOUT APPROVAL FROM THE ADMINISTRATION.** If students and parents will use this procedure, we can avoid unnecessary class interruptions and parents having to wait on a student. We cannot dismiss students from school as a result of a telephone call. Once a student leaves school early, **he or she will not be allowed to return unless accompanied by a parent/guardian.**

TARDY POLICY (Class tardies): Students are accountable for individual class attendance including tardies. Attendance is taken at the beginning of each class period. Unlike elementary schools, we do not mark school tardies. We mark class tardies for children who are not in the classroom by the designated time. Classroom tardiness will not be tolerated and students will be disciplined accordingly. Parents of car riders have the responsibility of ensuring their child is on time each and every day. We conduct morning searches of students daily. To avoid unexcused tardies, please make sure your child has adequate time to go through this process and handle any personal needs he/she may have.

HOMEBOUND: Parents who anticipate an extended medical absence should consult a medical doctor to determine if homebound services should be considered. The parent will need to pick up the appropriate form from the AMS Homebound Coordinator, have the doctor complete the form, return the form to the AMS Homebound Coordinator, and wait for approval.

AFTER AN ABSENCE:

The student should submit written documentation of the absence to the attendance clerk before reporting to the class (wooden box outside of nurse office). This should be handled **before** school and is not an excuse for being tardy to class. This written documentation should be provided to the attendance clerk upon return to school. Once verified, coding in PowerSchool will reflect whether the absence was lawful(excused) or unlawful(unexcused).

Definition of Lawful (excused) Absences are defined as:

- Students who are ill and whose attendance in school would endanger their health or the health of others; illness verified by a statement from a physician turned in to the attendance office within three (3) days of the student's return to school.
- Student in which a member of his or her immediate family is seriously ill or passes away documented by a statement from the family member's physician or a copy of the death announcement, obituary, or program of the funeral service.
- Students who are absent for recognized major religious holidays of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal; these must be submitted to the attendance office in advance on a completed

Request for Principal Approval Form which can be obtained from the attendance office at the school.

Lawful/Excused Codes in PS:

(SC-BRV) Bereavement; (SC-EX) Excused by Principal; (SC-PA) Principal Approval/Education Trip approved by Principal; (SC-ONST) Guidance; (SC-HMBD) Medical Homebound; (SC-HMSD) Homebased; (SC-LEG) Judicial; (SC-REL) Religious Holiday; (SC-MED) Medical; (SC-EX) Homelessness; approved by Principal; (SC-ONST) Guidance; (SC-HMBD) Medical Homebound; (SC-HMSD) Homebased; (SC-LEG) Judicial; (SC-REL) Religious Holiday; (SC-MED) Medical; (SC-EX) Homelessness.

Definition of Unlawful absences are defined as:

- Student who are willfully absent from school without the knowledge of their parents.
- Student who are absent from school without acceptable cause with the knowledge of their parent.
- Religious-based camps, retreats or conference.

Unlawful Codes in PS:

(SC-UNEX) Unexcused/Unverified; (SC-PN) Unexcused parent note; (SC-IMNZ) Immunization; (SC-UTRD) Unexcused tardy

MAKE UP WORK AFTER ABSENCE:

It is the responsibility of the student to make arrangements with teachers to make up all missed work within FIVE school days after returning from an absence. Work not made up in this time frame will result in a zero. A student who misses an assigned test is expected to take the test the day he/she returns. For extenuating circumstances, contact the AMS administration

BEHAVIOR EXPECTATIONS

The following rules and consequences are outlined as contained in the regulations governing student conduct established and required by the S.C. Board of Education. School rules apply to any student 1) who is on school or District property; 2) who is in attendance at school or any school-sponsored activity, whether on or off district property; 3) who is on a school bus (or bus stop) or other District vehicle; and 4) whose conduct at any time or in any place has a direct and immediate effect on maintaining order, providing an optimal learning environment, and ensuring discipline in Horry County schools. For further explanation of the State Discipline Code, refer to the Horry County Student/Parent Information Guide.



Students are expected to conduct themselves as young ladies and gentlemen at all times. The staff will make every effort to interpret and enforce student discipline in a **consistent and fair manner**. Any behavior considered inappropriate or disruptive to the educational environment will be handled in a manner the administration feels is most appropriate for all concerned. Students elected to positions of leadership, as well as those earning other honors, are expected to set an example for the entire student body. Students may be removed from positions of leadership, activities, or teams at the discretion of the administration.

The list below is only a partial listing of discipline codes and general consequences.

NOTE: After considering all circumstances, the Administration reserves the right to handle each disciplinary matter in the most reasonable manner.

Level 1 - Disorderly Conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Disorderly Conduct (Level 1) may be reclassified as Disruptive Conduct (Level 2) if it occurs three or more times.

Acts of Level 1 conduct may include, but are not limited to the following:

CODE: 002 Other Offenses(Minor)
CODE: 006 Dishonesty
CODE: 007 Disrupting Class
CODE: 016 Inappropriate Language
CODE: 017 Inappropriate Behavior
CODE: 018 Inappropriate Materials
CODE: 023 Property Misuse
CODE: 028 Throwing Objects
CODE: 030 Violation of Class Rules
CODE: 031 District Medication Violation
CODE: 150 Cutting School, Class or Activity
CODE: 180 Tardy
CODE: 190 Cheating
CODE: 200 Off Limits
CODE: 210 Profanity
CODE: 240 Loitering
CODE: 271 Failure to comply with disciplinary
CODE: 275 Failure to complete school work
CODE: 280 Dress Code
CODE: 290 Obscene Gesture
CODE: 330 Phone Violation



CODE: 390 Unauthorized Device
CODE: 405 Horseplay
CODE: 430 Contract Violation

General Consequences for Level 1 Offenses:

Referral #1	Level 1	-	1st Offense	-	1 day ISS
Referral #2	Level 1	-	2nd Offense	-	2 days ISS
Referral #3	Level 1	-	3rd Offense	-	1 day OSS

Level 2 - Disruptive Conduct is defined as those activities engaged in by students which are directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain Level 3 offenses, justifying both administrative sanctions and court proceedings.

Acts of Level 2 conduct may include, but are not limited to, the following:

CODE: 001 Aiding Others
CODE: 003 Bite/Pinch/Spit
CODE: 004 Contraband
CODE: 012 Harassment
CODE: 013 Sexual Harassment
CODE: 014 Hit/Kick/Push
CODE: 015 Inappropriate Affection
CODE: 019 Indecent Exposure
CODE: 020 Major Disruption
CODE: 022 Inappropriate Physical Contact
CODE: 027 Threat to Student
CODE: 220 Computer Violation
CODE: 230 Tobacco
CODE: 270 Refusal to Obey/Defiant
CODE: 340 Bus Violation
CODE: 380 Probation Violation
CODE: 407 Confrontation/Altercation
CODE: 420 Disrespect
CODE: 651 Bullying
CODE: 652 Cyber bullying

General Consequences for Level 2 Offenses:

Referral #1	Level 2	-	1st Offense	-	2 days ISS
Referral #2	Level 2	-	2nd Offense	-	2 days OSS
Referral #3	Level 2	-	3rd Offense	-	Expulsion Hearing

Level 3 - Offenses are defined as those activities engaged in by a student which result in violence to oneself or to another person or person's property, or which pose a direct and serious threat to the safety of oneself or others. **These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.**

Acts of Level 3 conduct may include, but are not limited to, the following:

CODE: 009 Fighting
CODE: 027 Threat to Staff
CODE: 250 Gang Activity
CODE: 260 Bomb Threat
CODE: 350 Fire Alarm
CODE: 510 Assault, Aggravated
CODE: 520 Assault, Simple
CODE: 550 Counterfeit/Forgery
CODE: 560 Disturbing School
CODE: 570 Drug Distribution
CODE: 575 Drug Usage
CODE: 580 Drug Possession
CODE: 650 Intimidation
CODE: 670 Larceny/Theft
CODE: 680 Alcohol/Liquor Law Violation
CODE: 690 Non-Forcible Sex Offense
CODE: 700 Other Offenses- Serious
CODE: 710 Pornography
CODE: 760 Vandalism
CODE: 789 Weapon

General Consequences for Level 3 Offenses:

A student's prior record will be considered before sanctions are applied. Sanctions to be applied in cases of Level 3 include, but are not limited to,

- Any sanction for Level 2
- Recommendation for evidentiary hearing
- Involvement of School Resource Officer (SRO) and/or other agencies
- Other sanctions as approved by the administration

HCS Personalized Digital Learning

The Vision of Horry County Schools' Personalized Digital Learning Initiative is to transform teaching and learning by immersing all students in rich, authentic, relevant, personalized digital learning experiences that lead to college and career readiness and enable deeper learning across the disciplines.

Horry County Schools' Personalized Digital Learning Initiative (PDL) has placed personal computing devices in the hands of students in grades 5-12. We are in the middle of a journey of change with the primary objective to transform the delivery methods of our classrooms to match the needs of the modern student.

Middle School Grades 6-8

All students in grades 6-8 have a Technology Fee of \$25 for the full academic year, due at the time of registration. The non-refundable fee may be paid online or in person at the appropriate school.

Students Grades 6-8 who PAY the Technology Fee:

- will use devices only at school and are not allowed to take devices home
- pay an additional \$25 for the first accidental damage repair, \$50 for the second accidental damage repair and full cost of repair for all subsequent accidental damage repairs during the academic year
- pay an additional \$25 for device replacement due to theft (requires police report)
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

Students Grades 6-8 who DO NOT PAY the Technology Fee:

- pay full repair costs for all accidental damage
- pay full replacement cost for loss due to theft
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

Student Agreement

Student pledge for use of District-owned personal Mobile Computing devices:

- The student will take proper care of the personal mobile computing device and be accountable for it at all times;
- The student will not lend the personal mobile computing device, charger and cords to others;
- The student will not share my login and/or password for personal accounts or attempt to use the accounts of others;
- The student will charge the battery of the personal mobile computing device daily to ensure that it is ready for use;
- The student will keep food and beverages away from the personal mobile computing device;
- The student will not disassemble any part of the personal mobile computing device, nor attempt repairs;
- The student will not remove or delete District-required applications, profiles, or restrictions, nor attempt to access or alter other accounts or devices;
- The student will protect the personal mobile computing device;
- The student will save data/files in a safe and accessible location. Network/cloud-based storage should be used to avoid data loss due to device issues. Students are ultimately responsible for saving all data/files;



- The student will not place decorations (such as stickers, markings, etc.) on the personal mobile computing device;
- The student will not deface the serial number, manufacturer labels, or District labels on any personal mobile computing device;
- The student will follow District policies outlined in the Personal Mobile Computing Device Guide and the District's Acceptable Use Policy;
- The student will notify my teacher or administrator immediately if the device has been lost, stolen, or vandalized;
- The student will be responsible for all damage or loss caused by neglect or abuse; and
- The student will return the personal mobile computing device and power cords in good working order at the end of the school year, or at any time during the year should I transfer schools within the district or leave the district for any reason.

When using network and Internet resources, The student will:

- Use the Internet for legitimate educational purposes;
- Send messages (email, IM, chat, etc.) only at the direction of my teacher during school hours or during times and at locations that may be allowed by my school;
- Not attempt to download or save files to the device without teacher approval;
- Not search for, download, or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive, or vulgar material, or assist any other student in such activities;
- Not harass, insult, or attack others via electronic communications;
- Not attempt to damage or alter computers, computer systems, computer networks, or mobile devices, including settings and installed software;
- Not violate copyright laws, including the use or possession of bootleg software, music, or movies; and I Not attempt to trespass in another's folders, work, files or devices or use any accounts other than my own.

Violation of these items above will result in disciplinary action set forth in Horry County Schools' Policy Manual, which can be found online at www.horrycountyschools.net, including possible loss of access privileges to such resources.

STUDENT EXPECTATIONS

ASSEMBLY: Please adhere to the following during assemblies: treat performers with respect; refrain from whistling or making loud noises; applaud at designated times to avoid embarrassing individuals; remain seated with your class; sit upright so feet are not on chair backs or seats.

BREAK: Weather permitting, break occurs at the end of the lunch period. Students are expected to walk with their teacher around the outside of the building to the designated break location. Students should not go near the back of the property. Students should not be running unless participating in an organized game. Students should line up with their teacher when the signal is given to end break.



CAFETERIA: Students will be escorted to lunch by a teacher. The lunch time expires quickly; students should prioritize eating lunch prior to socializing. We want lunch to be an enjoyable time for all students, but know the time is limited. A microwave is usually available for students to warm lunches. **Time does not allow for students to cook in the microwave. Time limit is 1-2 minutes per student.** Each student should clean his/her area after eating. Students should incorporate a restroom break into their lunch period. Students will be escorted back to class by teachers. If you need to leave the cafeteria during lunch time seek permission from your teacher first. Students are expected to follow all directions given by the cafeteria staff at all times.

CARE OF PREMISES: Student help is needed and appreciated in the care of the school and grounds. Encouraging others to dispose of litter and to refrain from defacing property is helpful in keeping AMS in top condition.

CLASSROOMS: Everyone should be seated at the start of class. The school tardy plan is followed in each class. Students are expected to complete all class assignments. Students are to be prepared with homework, needed materials, and books for each class. No one should disrupt class or disturb others. Students causing serious disruptions or displaying disrespect will be removed from class and referred for disciplinary action.

DANCES: Once students have arrived at a dance, they are expected to remain until the dance is over. If a student needs to leave early, he/she can be picked up by a parent or guardian coming into the building and notifying a chaperone of the situation. The dress code will be enforced.

DELIVERIES: We will not interrupt classes to notify students of items that have been delivered to school (ex. Lunch boxes, notebooks, projects, gym bags, etc.). These items can only be distributed between classes or at the end of the day. We cannot guarantee that students will receive these items by the time they student may need the item. Please remind your child before leaving home to make sure he/she has needed items for the school day.

FOOD/DRINKS/CANDY: Food and beverage items are not allowed outside of the cafeteria at breakfast or lunch unless secured in a lunch box. (Exception: Preapproved team celebrations). Students are not allowed to bring any beverage into school that is open or unsealed. This includes cups with lids on them. Sealed drinks are allowed in lunch boxes.

HALLWAYS: Students should enter and exit the hallways in an orderly manner. Keeping to the right in the hallways alleviates congestion. Pushing, shoving, shouting, running, and playing are not appropriate.

HALLWAY PASSES: Students are not allowed to be out of class without a hall pass. School staff must be aware of students' whereabouts at all times. Being out of class without a pass from your teacher could result in a discipline referral.

LUNCH DETENTION: Teachers or administrators may assign lunch detentions. If the student does not show for a lunch detention, the detention time should be doubled. If the student fails to show again, a discipline referral will be written. Parents should be notified if more than one

lunch detention is needed. The lunch detention should be assigned for the day after the infraction occurred.

LOCKER: Students are assigned lockers to secure textbooks and other belongings. They are school property and are subject to search and seizure. Lockers are limited and available upon request.

P.E. LOCKER: Students are assigned a locker and a school owned combination lock. Students are not allowed to share lockers or their locker or combination. A fee will be charged for lost locks.

PERSONAL: Students are expected to be respectful to adults and each other. Students may not hold hands, hug, or display any other forms of public affection to any student.

PERSONAL ITEMS: Students should limit items brought to school to those items necessary for school activities. Scented items (perfume, body sprays etc...) are not allowed. Toys are not allowed. Items of value should not be brought to school. **Students are not allowed to bring any play equipment (i.e. basketballs, footballs, etc.) to school.** The school will not be responsible for lost or stolen articles.

RESTROOMS:

ALL students will be scheduled for at least 5 restroom opportunities throughout the school day.

- Before School
- Scheduled visit during class
- At Lunch
- Scheduled visit during class
- After School

Students should follow posted hallway and restroom procedures. Noise should be at a minimum during scheduled restroom breaks. This is not for additional social time. It is for restroom use only. Students will be expected to utilize these opportunities, and should NOT need to leave class to visit the restroom unless an emergency occurs. Emergencies should not happen on a regular basis. Students should not be in the restroom without a pass from the teacher unless it is a scheduled restroom opportunity. Students should report any restroom problems to the teacher immediately.

Students are expected to practice good sanitary habits. Students should wash hands with soap and water after using the restroom. Loitering is not allowed in the restroom areas. Non-flushable items should be placed in trash containers located in each stall. No writing utensils are allowed in the restroom. Horse playing and loitering are prohibited.

DRESS CODE

Students have the responsibility for dressing in an appropriate manner while on campus or when involved in all school activities. Personal appearance of students should promote health and safety, contribute to a positive learning environment, and project a positive image of the school district to the community. Generally, student attire is considered appropriate as long as it does not, or could not, interfere with the educational process, cause disruption, or damage school property. In addition to clothing, hats, and shoes, student attire includes any jewelry,

emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. The administrative team reserves the right to determine when a student's dress is inappropriate in accordance with this policy. When a student's dress is deemed to be inappropriate by an administrator, the student will be asked to make modifications and/or call someone to bring acceptable attire. The student will be assigned to ISS for the remainder of the day or until a parent may be reached to bring appropriate attire. Dress code violations are generally a Level I offense. Additional consequences will apply to repeat offenders.

To aid parents, guardians, and students of Aynor Middle School in the area of dress, the following guidelines have been established:

- All items of clothing should be clean and appropriate for school and must comply with health and safety requirements. They should not be too tight, improperly revealing, or allow undergarments to be seen.
- Garments, jewelry, or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex, or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline applies to clothing worn at any school function.
- Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
- Shoulder straps on shirts with no sleeves must be 2-3 finger widths across the shoulder.
- Hats, caps, bandanas, sunglasses or other head coverings are not permitted in the building.
- Shoes must always be worn and should be appropriate for school activities. (For example, bedroom shoes and cleats are not permitted at school.)
- Pajamas or sleepwear are not permitted in the building.
- Pants with holes are acceptable if the holes are below the fingertips.
- If leggings are worn in place of pants, the shirt must extend below the fingertips.
- Shorts and skirts must reach just the fingertips.
- Picks, combs and curlers are not allowed in the hair.
- Items such as spike jewelry, wallet chains, fish hooks on caps, steel top boots, etc. are not allowed.

****NOTE:** Students are expected to comply with safety guidelines. Student dress and appearance are the responsibility of the student and parent. **All teachers and administrators will enforce the dress code on a daily basis.**

Dress Code Discipline:

1st offense: Student will be allowed to change. If the student does not have appropriate clothing, he/she will sit in ISS until clothing is brought to school.

2nd offense: Parent will be contacted, and the student will be given a formal discipline referral with a day of ISS.

3rd offense: Parent will be contacted and placed in ISS until clothing is brought to school and assigned a day of OSS.



CELL PHONES & OTHER ELECTRONIC DEVICES:

Cell phones (or other personal electronic devices) **must be turned off** during school hours. Devices must remain off until students exit the building after dismissal. Electronic devices are never to be used in any area in which an individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers. In the event of a violation, school personnel are authorized to take the device from the student and refer (discipline referral) the incident (and device) to the appropriate administrator.

NOTE: There are times when teachers are instructed to collect electronic devices and students are not permitted to keep them on their person. An example of such a time is during State Testing. If students do not wish to comply with a teacher's request to collect a device(s), the device(s) should be left at home.

CELL PHONE CONSEQUENCES:

1st offense: referral written/verbal warning - phone returned to the student at the end of the day

2nd offense: referral written/1 day of ISS and parent must see the appropriate Administrator before or after school to pick up the phone

Additional offenses will result in additional suspension and parent must see administrator to pick up the phone.

NOTE: Additional discipline may be warranted if additional infractions occurred.

Some Examples:

Student was disrespectful to staff member when he/she asked for the device.

Student refused to turn over the device.

Student had device out in an area with a right to privacy (locker room, restroom, etc.)

Student used the device in harmful manner.

SEARCHES OF PERSON AND PROPERTY: The District recognizes that both S.C. law and the Fourth Amendment protects citizens, including students, from unreasonable searches and seizures. However, any person, including students, on school premises shall be deemed to have consented to a reasonable search, with or without probable cause, of his/her person and personal belongings subject to the limitations and requirements of District policy and/or law. Personal belongings include, but are not limited to, purses, book bags, wallets, satchels, computers, and other devices used for electronic data storage.

METAL DETECTORS: The District authorizes the use of metal detectors in order to enhance security in an attempt to prevent students and/or other individuals from bringing weapons or other dangerous objects into the school, on District property, or to school functions. Metal detectors may be used at places such as, but not limited to, entrances to the buildings, classrooms, auditoriums, and gymnasiums, or as individuals enter and exit District vehicles or school buses. They may also be used at extracurricular events. The search process is governed by written procedures which are available upon request.



AMS conducts daily random searches of students and their belongings. To assist school staff in maintaining a safe environment for students, we ask that you minimize the personal belongings you bring each day. When purchasing supplies look for book bags, purses, lunch boxes etc. that do not contain metal.

SEXUAL HARASSMENT: Sexual harassment of students by District employees, other students, or third parties associated with schools is prohibited. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. The District will take prompt, appropriate, and responsive action to end sexual harassment and to prevent its recurrence. 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 of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint as set forth below. 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 subjected 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.

BULLYING: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is being mean to another kid over and over again. Bullying often includes:

- Teasing
- Talking about hurting someone
- Spreading rumors
- Leaving kids out on purpose
- Attacking someone by hitting them or yelling at them

Kids who are bullied can feel like they are:

- Different
- Powerless
- Unpopular
- Alone

Kids who are bullied have a hard time standing up for themselves. They think the kid who bullies them is more powerful than they are. Bullying can make them:

- Sad, lonely, or nervous
- Feel sick
- Have problems at school
- Bully other kids



Bullying does not always happen in person. **Cyberbullying** is a type of bullying that happens online or through text messages or emails. It includes posting rumors on sites like Facebook, sharing embarrassing pictures or videos, and making fake profiles or websites.

KIDS WHO BULLY OTHERS: Kids bully others for many reasons, they may:

- Want to copy their friends
- Think bullying will help them fit in
- Think they are better than the kid they are bullying

KIDS WHO BULLY: Those who bully use power to hurt people. Power does not always mean bigger or stronger. Power can also mean popular or smart. Or, the kid doing the bullying may know a secret about the kid being bullied. Kids who bully can have other problems, too, even when they get older, like using alcohol and drugs, getting into fights, and dropping out of school. **Bullying is never ok.**

KIDS WHO SEE BULLYING: When kids see bullying, they may not know what to do. They may feel depressed or worried. They may be absent from school because they don't feel safe. They may join in or stay silent so they won't get bullied themselves. They may stand up to the bully. But [the best thing to do](#) is get an adult who will stop the bullying on the spot.

Steps you should take if you are being bullied and witness someone being bullied:

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop...or say nothing and then walk away.
- Use humor, if this is easy for you to do. (For example, if a student makes fun of your clothing, laugh and say, "Yeah, I think this shirt is kind of funny-looking, too.")

VISITORS: Parents are invited to be a part of the school family as an extension of his/her child's learning. All visitors are to report to the main office with a picture ID to obtain approval for a visitor's pass. Unauthorized visits by friends, relatives, or alumni are not allowed during the instructional day. No loitering or soliciting is allowed.

SCHOOL EQUIPMENT: Students are held responsible for any school equipment they use or rent (books, uniforms, instruments, computers, etc.). Any damage to school equipment, property, or facilities will be paid for by the student.

LOCKERS: Students are assigned lockers to secure textbooks and other belongings. Lockers are school property and are subject to search and seizure. Students are not to share lockers or locker combinations. Students enrolled in PE will be issued a school owned combination lock to use in the PE locker rooms. **A fee will be charged for lost locks.**

TEXTBOOKS: All textbooks issued to students are the property of the state of South Carolina and must be accounted for by the school. Once a textbook is issued to a student, that student

is responsible for it until it is returned to the bookroom. **Textbooks that are lost or stolen must be paid for by the student.** Textbooks not turned in to the bookroom will be considered lost, regardless if it shows up at a later time. According to state regulations, textbooks not turned in by the last day of school must be paid for by the student. Textbooks with missing barcodes or other damages will result in fees owed by the student.

HIGH SCHOOL CREDIT CLASSES:

AMS offers several high school credit bearing courses. All courses offered for high school credit include a cumulative final exam weighing as much as 20% of the final grade. Students may earn one Carnegie unit of high school credit by successfully completing the course requirements. Currently AMS offers: Algebra I Honors, English I Honors (Pre-IB), Geometry Honors, Fundamentals of Computing I and II.

BLUE AND WHITE CARDS:

Blue Cards – all A's with special incentives awarded each nine weeks

White Cards – all A's and B's with special incentives awarded each nine weeks

GUIDANCE: AMS has three guidance counselors. They are available to help students work through emotional turmoil, navigate social conflicts, and make decisions about possible career and educational tracks. Students should have a pass from a teacher before reporting to guidance to meet with a counselor.

MEDIA CENTER: The media center is open for students from 7:30 am - 3:30 pm daily. Students are required to have a pass to attend the media center during the school day. Many resources are available to assist students with reading, research, and technological needs.

ATHLETICS: Students in grades 7 and 8 are invited to participate in athletics as long as they meet the eligibility requirements of the South Carolina High School League. Before a student can try-out or practice with a team, he/she must have a physical and valid insurance coverage on file. Team members will be selected by the coach in charge of the sport. Because of the nature of athletics and the necessary training, certain rules and regulations are necessary which do not apply to other students. A student may be removed from any athletic team by the administration if his or her behavior is unbecoming of an Aynor Middle School student. **Additionally, a student must attend school the day of an athletic event to participate in that event.**

CAFETERIA: The AMS Café offers a great variety of nutritious food choices. Each day, students will be asked to choose between two meal options. A la carte items will also be available for nominal fees. Students are not allowed to charge a la carte items. Students will not be allowed to carry a charge balance. After three days of charging, the student will be given a peanut butter and jelly lunch until money is applied to his/her account.



Horry County Middle School Meal Prices (2019-2020)

Breakfast Prices

Full Pay All Grades:	\$198/year	\$99/semester	\$1.10/day
Reduced-Price All Grades:	\$54/year	\$27/semester	.30 cents/day

Lunch Prices

Full-Pay 6-12:	\$468/year	\$234/semester	\$2.60/day
Reduced-Price All Grades:	\$72/year	\$36/semester	.40 cents/day

BUS BEHAVIOR EXPECTATIONS

To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and to observe the rules that they remain seated on buses and conduct themselves in an orderly manner. The bus driver has responsibility for supervision of students on the bus. He/she may stop the bus at any time misbehavior or threatening behavior offers a hazard to safe driving. A student who creates a disturbance shall be reported to his/her school principal. Appropriate disciplinary action shall be taken. The following regulations govern the conduct of students and other passengers on school buses serving Horry County Schools. The bus driver shall assure that his/her passengers abide by them. Parents should not try to solve disagreements with drivers or students at school bus stops. Please contact the local bus supervisor at 488-7125 or AMS administration.

Video cameras: Students on a school bus are subject to being videotaped at any time in order to promote safety. The tapes may be used by the administration for disciplinary purposes and other appropriate actions.

GENERAL BUS RULES AND PROCEDURES

- Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
- Upon entering the bus, take a seat immediately and remain seated while the bus is moving. Do not switch seats while travelling.
- Students must always respect the wishes of the driver.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking on the bus is not permitted.
- Students should talk quietly using an 'inside' voice.
- Students must be courteous to fellow passengers
- Public displays of affection are not appropriate.
- Students must not mar or deface the bus or its seat coverings in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.

Bus Rider Verification Notes:

- Bus transportation is provided to the child's home address only. Due to bus overcrowding and safety concerns, students will no longer be allowed to ride a different bus or get off at a different stop.
- In the event an emergency occurs, parents should contact the school as soon as possible to seek approval for an alternate bus route or stop.
- Students who are reporting to a practice at Aynor High can receive approval to ride over to AHS to attend practice. **THIS IS ONLY ALLOWED FOR STUDENTS TO ATTEND A PRACTICE. Students are NOT allowed to ride over to AHS to catch a ride home with a high school student.**

Bus Discipline:

In addition to disciplining students according to the District's Behavior Code procedures, upon the recommendation of the bus driver or supervisor(s) of transportation, the principal may suspend a student from riding the bus. These guidelines may be adjusted based on the seriousness of the offense.

- **1st offense** - may result in the student being suspended until a parent conference
- **2nd offense** - may result in a suspension for up to five school days
- **3rd offense** - may result in a suspension for up to ten school days.
- **4th offense** - may result in a suspension for up to 15 school days.
- **5th offense** - may result in a loss of bus riding privileges for the remainder of the school year.

NOTE: Suspension from the bus is NOT suspension from school. The student is expected to use an alternative means of transportation to come to school and return home.



2019 - 2020

AMS BELL SCHEDULE

6th Grade

1	Jacket Time	2	3	Lunch	4	Homeroom	5	6
8:00-8:10 8:10-9:12	9:12 - 9:42	9:45-10:48	10:51-11:51	11:55-12:25	12:27-1:27	1:30-1:35	1:38 - 2:23	2:25 - 3:07
Homeroom Academic 1	Jacket Time	Academic 2	Academic 3	Lunch/RR	Academic 4	Academic 1	Exploratory 1/RR	Exploratory 2

7th Grade

1	Jacket Time	2	3	4		Lunch	5	6
8:00 -8:10 8:10-9:12	9:12 - 9:42	9:45-10:48	10:51 - 11:35	11:38- 12:25	12:25-12:33	12:33-1:03	1:05 - 2:08	2:10 - 3:15
Homeroom Academic 1	Jacket Time	Academic 2/RR	Exploratory 1	Exploratory 2	Chromebook return	Lunch/RR	Academic 3	Academic 4/RR

8th Grade

Homeroom	1	2	3	Lunch	4	Jacket Time	5	6
7:55 - 8:07	8:10 - 8:58	9:00 - 9:52	9:55 - 10:55	11:00-11:30	11:32-12:32	12:32-1:02	1:05 - 2:08	2:10 - 3:15
Academic 2	Exploratory 1	Exploratory 2 /RR	Academic 1	Lunch/RR	Academic 2	Jacket Time	Academic 3/RR	Academic 4

Exploratory

	1	2		3	4		5	6	
	8:10 - 8:58	9:00 - 9:52		9:55 - 10:49	10:51-11:35	11:38-12:25	12:27-1:36	1:38 - 2:23	2:25 - 3:07
	8-1	8-2 RR	Planning	7-1	7-2	Lunch Planning	6-1 RR	6-2	

