

Middle School Student Handbook 2023-2024

Morning Drop-off Information

All students in 5th-8th grade are allowed to be dropped off in the elementary, middle, or student union drop-off lines beginning at 7:45am. Students should not exit their vehicles until 7:45am. Students should use the sidewalks and crosswalks to get to their respective buildings. Students are not allowed to be dropped off in parking lots or at the high school. All students need to be in class in their seats at 8:15am each day to avoid being tardy. Excessive tardies to school may result in consequences including lunch detention, in-school suspension, and/or parent conferences.

Fifth grade students will be walked to breakfast each day at 8am after checking in with their Homeroom teacher. Sixth through eighth grade students will be able to walk to breakfast after checking in with their Homeroom teacher.

Afternoon Pick-up Information

Middle School car riders will be dismissed from their homeroom/8th period classes at the end of the day. Students will be called from their Homerooms for car-line pickup. The exceptions are as follows:

- Bus riders will be dismissed from their last period at 3:00pm to report to the buses in front of the Student Union.
- Walkers (6th-8th grades) will be dismissed to walk home at 3:00pm.
- Students of parents who work at YPA will be dismissed from their last period at 3:00.
- Students participating in after-school activities will be dismissed from Homeroom when called by the Front Office.

Students are not allowed to walk to other buildings after school, unless they meet the above criteria and leave at the designated time. Students who do not report to their designated area or leave without permission will be considered out-of-area, which may result in consequences up to out-of-school suspension. **All students need to be picked up Monday-Thursday by 3:30pm and Friday by 2pm.**

Attendance Policy

Attendance is essential for each student's success. Excessive absences will result in a Student Success meeting with the School Counselor and Middle School administrative team and may lead to "truancy" proceedings. South Carolina State Law requires a minimum class attendance of 170 days during the school year for a student to receive credit. Any absence that exceeds 10 days in a year-long class must be medically necessary and documented by a physician. Any YPA student that obtains 10 absences in a yearlong class may not earn credit for that course. Students are allowed to have up to five parent notes when they are sick, which must be turned in or emailed to the Front Office Receptionist within 48 hours of the absence (attendance@yorkprep.org).

Students will be required to make up work regardless of reason for absences. It is the student's responsibility to request all make-up assignments from teachers on the day the student returns following an absence. Work should be submitted and tests made up no later than one week after the absence. In cases of extended absences (in excess of four consecutive school days), a plan of action for make-up work will be developed by the teacher and the student.

Early Release Fridays

On Fridays, we will dismiss at 1:20pm in the Middle School. Unless enrolled with Patriot's Promise, all students will need to be picked up by 2:00pm.

Lunch and Transitions

Fifth grade students will be walked between classes each day. For 6th-8th grades, students are expected to report directly to their next class in a timely manner. Students who are repeatedly tardy to class will receive consequences, which may include in-school and out-of-school suspension. As an open campus, students who skip class or are found out-of-area will receive consequences due to potential safety concerns. When the weather allows, students will be able to utilize our cafe, pavilion, and sport court during lunch. However, students are expected to treat each other and our school environment with respect by treating each other appropriately and cleaning up after themselves. Additionally, no food will be allowed in the bathrooms or sport court area.

Students are allowed to visit the restroom during classes but must have a bathroom pass from their teacher. No bookbags will be allowed in the bathrooms, and any vandalism in the bathrooms will result in consequences.

Cell Phone Policy

While at school, all students must keep cell phones in their **backpacks and turned off** at all times. Students who are seen with cell phones will have them confiscated. Further incidents involving cell phone usage may result in cell phone confiscation, parent conference, banning of the cell phone, and/or other consequences.

Violation and refusal to give school employees the electronic device will result in additional consequences and will result in no less than one day of in-school suspension. Students will be given more serious consequences for the following inappropriate uses: inappropriate taking of pictures or videos, texting or messages, any use to threaten anyone or anything at YPA. Any acts which are not covered by these regulations and which are of such a nature as to pose a threat to the physical or mental welfare of students, teachers or other school personnel or which create a disruption in the orderly operation of any phase of the school program may result in suspension or expulsion. The school will not be responsible for any lost or stolen items.

If students are sick, they must see the nurse. The nurse will determine if a parent needs to be contacted. If students need to contact a parent at school, they can come to the front office of the Student Union or Middle School buildings to call a parent. We expect parents to refrain from emailing, texting, or communicating with their students during the school day as this can disrupt

the learning environment and create a safety issue. Should a parent need to contact their child, please call the middle school office at 803-324-4400 Ext. 3100.

*Admin has the discretion to confiscate any technology devices that are deemed to violate our communication policy and ban those devices from the school setting to ensure a safe and appropriate learning environment for all students. Students are allowed to wear smart watches at school as long as it is determined to not be a distraction to student learning. This determination will be made by the teachers. In cases where students are testing, teachers will ask students to remove their smart watches during testing. We do not allow students to have Air Pods or wireless headphones at school. We will ask students to bring in headphones that can be plugged into their chromebooks.

Chromebook Policy

At YPA, we are fortunate to have and use chromebooks in our classrooms. In order for students to use the chromebooks, they must understand and accept responsibility for them, as follows:

- Students will be assigned a numbered chromebook in Homeroom
- Students are responsible for their chromebook and its use at all times
- Damage to a chromebook that is determined to be caused by the student will result in the student having to cover repairs or pay for a new chromebook
- Chromebooks have internet access that is monitored by ContentKeeper Software. Please see Content Keeper Policy for further details.
- All chromebooks will stay on campus each day so they can be charged each evening

Content Keeper Policy

With our initiatives to add more technology in the classrooms, we purchased a software program called Content Keeper that can track student searches and information when they are logged on to their accounts here at school or when using school devices off campus. Reports are sent daily to admin for students who searched or used words or phrases that would be deemed inappropriate. As admin receive reports, they will address students and give consequences based on the severity of information that was accessed or searched. Admin has discretion to give consequences up to and including Warnings, ISS, OSS, and Possible Expulsion.

*Students are responsible for all content searched or accessed on their chromebooks when they log into their accounts at school.

Dress Code Policy

In the interest of health, safety, cleanliness, decency and decorum, students will follow these guidelines. At YPA, we expect students to dress in clothing that is appropriate for the school setting. Logos or clothing that promote alcohol, weapons, drugs, tobacco, gang affiliation, nudity, or profanity is prohibited. Clothing or accessories are not allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for the school setting. In addition to the YPA Dress Code Policy (see the York Prep Family Handbook), Middle School students and families should be aware of the most common dress code concerns:

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building unless specifically authorized by administration for religious, medical, or other reasons
- Clothing must have shoulder straps/sleeves and cover the area from one armpit across to the other armpit, down to the bottom of the fingertips when arms are resting straight down.
- Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

Students are strongly encouraged to keep an extra set of clothes in their bookbag. Students with dress code infractions will be sent to the front office to change or call a parent/family member for a change of clothes.

For PE, students will be required to wear athletic clothes, including tennis shoes. Students who repeatedly choose not to dress out will be directed to administration.

Homework Policy

We will strive to only give homework as necessary to introduce or reinforce content taught in the classroom. Homework provides an opportunity for students to independently practice content taught in class as well as work on long term projects that are an extension of the classroom. Major projects and tests are scattered throughout the semester as teachers work collaboratively to integrate the curriculum and provide adequate time for adolescent development outside of the classroom situation. If your child is having a problem with the difficulty level of homework, please contact his/her teacher(s). Students are responsible for making up missed work when absent from school. This also applies when a student is on a school related trip.

Retention Policy

Students may be considered for retention if they meet any of the following criteria:

- Twenty (20) or more absences during an academic year
- Failing grade (59 or below) in any core course
- Failing grade (59 or below) in two or more related arts classes

We will communicate with parents after the first nine weeks for any student on track to meet any of the above criteria, and a Student Success meeting may be scheduled. Final determinations for retention will be made after the third nine weeks. Students on track for retention may be placed in a Summer School program, as an alternative to Retention.

Textbook Policy

Students will be assigned textbooks, workbooks, and/or novels in many of their classes. Students are responsible for the care of any assigned materials. If a student loses an assigned material, he or she will have to pay for the cost of the book before receiving another copy. If a student is deemed responsible for damage to a textbook, he or she will be fined the full price of the textbook.

Behavior Policy

Our policies on behavior will reflect the information in our student and family handbook. You can access this handbook on our website at www.yorkprepsc.org

7 Mindsets

Each week, students will be developing their social-emotional skills through a new curriculum, 7 Mindsets. The 7 Mindsets are a comprehensive blueprint for happiness, intentionality and success, written in simple, powerful language to teach and activate success strategies for people to live the lives of their dreams:

- Everything is Possible
- Passion First
- We are Connected
- 100% Accountable
- Attitude of Gratitude
- Live to Give
- Time is Now

Visitor Policy

Our top priority each day is the safety of our students and staff. To help ensure that safety, all visitors are required to sign in at the Front Office and must be escorted on campus at all times. Meetings with teachers will be scheduled through Mrs. Brown, our School Counselor, and we ask families to email ahead of time if interested in scheduling a meeting with administration. Parents/Guardians who wish to eat lunch with their student should email their student's Homeroom teacher ahead of time and come to the Front Office to sign out their student for lunch. They can then eat lunch at the picnic tables in front of the Student Union.

Parents/guardians are not allowed to interact with other students unless they are volunteering in an official capacity and have been cleared through the Front Office.

Successful Students...

- Come to school every day, on time
- Come prepared for each class, with necessary supplies and completed homework
- Check grades in Schoology regularly and complete any missing assignments in a timely manner
- Communicate with teachers, counselor, and staff when they have questions or need help
- Try their best, even when the work may seem challenging
- Treat their fellow students, teachers, staff, and our school with respect

Parents of Successful Students...

- Model the behaviors they want their child to emulate; including in person, on the phone, or through email
- Check schoology with their child to see assignments, check grades, and discuss their learning-Bookmark it!
- Attend school events such as open house, patriot nights, and sporting events with your child

- Show teacher support (even when you may not agree with the teacher)
- Give students a balanced life outside of school; share their interests and support their passions
- Understand the power in “Failing forward”

Stay Informed

- Middle School group - CD22C-6M4VS
- Class of 2028 group (8th graders) - HRCP-RXRH-367N6
- Class of 2029 group (7th graders) - PT7P-ZVNG-RC9HQ
- Class of 2030 group (6th graders) - WRG7-D8QD-RTRK9
- Class of 2031 group (5th graders) - 6CHW-J54B-W8ZGQ