



2023-2024 Student Handbook

Mission Statement:

The mission of Starr-Iva Middle School, a school dedicated to academic excellence and guided by a supportive staff and community, is to empower students to succeed in an ever-changing world by promoting life-long learning through a rigorous, standards-driven curriculum in a safe, stimulating environment.



School Information and Contacts

Starr-Iva Middle School
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<https://www.acsd3.org/o/starr-iva-middle-school>

Mascot:	Tiger
School Colors:	Black and Gold
Superintendent:	Ms. Kathy Hipp
Principal:	Mr. Adam Coats – coatsa@acsd3.org
Assistant Principals:	Mrs. Emily Wilson - wilsone@acsd3.org (Instruction) Mrs. Christina McCurley – mccurleyc@acsd3.org Mr. David Moore - mooredd@acsd3.org
Guidance Counselors:	Ms. Anna Farr - farra@acsd3.org Mr. Dylan Jordan - jordandy@acsd3.org
Resource Officer:	Officer Kenta Cowan – cowank@acsd3.org
Nurse:	Ms. Leann Shaw - shawle@acsd3.org
Secretary:	Ms. Lisa Parks - parks1@acsd3.org
Bookkeeper:	Ms. Jo Beth Tilley - tilleyj@acsd3.org
Data Clerk:	Ms. Amanda Hubbard - hubbarda@acsd3.org
Head Custodian:	Mr. Marvin McLin - mclinm@acsd3.org
Cafeteria Manager:	Ms. Sunshine Rogers - rogerss@acsd3.org

SIMS Grade Level Schedule

6th Grade Schedule:

<u>Period:</u>	<u>Time:</u>	<u>Subject:</u>
Homeroom:	7:50am – 8:05am	Homeroom
1st Period:	8:05am – 9:05am	Core Class
2nd Period:	9:10am – 10:10am	Related Arts (B Day) or Academic Enrichment (A Day)
3rd Period:	10:15am – 11:55am	Core Class
LUNCH:	10:40am – 11:20am	Lunch and Recess
4th Period:	12:00pm – 1:00pm	Related Arts (A Day) or Academic Enrichment (B Day)
5th Period:	1:05pm – 2:05pm	Core Class
6th Period:	2:10pm – 3:10pm	Core Class
End of the Day:	3:10pm	

7th Grade Schedule:

<u>Period:</u>	<u>Time:</u>	<u>Subject:</u>
Homeroom:	7:50am – 8:05am	Homeroom
1st Period:	8:05am – 9:05am	Core Class
2nd Period:	9:10am – 10:10am	Core Class
3rd Period:	10:15am – 11:15am	Related Arts (B Day) or Academic Enrichment (A Day)
4th Period:	11:20am – 1:00pm	Core Class
LUNCH:	11:30am – 12:10pm	Lunch and Recess
5th Period:	1:05pm – 2:05pm	Related Arts (A Day) or Academic Enrichment (B Day)
6th Period:	2:10pm – 3:10pm	Core Class
End of the Day:	3:10pm	

8th Grade Schedule:

<u>Period:</u>	<u>Time:</u>	<u>Subject:</u>
Homeroom:	7:50am – 8:05am	Homeroom
1st Period:	8:05am – 9:05am	Related Arts (B Day) or Academic Enrichment (A Day)
2nd Period:	9:10am – 10:10am	Core Class
3rd Period:	10:15am – 11:15am	Core Class
4th Period:	11:20am – 1:00pm	Core Class
LUNCH:	12:20pm – 1:00pm	Lunch and Recess
5th Period:	1:05pm – 2:05pm	Core Class
6th Period:	2:10pm – 3:10pm	Related Arts (A Day) or Academic Enrichment (B Day)
End of the Day:	3:10pm	

*Our schedule is subject to change at times to accommodate the needs of the instructional programs and students of SIMS. Should an adjustment be needed, we will do our best to relay this information through written notifications and/or a school messenger**

I. ATTENDANCE

Attendance

Regular attendance is necessary if a student is to make satisfactory progress; therefore, students are expected to attend school regularly and should present a written excuse upon returning to school after an absence. A note from a parent/guardian, physician, dentist, or other recognized licensed/certified medical practitioner, or legal officer is required for each absence. The note should be dated and must include the student's full name, the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian, and the signature of the parent/guardian. This note should be given to the homeroom teacher on the first day of the student's return to school. Absences from school are considered either lawful or unlawful. Lawful absences will be given for personal illness, death in the family, serious family illness, religious holidays, or official school business. All other absences will be considered unlawful.

Lawful Tardies and Early Dismissals

A student will only be considered excused for a tardy or an early dismissal due to personal illness, death or serious illness in the family, or an unavoidable appointment with a medical specialist. Parents are requested to schedule appointments at times that do not conflict with school hours. A parent/guardian must come in the office and sign the appropriate form before the student will be admitted to or dismissed from class. Excessive tardies and early dismissals could result in a parent/student conference with school administration. Student athletes will **only** be excused from class at the time communicated by their coach to the principal.

Unlawful Tardies and Early Dismissals

Tardiness to School: Tardiness is habit forming and will not be tolerated. Any student who has not reported to his/her homeroom **by 8:00am** is considered tardy and should report to the office to sign in.

Early Dismissals: Any student who leaves school before 3:10pm without an excused reason will be considered as an unlawful early dismissal. Students may not be released **after 3:00pm** unless it is an extenuating circumstance. Students who are late to school or leave early will be disciplined according to the number of tardies and/or early dismissals the student accumulates per semester.

- 5th tardy/early dismissal – Conference with student and contact with parent/guardian
- 10th tardy/early dismissal – One (1) day administrative detention
- 15th tardy/early dismissal – One (1) day In-school Suspension (ISS)
- Subsequent accumulations of five (5) unexcused tardies/early dismissal will result in one (1) day In-school Suspension (ISS)

Tardiness to Class: Students are expected to be in class when the tardy bell rings. Students should be allowed to enter class after the tardy bell with or without a pass. Students who are late to class without a pass will be disciplined according to the number of tardies the student accumulates per semester.

- 1st tardy – Warning
- 2nd tardy – Parent communication from teacher
- 3rd tardy – Grade level consequence
- 4th tardy – Grade level consequence
- 5th tardy – Office referral to administration

II. STUDENT BEHAVIOR

Bullying, Harassment, or Intimidation

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. 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. 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.

What is Bullying?

Bullying is defined as the **repeated actions** or threats of action over **an extended period of time** toward a person by one or more people who have or are perceived to have **more power or status** than their target in order to **cause fear, distress, or harm**. Bullying can be physical, verbal, psychological or any combination of these three.

What Bullying is Not...

When talking about bullying, it is very important for students, parent/guardian(s), and community stakeholders to understand what bullying is not. Many times, a single act of negative behavior is hurtful, but it is not considered bullying. In some circumstances, the repeated action of certain behaviors does not constitute bullying. Any history between the individuals is also a consideration when determining if the behavior meets the definition of bullying. Bullying is **very different** from a hurtful act. Yet, it is very important to understand what **bullying is not**...

- Disliking someone – While hurtful, verbal and non-verbal messages of “I don’t like you” is not bullying.
- Being excluded – While exclusion is unpleasant and upsetting, it is not considered bullying.
- Expression of unpleasant thoughts or feelings regarding others – It’s not nice, but it is not bullying.
- **Isolated** acts of harassment, intimidation, or genuine meanness – Again, it is not nice, but it is not bullying.
- **Isolated** acts of aggressive behavior or physical contact – Completely inappropriate, but it is not bullying.
- Arguments or heated disagreements – Should be handled differently, but it is not bullying.
- Inappropriate jokes or comments – While uncalled for and often hurtful, it is not bullying.

**** Please Note - If any of the above situations occur over and over for an extended period of time with no relief to the victim, the definition of bullying COULD be applicable in certain situations based on circumstances. ****

Dress Code

Anderson School District Three 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. **Pajamas and bedroom shoes will not be allowed.** In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

Items that can be worn in middle school:

1. Pants, shorts, and skirts that are worn at the waist.
2. Dresses, skirts, shorts, or pants that are knee length or longer without touching the floor and worn at the proper waist level. Exceptions to length of shorts may be made for physical education, Special Olympics, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement.
6. Shoes or sandals.
7. Accessories or clothing that does not pose a safety threat to self or others.
8. Clothing that is not see-through.
9. Leggings, jeggings, yoga or exercise pants may be worn with a blouse, sweater or top that comes to the mid-thigh.

Prohibited items include:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside the building.
2. Items advertising alcoholic beverages, tobacco/vaping, narcotics, profane language, weapons, suggestive slogans and/or pictures, and/or offensive materials.
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols.
5. 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.
6. Sleeveless tops/shirts.
7. Clothing that is see-through.
8. Provocative and suggestive clothing.

General Dress Code Standards:

1. Sagging pants and/or pants with **holes/rips above the knee** that show any skin will not be tolerated. If a student has leggings/shorts underneath that cover any exposed skin, this will be considered appropriate.
2. Pajama and bedroom shoes may not be worn.
3. The school administration reserves the right to prohibit any item of clothing or symbol that is inappropriate or disruptive to the daily operation of the school.
4. Clothing that is required to be worn because of religious reasons will be discussed on an individual basis.

Electronic Devices and Personal Property

Cell phones, smartwatches, MP3/CD players, radios, cameras, skateboards, large sums of money, and any other personal property that interferes with instruction **should not** be brought to school. The item(s) could be confiscated and would only be returned to the parents. **The school does not accept liability for property that is damaged or stolen and cannot assume responsibility for confiscated property.** This practice is enforced to maintain an appropriate learning environment and to prevent the theft of costly items. Please note that student cell phones are **NOT ALLOWED** per A3 District Policy. Starr-Iva Middle will adhere to the following electronic device policy, as supported by Anderson School District Three, when these devices are used by students without a school official's expressed permission:

ELECTRONIC DEVICE VIOLATION	CONSEQUENCE
1st Offense	Device confiscated and the parent/guardian of the student may retrieve it from the front office
2nd Offense	Device confiscated and the parent/guardian of the student may retrieve it from an administrator

3rd Offense	Device confiscated and the parent/guardian of the student may retrieve it from an administrator. The student receives one (1) day of In-school Suspension (ISS) .
Subsequent Offense(s)	Follows the 3rd Offense

Hall Passes

Students found in the hallways or any other place after class begins must have a pass signed by a teacher authorizing their presence outside of class. Failure to have a pass may result in disciplinary action.

School Rules

1. Students coming to school by means other than a school bus become the responsibility of the school **at 7:20 a.m.** Parents are encouraged to plan for their children to arrive at this time. The school cannot assume responsibility for students arriving before this time.
2. Students are required to enter the car-rider or cafeteria doors of the building when they arrive at school each morning. They are to report to their assigned area.
3. Movement in the halls must be orderly at all times. Students are to walk on the right side of the hall and are required to have appropriate passes.
4. Running, pushing, shoving, or "playing around" among students is not allowed. Most school accidents result from such innocent play.
5. Students are to be respectful of all adults and fellow classmates at all times.
6. Any destruction or defacing of school property (books, furniture, equipment, building, etc.) must be fully paid for by those responsible. The principal will determine the amount and method of payment. Failure to do so within a reasonable time, as established by the principal, will result in suspension.
7. Personal property such as cell phones, smartwatches, radios, CD players, tapes, CDs, toys, animals, and other such articles are not to be brought to school unless special permission has been granted by the teacher to enhance a learning situation. Any unauthorized property will have to be picked up by parents. Novelty items such as pacifiers, stuffed animals, etc. should not be brought from home. Cell phones, radios, CD players, CDs, etc. are the student's responsibility. If items are taken while at school, Starr-Iva Middle School is not responsible.
8. Fireworks of any description are not allowed on school property.
9. The possession of a knife or any related instrument on a school bus or the school grounds will call for an automatic suspension of the student. Any student threatening another student with any such potentially dangerous object will receive the appropriate disciplinary action according to the policies of the Anderson School District Three Board of Trustees.
10. Problems between students are to be reported to the teacher on duty or to the homeroom teacher or directly to the office. The teacher will decide if the problem is of sufficient importance to be handled by the principal. Any disagreement between students must be settled without fighting. Any fighting will be dealt with harshly by the principal or assistant principal.
11. Unauthorized sales of merchandise on the school grounds or in the building are prohibited and represent grounds for suspension.
12. Cheating of any kind will not be tolerated and will receive the appropriate disciplinary action.
13. Smoking and/or Vaping is not allowed on the campus of any school in Anderson District Three by any student. Any student caught using or in possession of tobacco or vaping products or paraphernalia will receive the appropriate disciplinary action according to the policies of the Anderson School District Three Board of Trustees.
14. Students will be orderly and speak with an inside voice while in the lunchroom.
15. Chewing gum, candy, food, and drinks are not allowed in the classrooms unless authorized by the administration or the classroom teacher.
16. Any student sustaining an injury, even minor, must report the accident to either the teacher or the office at once.
17. When school is dismissed, all bus students are to report to their assigned area for dismissal. All walking students are to immediately leave the school grounds. Those students who ride home in cars are to report at once to the proper loading zone.

The School Safety Act

- A. Creates a criminal offense “Assault and Battery against School Personnel,” which is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with school in an official capacity. It is a misdemeanor.
- B. Amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against personnel as described in Paragraph A above.
- C. Allows magistrates authority to exceed stated penalties for assault and battery when an offense is committed against school personnel from \$500 / 30 days to \$1000 / 1 year.
- D. Notification and inclusion in Permanent Record – If a student is convicted of assault and battery against school personnel, or a violent crime, the following is required:
 - If sentenced to either the Department of Juvenile Justice, corrections, or Probation, Parole and Pardon Services, 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 ten days of conviction.
 - The school administration must notify each of the student’s teachers of the conviction every year that 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 the student transfers.
- E. Provides school official immunity from civil and criminal prosecution when making a school crime report in good faith.

Searches

All cars and vehicles parked on or near the school campus and all book bags, pocketbooks, athletic bags, or bags in general are subject to unannounced searches by school personnel. These searches may occur if administrators determine there is a reasonable suspicion that any of the above contains evidence of a violation to the students’ behavior code of the S.C. Code of Laws. Lockers can be searched at any time.

Smoking, Alcoholic Beverages, and Drugs

Smoking is not allowed on school grounds. Possession of smoking paraphernalia will be treated the same as smoking. This includes matches, lighters, cigarettes, vapes, e-cigarettes, and tobacco. Smoking or being in possession of smoking paraphernalia will result in disciplinary action as determined by board policy. Drinking, being under the influence of drugs or alcohol, or possession of any type of alcoholic beverage on the school premises or at school-sponsored events will be cause for suspension and/or expulsion. The use or possession of any drugs while at school will be cause for suspension and/or expulsion. All prescription drugs to be taken while at school must be kept in the health room. Students are to give their medicine to the school nurse immediately upon arrival to school.

Weapons

It is against the law to bring **weapons of any kind** on school grounds. Punishment for bringing weapons on school grounds is swift and severe. There are no acceptable excuses for bringing a weapon on school grounds. Consequences for bringing weapons to school are getting more and more severe at the local, state and national levels. If a student inadvertently finds themselves in possession of a weapon they **MUST** report it to an administrator or school personnel **immediately**. The school will then coordinate with a parent/guardian.

Discussion of Bringing or the Threat of Being in Possession of a Weapon

As mentioned above, it is against the law to bring a weapon of any kind on school grounds. This includes but is not limited to, guns, knives, bombs, Tasers, box-cutters, razors, or incendiary devices. It is important to understand that simply mentioning these terms within the school setting can cause panic and disruption to the day. **Should any student mention or discuss the idea of bringing a weapon or threaten to be in possession of a weapon on or outside school grounds to cause a disruption, or create the chance of a disruption,** the situation will be dealt with accordingly. This could include, but is not limited to, loss of school device privileges, phone call or meeting with parent/guardian(s), in-school suspension (ISS), out of school suspension (OSS), and/or recommendation for expulsion or placement in an alternative setting.

Social Media and Incidents Outside of the School Building

Starr-Iva Middle School recognizes and supports that students and their families have lives outside of the school building that includes but is not limited to, social media accounts (Facebook, Instagram, TikTok, SnapChat, etc.) messages through cell phones and other avenues, general get-togethers, as well as other social interactions. **However, should these outside interactions be brought into the school building and cause a disruption, or create the chance of a disruption, of any kind the situation will be dealt with accordingly.** This could include, but is not limited to, loss of school device privileges, phone call or meeting with parent/guardian(s), in-school suspension (ISS), out of school suspension (OSS), and/or recommendation for expulsion or placement in an alternative setting.

III. INSTRUCTION

Comprehensive Health Education Program

The Comprehensive Health Education Act of 1988 was enacted by the General Assembly to promote the appreciation and understanding of health principles and problems and responsible sexual behavior. The act provides for age-appropriate instruction in topics not previously included in our health program. Because of this, our middle school health curriculum has been expanded to include units dealing with Reproductive Health, Family Life and Pregnancy Prevention Education. Boys and girls will be in separate classes when these units are presented. The textbooks selected for use in the instructional program were recommended by a committee appointed by the State Department of Education and adopted by the State Board of Education for consideration by school districts. The textbooks were then reviewed by a committee of local parents, clergy, health care professionals, and educators appointed by our district Board of Trustees. These textbooks are available for your review at the school. If you do not want your child to have this instruction, exemption forms will be available. You may wish to review the textbooks prior to making this decision. Your child will not be penalized as a result of an exemption. Procedures will be used to ensure that students exempt from the program are not embarrassed by the exemption.

Homework Policy

Homework is an important part of the educational process. 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. The teacher may assign it, or it may be a creative effort initiated by the student's interest and motivation. For the purpose of this policy, homework for practice (skill reinforcement) is distinguished from the other kinds of homework, i.e., reports, research projects, science fair projects, and presentations.

Interim Reports

About mid-way through each nine-week grading period, students will take home interim reports. These reports will inform parents of the areas in which their children are doing well or areas in which they need improvement. If you would like to meet with any of your child's teachers, please call the school office to arrange a convenient conference time.

Library

Library hours are from 7:40 a.m. until 3:10 p.m. daily to serve the needs of the students. Students are encouraged to use the library throughout the week to check out books and complete research. All library books should be returned promptly because other students may be waiting to check them out. If you receive an overdue library notice, you should immediately return the book. If you pay for a lost book and find the book later, your money will be refunded.

Parent-Teacher Conferences

Throughout the school year, it may become necessary for parents and teachers to meet to discuss the progress of a student. A parent and/or a teacher may request a conference at any time during the school year. All parents are requested to call the school office to arrange a conference with the teachers. The school secretary will set up the conference at a time convenient for all parties. Conferences should be arranged early in the school year if a student is experiencing difficulty during the first nine-week grading period.

Report Cards

Report cards will be issued 4 times per year (every nine weeks). The grading scale below is used in Anderson School District Three. Please check the list of important dates and be “on the lookout” for these reports.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = below 60

Textbooks

The state of South Carolina provides all students with the basic textbooks. They are to be kept clean, free of writing/drawing, and handled carefully. If a textbook is returned damaged or with markings not there at the time it was issued, the student must pay a fine. The fines for books that are damaged or lost will be determined by the schedule provided by the State Department of Education. Students need to be very responsible as textbook replacement or damage costs may exceed \$40.00. (Textbooks left in classrooms or other unsecured areas are done so at the student’s own risk.) If a student tampers with or destroys the assigned barcode on his/her book, the replacement cost for the new barcode is \$5.00.

IV. TECHNOLOGY

Computer Network Policy

The school computer network system is designed to accommodate computer-based curriculum and educational needs. The system serves several computer labs, the media center, and several individual classrooms as well as the Anderson Three 1:1 devices. Students, under any condition, are not to access the system without permission, tamper with the system and/or use personal diskettes or CDs, or abuse the system including computer hardware in any manner. The use of the system for obscene, profane, or vulgar purposes is strictly prohibited. Intolerable abuses of the system will result in immediate disciplinary actions. Guidelines for computer use are sent home at the beginning of the school year for the student to review with the parents.

1:1 (One to One)

Separate policy will be implemented for the use of 1:1 devices at Starr-Iva Middle School. These policies will be made available to students when requested and on the school’s website. Students will be expected to follow those policies or risk losing the privilege to use the devices.

V. STUDENT SERVICES

Cafeteria Information

Universal breakfast will be provided for **all students** free of charge. Breakfast is served in the cafeteria from 7:20am until 8:05am each day. For the 2023-2024 school year, **all students** qualify for free universal lunch. A la carte items will also be available for purchase. Menus will be posted monthly and students are welcome to bring lunch from home.

In accordance with district policy, once the lunch balance reaches \$25.00 a letter will be sent home from the school requesting payment. At this point, if the lunch balance is not taken care of the administration may take action to collect the overdue balances. This may include, but not limited to, denial of field trips and/or participation in extracurricular activities. If the balance reaches \$50.00 or more, the principal will request a meeting to work out a payment plan. Students are expected to keep the cafeteria a pleasant place for all by being courteous and keeping the cafeteria neat and clean.

Confidentiality

When a special education student transfers from this school to a school outside of Anderson School District Three, the Director of Special Services/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. In addition, the principal provides instruction to the school staff regarding confidentiality issues and the appropriate records release forms for persons within the school who will be using or collecting personally identifiable information. All school staff is aware that FERPA (Family Education Rights and Privacy Act) does not allow the disclosure of personally identifiable information from a student’s education records (including special education) without parental consent. “Disclosure” means to “permit access to or

the release, transfer, or other communication of personally identifiable information contained in the education records to any party, by any means, including oral, written or electronic means.” Personally identifiable information includes, but is not limited to:

- the student’s name
- the name of the student’s parent or other family member
- the address of the student or student’s family
- a personal identifier, such as the student’s social security number or student number
- a list of personal characteristics that would make the student’s identity easily traceable
- other information that would make the student’s identity easily traceable

If you have any questions about this policy, please contact the Director of Special Services.

Guidance Services

Counselors are available to help students get the most out of school. Counselors are trained to assist students with any concern by helping sort out personal problems, discussing feelings and needs, exploring options, and supporting decision-making skills. Students may talk to counselors about such topics as academics, social issues, personal problems, and/or plans for the future. Information shared is confidential unless seeking additional services is in the best interest of the student and/or required by law.

Health Room

The health room is operated daily, under the supervision of the school nurse, for illness or injury occurring at school. Students must request a pass to go to the health room. Minor first aid will be administered as necessary. Parents or guardians will be notified if, in the nurse’s judgment, the student needs to go home or requires further medical evaluation and/or treatment. When it is necessary for the student to leave school for illness or injury, a parent or guardian must come inside to sign the appropriate form for dismissal. A health information sheet providing current telephone numbers and chronic medical conditions is to be completed by the student’s parent or guardian at the beginning of the school year. This information is kept on file in the health room. Please notify the school nurse of any changes in your child’s health status and of any changes in your telephone numbers. *The school nurse does not supply any medication.* For a student to take any medication at school, the parent or guardian must complete a form and send it along with the medication so that it can be stored in the health room where the nurse will administer it at the appropriate time(s). A few reminders about the health room at SIMS...

- Medications must be supplied from home in **the original container or properly labeled pharmaceutical container. No aspirin or salicylate-containing medicines are allowed.**
- A consent form signed by the parent/guardian must come with the medication. It needs to include the student’s full name, the name of the medication, the dosage, and the time it is to be given. **No exceptions will be made to this requirement.**
- All medication must be kept in the nurse’s office for distribution. **Students ARE NOT allowed** to keep any medication with them. The only exception to this rule are medicines such as inhalers and Epi-Pens; however, a written statement from a doctor must be provided.

Interscholastic Sports

Starr-Iva Middle School sponsors interscholastic teams in football, basketball, and volleyball. There is also a cheerleading squad to support these teams. Other athletic opportunities (baseball, softball, wrestling, etc.) are sponsored through Crescent High School. The middle school teams compete against other middle school teams of schools within our conference. These opportunities are only open to **7th and 8th graders** in good academic and attendance standing. Physical forms must be on file and current before a student will be allowed to participate. Rules and Regulations are set by the South Carolina High School League. Students **MUST** be in attendance at school in order to participate in a scheduled athletic event for the day. Suspended students [In-school Suspension (ISS) or Out-of-School Suspension (OSS)] **may not participate** in any school-sponsored activity during the term of suspension. Questions or concerns in regard to this policy should be addressed following the established procedures in the Anderson School District Three Policies for Student Athletes.

PTSO (Parent Teacher Student Organization)

PTSO is an organization composed of parents, faculty members, and students who work together to strengthen home-school communication and provide a framework for improving our program through volunteer efforts and use of funds for instructional improvement. PTSO is a critical component of the partnership of our parents, students, and faculty. Dates and times for meetings will be announced.

Withdrawals from School

Students withdrawing from school are required to have their parent/guardian notify the office and sign the withdrawal form. The student should report to the office at the beginning of the last full day he/she is in school to complete the withdrawal process. All school property should be turned in before leaving.

Promotion, Retention, and Placement

Our school follows the guidelines established by the Anderson School District Three Policy on Promotion and Retention. Students may be retained multiple years at the middle school level according to academic performance and recommendation.

VI. TRANSPORTATION

Bus Regulations

Bus regulations will be sent home with ALL STUDENTS at the beginning of the school year to be reviewed by the parent and child, signed by both, and returned to the child's homeroom teacher.

Car Riders

To ensure safe traffic flow, cars should use the car driveway at Starr-Iva Middle School. Procedures will be explained on the first day of school. At no time should cars enter the bus lane. It is advised for parents to not park across from the school and students walk due to the unsafe situation the students are being placed.

VII. NON-INSTRUCTIONAL PROCEDURES

Delivery of Items to Students

Requests to deliver routine items such as lunches, musical instruments, homework, projects, and non-emergency messages will be limited. Students will be called to pick up such items at the beginning of the lunch period and at the end of the day. SIMS does not allow balloons/flowers to be delivered to students. Please understand that these items cannot be transported on the school bus.

Emergency Procedures

Starr-Iva Middle School has an Emergency Plan that addresses possible situations and details responses to the emergency. All faculty and staff are aware of the procedures for responding to emergencies. First responders are trained in treating the injured. As a matter of safety, fire, tornado, earthquake, and lockdown drills will be held periodically throughout the school year. All drills are to be taken seriously. Teachers will explain the procedures to students, and exit routes will be posted in each classroom.

Lockers

Use of student lockers is a *privilege*. Lockers are provided on a rental basis for \$3.00 per year. Under no circumstances should a student leave valuables unattended. To discourage theft, do not use your locker for such items or have them with you at school. The school **cannot and will not** be responsible for lost, misplaced, or stolen items and valuables. Students are discouraged from giving their locker combinations to others, even friends. You must not tamper with lockers. Doors and locks should be closed securely after opening. Any damage to the locker by the user will be charged to him/her. School lockers are the property of Starr-Iva Middle School/Anderson School District Three. School officials, for health and safety reasons, may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant. Lost or damaged locks will be replaced at a cost of \$6.00.

School Closing (Due to 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. 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.

Telephone

Telephone messages will be delivered to students only in extreme emergencies. Please instruct your child about transportation and arrangements for bad weather before he/she leaves home. Any student who wishes to use the phone will have his/her need to make the call screened by the teacher. A faculty or staff member will supervise all telephone calls.

Visitors

Parents/Guardians, Grandparents, and Community Members are welcome to visit the school at any time. Arrangements may be made for parents visiting classrooms by telephoning the school office. **Students from other schools may not be on school grounds without the permission of the school's administration.** All visitors are asked to sign in at the office using the sign-in system and wear a visitor's pass while in the building.

DISCLAIMER:

THESE POLICIES ARE SUBJECT TO CHANGE. PLEASE REFER TO THE [ANDERSON SCHOOL DISTRICT THREE BOARD POLICIES](#) FOR THE MOST UP TO CHANGES AND EXPECTATIONS.

DATE: 7-1-2019

TO: All Employees, Staff and Parents
Anderson School District #3

FROM: David Nixon, Deputy Superintendent

SUBJECT: Annual Asbestos Notification

The Environmental Protection Agency (EPA) requires each school system to notify annually in writing, each employee, building occupant, occupant guardian, and Parent Teacher organization of all asbestos related activities undertaken in each school building.

There are asbestos-containing materials present in the District Office, Crescent High School, Iva Elementary School, Starr Elementary School, and Starr-Iva Middle School. During the 2018-2019 school year, there were no asbestos maintenance activities undertaken other than standard floor cleaning, which took place over summer break, and limited flooring abatement which was performed at Iva Elementary School by a SC-DHEC Licensed Asbestos Abatement Contractor.

The EPA requires visual inspections of the asbestos-containing materials every six months to ensure that asbestos-containing materials are maintained in good condition. Copies of the reports are included in the Asbestos Management Plan, which is available for review in the main office of each school, and at the District Office. If you have any questions concerning the asbestos program, please contact Kay H. Horton at (864) 541-8736.