



2022-2023 STUDENT & EMPLOYEE HANDBOOKS



Chapin Middle School

“One Happy School”



**Chapin Middle School
11661 Broad River Road
Chapin, SC 29036**

**Office Hours 7:30 am - 4:30 pm
Main Number: 722-5500**

**Attendance: 722-5502
Cafeteria: 722-5528
Fax: 722-5521
Counseling: 722-5605
Health Room: 722-5600**

Administration

Ms. Stephanie Huckabee, Principal
Mr. Michael Williams, Assistant Principal for Instruction
Mr. Michael Carothers, Assistant Principal
Mrs. Kimberly Shelton-Hamilton, Assistant Principal

School Counseling Staff

Mrs. Lacey Hallman, School Counseling Director
Mrs. Sara Holstein, School Counselor
Mrs. Thais West, School Counselor
Mrs. Cindy Hawkins, Career Development Facilitator
Mrs. Katie Yeoman, Career Development Facilitator

CHAPIN MIDDLE SCHOOL
“Where community and school unite for excellence!”

Dear Parents and Students,

On behalf of the faculty and staff of Chapin Middle School, a nationally recognized School to Watch and Palmetto’s Finest Middle School, we welcome you to CMS where students are safe, happy, and learning. We are excited that you are a part of our award winning school where we embrace our motto: We aRe Chapin: Respectful, Responsible, and Remarkable. This year will be filled with new adventures and promises to be even better than the last.

We believe a quality education is the result of parents, students, teachers, administrators, and the community working together. It is our intent to continue to build this spirit of cooperation and support, which is vital to the success of our students. Please know that our goal is to sustain an environment where your child can learn and excel academically, emotionally, and socially. This handbook highlights many of the important expectations, policies, and procedures in effect at Chapin Middle School. Please become familiar with this information.

Once again, we welcome you to Chapin Middle School. We hope your association with our school will be pleasant and rewarding. We are looking forward to meeting all of you during the coming year. Please contact us if you have any recommendations, concerns, or questions.

Sincerely,

The Administrative Team

MISSION

The mission of Chapin Middle School, where community and school unite for excellence, is to ensure that each student is prepared to succeed by providing a challenging curriculum that develops intellectual, social, and emotional growth within a safe, supportive learning environment.

VISION

Chapin Middle School will be a place where children are engaged and challenged in a supportive and nurturing environment.

PRINCIPAL’S VISION

Chapin Middle School will be a school where all students are safe, happy, and learning, all teachers are safe, happy, and teaching and all stakeholders are safe, happy, and valued.

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Please refer to the School District Five Code of Conduct for behavior expectations and consequences.

ANNOUNCEMENTS

General announcements are made at 8:30 am and will be posted to grade-level Google Classrooms.

ARRIVAL AND DEPARTURE TIMES

The instructional day is from 8:30 am to 3:30 pm. You may drop your student off as early as 8:00 am. This time is when the building is open to students and appropriate supervision is provided. In the morning students may report to the gym, to Walk and Talk, to the cafeteria, or the library.

ATHLETICS

Chapin Middle School sponsors interscholastic teams in baseball, basketball, cheerleading, football, track, volleyball, and wrestling. The middle school teams compete against other middle school teams. CMS students may also participate in junior varsity and/or varsity level athletics at Chapin High School.

ATTENDANCE REGULATIONS

School board policy and state laws are clear about school attendance. Regular attendance is necessary if a student is to make satisfactory progress; therefore, students are expected to attend school regularly. A written excuse for each absence should be presented within three school days. Absences from school are categorized as lawful or unlawful. For planned absences of 2 or more days and up to 5 days of instructional time, the student's parents should complete the form Approval Request -Educational Trip.

A note from a parent or guardian, physician, legal office, dentist or other recognized licensed/certified medical practitioner is required for each absence. The note should include the date, the student's full name, the parent's full name, the date(s) of absence(s), the phone number of the parent/guardian, and the required signature.

The importance of punctual and regular attendance for every student cannot be overemphasized. Any student who is absent more than ten days, lawfully or unlawfully, will have each absence reviewed. All absences over ten must be classified as a lawful absence (medical, legal, or death in family). A student may be retained at the current grade level if the attendance requirements are not met.

Family obligations requiring three or more consecutive absences will be reviewed by the Assistant Principal and may qualify as an administratively excused absence.

Tardy to School

When a student reports to school late, she/he must sign in at the attendance office and bring a note of explanation from the parent/guardian or doctor. Students without a lawful tardy will be credited with an unexcused tardy. Students accruing twenty tardies to school will participate in an Intervention Plan Conference. Parents do not need to come into our building to sign kids into school.

Tardy to Class

Tardiness to class interrupts learning time for the entire class. All students should be seated in their desks ready for instruction when the bell rings to begin each class. Students with excused tardies will have a pass from the office or another teacher to be given to the classroom teacher. Students without passes, who are late to class, are credited with an unexcused tardy and lunch detention by the teacher. Excessive unexcused tardies will be reported by each teacher to the administrative office and the following disciplinary action will follow:

- 5th tardy - parents notified
- 10th tardy – After School Detention; parents notified
- 15th tardy – Half-day In-School Suspension; parents notified
- 20th tardy – Full day In-School Suspension; parents notified

Truancy

A student is considered truant in the following ways: three consecutive unexcused absences, five unexcused absences, or any absence over ten days without a medical or legal excuse. A Student Attendance Intervention Plan will be developed by the school, the student, and the parent(s) prior to any referrals to family court.

BATHROOMS

Bathrooms are open to students before school, during class change, during lunch, and during class after the first ten minutes of class or up until the last ten minutes of class. Situations involving emergencies or medical conditions are exceptions to this practice for our general student population.

CAFETERIA INFORMATION

Breakfast will be served at Chapin Middle School from 8:00 am to 8:25 am for \$1.50. The cost for lunch for the 2022-2023 school year is \$2.85. A la Carte items are also available for purchase. Students will be allowed to contact a parent/guardian if lunch money is needed. For more information about the cafeteria please contact our Student Nutrition Manager at (803) 722-5528.

Students are expected to keep the cafeteria neat and clean while making it a pleasant place for all by being courteous, respectful, and inclusive.

We request students and parents to not send or bring carbonated beverages, food from outside restaurants, cookies, candy, items that contain nuts, etc., to school.

At the secondary level, we provide courtyards or a conference room should a parent or guardian want to eat with his or her student on campus. We don't allow outside food or visitors in the cafeteria. Please call the school at least one day in advance so that we can make sure a courtyard or conference room is available.

CELL PHONES

[District Policy JICJ](#) Students may possess WCDs (wireless communication devices) in school, on school property, during after-school activities (e.g. extracurricular activities), and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers, or any other communications devices while on school property during school hours unless it is deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes only. (The start and end of school will be denoted by the start and end bell.)

Students may use phones up until 8:30AM and after 3:30PM. Students may not use phones, air pods, headphones or any other WCD during lunch, in the hallways between classes, or during class unless a teacher has given instructional approval for use. WCD must be out of sight and in bookbags throughout the school day. Please be aware that most cellular carriers do not work throughout our entire building. We are happy to take a message for your student through our front office at 803-722-5500. Students are also able to call home from the front office if necessary.

CHANGES IN STUDENT INFORMATION

The school office must have a current mailing address, email address, and telephone number at all times. Please update FinalForms and PowerSchool immediately when changing addresses, telephone number, or place of employment.

CHARACTER EDUCATION

Students will be given an opportunity to be involved in Character Education activities within the classroom and through activities coordinated by the Counseling Department and our Digital Integration Specialist. Students are recognized for a character trait monthly.

CHEATING

Should there be an incident of cheating, the teacher will notify the assistant principal. The teacher will then contact the parent to notify them of the situation. The teacher will let administration know when parent contact has been made.

- 1st offense – parent contact, warning to student by administrator, student is allowed to retake/redo without penalty

- 2nd offense – parent contact, automatic grade of 50 (admin will notify teacher of 2nd offense)
- 3rd offense – parent contact, automatic grade of 50 & detention (admin will notify teacher of 3rd offense)

CHILD ABUSE

Any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with South Carolina law.

CLUBS

A wide variety of clubs will be offered at Chapin Middle School. Information regarding clubs offered, meeting dates, and meeting locations can be found on the CMS website at www.lexrich5.org/cms.

COMMUNICATION

Communication between students, parents, and school staff is crucial to the success of students. Parents are strongly encouraged to read our weekly newsletter, *Eagle Express*. The newsletter is emailed weekly on Sunday evenings and posted on the school website at www.lexrich5.org/cms under the *Resources* tab. The principal also sends out an email and voicemail each Sunday night of the school year with highlights for the upcoming week.

To best address specific classroom and instructional concerns, please first contact your child's teacher before contacting the school administration as the teacher will have the most information regarding your concern. Parent conferences are welcomed and encouraged. If you would like to meet with your child's teachers, please contact them to set up a time and date to talk.

Compliance with the Telephone Consumer Protection Act (TCPA) – Use of Automated Telephone Notifications Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact our registrar for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive emergency information.

The District requires that parents provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

CONDUCT STANDARDS

As a school, we need to be aware that middle school students are easily influenced by what they see and hear. Student clothing, actions, and work should promote respect for all ages, races, sexes, religions, and cultural diversity. Student work should contain no profanity or inappropriate slang, or glorification of alcohol, drugs, and tobacco products. As a school community, it is our responsibility to help students gain respect for all people.

COURSE CHANGES

1. Course change requests must be submitted by June 15th. Changes after June 15 will be allowed for the following:
 - When course requirements have been earned after the completion of the school year: Changes will be made if summer school completion warrants a change. Counselors will make schedule corrections upon completion of summer school. Counselors will make the required changes upon receiving final grades and/or transcripts prior to the first day of school.

- When there is a computer/clerical error: Corrections will be made as soon as school counseling staff, parents, students, or teachers discover errors. Efforts will be made to schedule changes within the same block; however, to accommodate the new schedule, changes in more than one block may occur.
2. A request for teacher change will be considered if the student has previously failed a course with a scheduled teacher and if space permits (see 2nd bullet under #3).
 3. Course change requests prior to June 15 will be considered according to the following conditions:
 - the change is requested in writing
 - the proposed change will not result in a class having over the maximum of 25 students
 - the proposed change is not in conflict with the master schedule.

CURRICULUM

Please visit our website and review the District Five Intermediate and Middle School Course Catalog for information about our curriculum. This can be found under the *Academics* tab. Paper copies of the course catalog are available in the front office by request. Each teacher publishes a syllabus outlining curriculum information for each course.

DELIVERY OF ITEMS TO STUDENTS

Due to allergies and interruptions to instruction, we are unable to deliver flowers, balloons, etc. to students at school. We do not accept food deliveries for students from services such as Door Dash or Uber Eats. Requests to deliver routine items such as musical instruments, homework, projects, and messages will be honored. Students will be called to pick up such items during designated class change times.

DISCIPLINE CODE AND PROCEDURES

The District Five discipline code will be followed. Parents and students will have online access to a copy of the handbook explaining in detail the School District Five of Lexington and Richland Counties Student Behavior Code adopted by the Board of Trustees. Designed to protect all members of the educational community in the exercise of their rights and responsibilities and to maintain an appropriate educational climate, the entire Chapin Middle School staff is dedicated to every aspect of the Student Behavior Code policy. For more information, please see the most recently revised Code of Conduct found on the District 5 website by [clicking here](#).

DISTRICT FIVE OFFICE and PERSONNEL

The offices of the district superintendent and other administrative personnel are located in the Administration Building, 1020 Dutch Fork Road, Irmo. The telephone number is (803) 476-8000. The District website is www.lexrich5.org.

DRESS CODE

Chapin Middle School dress code follows [Board Policy AR-JICA-R](#). If a student does not meet expectations for dress code, an administrator will contact a parent or guardian to bring additional clothing for the student to wear as he or she completes the instructional day.

- Clothing and/or hair should not be so extreme or inappropriate to the school as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. This includes bare midriffs, halter/tank tops, see through shirts, tops or blouses and bike shorts.
- No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
 - Clothing or accessories (i.e. bookbags, jewelry, hats, etc.) that display alcohol, tobacco or other drug symbols are not permitted.
 - Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
 - Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
 - Proper shoes must be worn at all times.
 - Special dress or costume may be worn during the school day for special occasions when approved by the principal.
 - Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry; fish hooks, multiple-finger rings, studded bracelets or collars; nose/lip to ear chains, etc.

Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.

- Pants must be worn at the natural waistline and undergarments are not to be visible.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

Seventh-grade students who have scored at or above the 95th percentile on the national norms of a standardized achievement, aptitude or mental ability test battery are eligible to participate in Duke TIP. Participants take the ACT or SAT in either October, November, or December of the seventh-grade year.

EAGLE CASH

Positive Behavioral Interventions and Supports (PBIS) is a school-wide system that includes proactive strategies for defining, teaching, and modeling appropriate student behaviors to create a positive and safe learning environment. Students may earn Eagle Cash for displaying consistent positive behaviors that can be redeemed for fun prizes and rewards.

EARLY DISMISSALS

Students are expected to attend each class each day of the school year, except for medical and family emergencies. In case of an emergency, or an unusual need to leave campus before the end of the school day, an early dismissal for a student may be requested by the parent/guardian by email. Classes missed due to an early dismissal are counted as class absences. Ten or more unexcused early dismissals may result in disciplinary action.

Please follow these guidelines when requesting early dismissals:

1. Early dismissal must be requested in writing by the parent/guardian. If someone other than the parent/guardian will be signing out a student, the permission must be given by the parent/guardian prior to dismissal either by email, note, or phone.
2. Dismissal notes must include the following: Student's name and grade, date and time of early dismissal, the reason for early dismissal, a telephone number where parent/guardian can be reached during the morning, and signature of the parent/guardian. The Attendance Clerk may call the parent/guardian at the number given on the note to verify the request if all information is not provided or if there are problems.
3. A student will take the early dismissal note to the Attendance Clerk before 8:30 am. The Attendance Clerk will issue the student an early dismissal pass. The student should present the early dismissal pass to the teacher at the designated time of dismissal.
4. At the time of early dismissal, the student will report to the attendance office. Students are not allowed to leave school unsupervised.
5. A parent must pick up and sign out the student prior to 3:15 pm. Car line traffic can be heavy, so we recommend you provide plenty of time to reach our parking lot and sign out your student.

ENVISION

Your check is welcome. The School District Five of Lexington and Richland Counties recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the School District Five of Lexington and Richland Counties has contracted with Envision for the collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School District, he or she agrees that if the check is returned for any reason it may be represented electronically on the same account and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Envision will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Envision, P.O. Box 157, Suwanee, GA 30024-0157.

EXAMS

All tests and exams should be positive learning experiences. The review and application of the material learned should provide this experience. The testing should provide the student with the opportunity to demonstrate the level of mastery achieved. The purpose of exams at Chapin Middle School is to accomplish both goals listed above and to provide the student with the experience of preparing for taking exams in a non-threatening environment.

District benchmark tests are scheduled periodically throughout the year. These tests will be given in a standard length class period.

Tests at all grade levels may be scheduled at the discretion of the teacher. These tests will be given in a standard length class period.

Mid-term and final exams represent the material/skills covered and an adequate review will be planned. These exams will be given according to the examination schedule provided by District Five.

Exams will count 20% of the semester grade.

State-regulated End of Course (EOC) exams for Algebra 1 will count as 20% of the student's cumulative grade.

FUNDRAISING

Various school-affiliated groups and clubs will sponsor fundraising for charities and organizations throughout the year. Participation is always voluntary. Individuals may not fundraise on school grounds or during school hours.

GRADE REPORTS AND DISTRIBUTION

Report cards and interims will be issued eight times per year. The grading scale below will be utilized for all students.

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

Grades in core content classes are calculated using the weighted grading formula below.

Formative- 40%
Summative- 60%

Process for Posting Grades

- 5 school days for formative assignments
- 10 school days for summative or extended assignments

** Please note Principals reserve the right to extend the number of days within the Process for Posting Grades due to circumstances that may arise. Parents will be notified in a timely manner of any changes that may occur.*

Examples of formative assignments include classwork, homework, daily assignments, labs reports, in class projects and short quizzes. Examples of summative assignments include tests, major projects, and essays. Parents and students can expect teachers to update their grade books weekly.

Final report cards are not mailed home until all school obligations are met.

HALL PASSES

Students are expected to remain in class or assigned areas for their safety. Staff members utilize a school-wide digital pass system for students who need to leave the classroom.

HEALTH ROOM PROCEDURES

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record for all students.

The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or healthcare provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students who have had a dental procedure requiring sedation and/or anesthetic should not return to school until the anesthetic has completely worn off and the student has full feeling returned to their mouth and tongue. Students are at a higher risk for injuring their mouth while it is numb and their pain level cannot be adequately gauged. Students who have had a tooth extracted must also remain at home until they no longer have active bleeding.

Students with a temperature of 101 or greater must remain home until their temperature has been under 101 for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 12 hours and been able to tolerate a meal. For other conditions that would require your student to remain at home please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists may be located through the district's website.

If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the original container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications must be accompanied by parental permission and prescription medication also require written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider in addition to a parent signature.

The permission for school administration of medication form is available at your child's school and through the district's website. A record of all medications administered at school will be kept for each student.

Only students meeting all of the requirements to self-medicate, will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medications are needed on a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by your healthcare provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one

week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medications.

Most of the student visits to the health room each day do not require verbal notification of a parent or guardian. The nurse cannot accept a parent's request to call anytime the child is seen in the health room. However, if a child requests to call a parent the nurse will honor that request. Each child that is seen by the nurse will leave the health room with a copy of their nurse referral slip to take home to their parent. The nurse referral slip will show the time the child was in the health room, what the complaint was, and what actions the nurse took to address the concern.

There are times when it is necessary to verbally notify a parent or guardian about a situation. For this reason, please make sure the nurse has up-to-date phone numbers. A parent or guardian should be verbally notified in the following instances:

1. Symptoms that require the student to be excluded from school per the SCDHEC School Exclusion List or Childcare Exclusion List. Links to these lists can be found on the District 5 website or you may contact your school nurse.
2. Vomiting if the nurse suspects a contagious illness.
3. Vomiting and/or diarrhea that are related to a known medical condition but the symptoms are making it difficult for the student to remain in school.
4. Significant head injury as evidenced by any of the following symptoms: significant bruising and/or swelling observed by the nurse, loss of consciousness or excessive drowsiness, unequal or dilated pupils, double vision, nausea and/or vomiting, severe headache, seizures, dizziness, unsteady gait, loss of coordination, paresthesia (numbness, tingling), behavioral changes.
5. Significant eye injuries as evidenced by any of the following: excessive redness, visual disturbances, moderate pain.
6. Significant back or neck injury resulting in impaired mobility or symptoms in the extremities.
7. Insect stings or bites with significant reactions.
8. Wounds that the nurse recommends receive further medical evaluation.
9. Suspected sprain or fracture.
10. Animal bites that occur at school.
11. Any situation in which the nurse determines the well-being of the student is threatened.

If the parent or guardian is unavailable, it will be the nurse's and/or administrator's responsibility to determine appropriate transportation and need for further medical evaluation.

HOMEBOUND INSTRUCTION

In some cases, an illness or medical condition may require a student to miss school for an extended period of time. Please contact your student's school counselor to discuss whether medical homebound or one of our other programs might be necessary. Homebound forms must be completed by the appropriate physician and approved by our homebound team before homebound instruction may begin. Returning the forms in a timely manner allows our homebound team to move forward with the review process and, when approved, secure a homebound teacher. Students who are receiving instruction through the homebound program because of prolonged illness or injury shall be recorded accordingly.

HOMEWORK PHILOSOPHY

Homework is defined as any preparation for class to be written, read, or reviewed outside of class. At Chapin Middle School, we expect homework to average between 60 and 120 minutes nightly for all subjects combined. Research on homework indicates that homework is effective in improving student achievement when it is well-designed and directly related to classroom instruction or when it extends a student's learning beyond the classroom. Research also indicates that homework, like classwork, is most useful when teachers carefully plan and explain it and provide feedback. We recognize that student achievement increases when teachers regularly assign homework and students conscientiously complete it.

It is the teacher's responsibility to see that expectations for homework are clearly explained and that homework assignments are appropriate for the level and nature of the course. It is the student's responsibility to see that daily

preparation for each class is the first priority. It is the parent's responsibility to recognize that students who do their homework will have a greater chance for academic success and to help students make schoolwork a top priority.

If you find that homework is consistently requiring more than 120 minutes per day, please contact your child's teachers

HONOR ROLL

At the end of each nine-week grading period, grades are reviewed to determine qualification for the A and A/B Honor Rolls. Students who qualify for the A honor roll must maintain a minimum average of 90 in each subject in which he/she is enrolled. Students who qualify for the A/B honor roll must maintain a minimum average of 80 in each subject in which he/she is enrolled.

IDENTIFICATION BADGES

Chapin Middle School students and staff must properly display ID badges upon entering campus. The use of student, staff, and teacher ID badges make it easy to identify and authorize individuals on school grounds. These badges are also used to check materials out from the library, print documents, and pay for food. All High, Middle, and Intermediate students must wear a current picture ID badge when on District Five property. ID cards are printed on both sides with the same information.

- All students are required to wear their current ID badge at all times while on campus and as instructed by staff members on school trips.
- ID badges must be clearly visible and worn in front above the waist and below the neck on a breakaway lanyard. In a pocket, or under a jacket is NOT clearly visible.
- The ID badge may not be marked on or altered in any way, if it is damaged, a new ID will need to be purchased. A defaced ID is any badge on which the picture, name, ID #, year, barcode or grade level has been changed, altered, or obstructed.

When students enter our campus, they must have an ID properly displayed. If they do not, they will report to the AP office to receive either a temporary ID for the day (4 free for the year and then \$1.00 each) or a sticker noting that they have requested we make them a new ID which will be delivered later in the day. New IDs are \$5 or students may purchase just the lanyard and case for \$2 or just the ID badge for \$3. Failure to display IDs properly is failure to obey.

LIBRARY

The Library maintains a wide variety of materials and media to enhance and expand the curriculum. The Library staff is available throughout the school year to help with all areas of learning. Materials are available for checkout throughout the school year. The library is open from 8:00 a.m. to 3:50 p.m.

LOST AND FOUND

Students are encouraged to put their full names on all personal items (jackets, PE clothes, notebooks, etc.) If items are lost, students should check in the Lost & Found area in the cafeteria. Any items that remain unclaimed will periodically be donated to charity.

MAKE-UP WORK

A student will be allowed to make up work missed during the absence as long as the student or his/her parent/legal guardian makes appropriate arrangements with the teacher(s) within five school days of the student's return to school. The student should complete the make-up work within 10 days after his/her return to school, although the teacher may provide additional time in which to complete the work to the extent additional time is appropriate and reasonable.

All make-up time and work must be completed within 30 days from the last day of the course. The board or its designee may extend the time for a student's completion of the requirements due to extenuating circumstances that include, but are not limited to, the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond 30 days due to extenuating circumstances must be completed prior to the beginning of the subsequent new school year.

Students whose absence results in missing a final exam in a semester or year course will be provided a scheduled opportunity to make up the test(s) missed. Make-up exams should be scheduled before or after regular school hours. Every attempt should be made to take exams on the scheduled day(s). If a long term absence will cause the student to miss all scheduled make-up exam sessions, the Assistant Principal for Instruction must be contacted to arrange an alternative testing day. ([Board Policy AR JH-R](#))

PARENT TEACHER ORGANIZATION

This organization provides parents and teachers with an opportunity to improve facilities and sponsor events and programs that are not funded by the district. PTO members monitor testing, chaperone, donate and serve food at recognition events, raise funds for projects and teachers, and contact volunteers for special school needs.

The Corporate Sponsor form can be found on the CMS website under the PTO tab. Elections for PTO Officers will be held in May of each year.

PERSONAL PROPERTY

Personal property that interferes with instruction should not be brought to school without the permission of a teacher or administrator. The school is not responsible for lost, misplaced, or stolen items or valuables.

SCHOOL CITIZENSHIP

Our school is a reflection of our community, and we know that you share our pride in both Chapin Middle School and the Chapin community. We ask that you “Leave No Trace” by joining us in keeping the building, grounds and furniture of Chapin Middle School in top condition and in displaying the characteristics synonymous with model citizenship.

SCHOOL COUNSELING PROGRAMS

The counseling program at Chapin Middle School is an integral part of the total educational process. The activities focus on building developmental skills needed by young adolescents in the areas of personal, social, vocational, and academic growth. The counseling program includes individual and small group counseling, classroom counseling, crisis intervention, special programs, and consultation with parents, teachers, and administrators. The counselors coordinate the statewide testing programs and assist with related programs such as at-risk students, drug awareness, new students, and parenting support. The school counseling office receives information on enrichment and scholarship opportunities. Parents and students are encouraged to contact the counseling office for information about specific programs.

Students may be referred for counseling by parents, teachers, administrators, or self-referral. Students will receive information early in the school year regarding how to request appointment times. Parents are encouraged to call the counselor when they have concerns about their child. The counselor is also available to answer any questions concerning the counseling program.

| | | |
|--------------------------------|----------------------|------------------|
| Counseling Director | 7th & 8th Grades A-F | Lacey Hallman |
| School Counselor | 8th Grade G - Z | Sara Holstein |
| School Counselor | 7th Grade G - Z | Thais West |
| Career Development Facilitator | | Katie Yeoman |
| Social Worker | | Amy Mills |
| Clinical Counselor | | Marie Moore |
| School Psychologist | | Jessica Eubanks |
| Mental Health Counselor | | Courtney Ratliff |

SCHOOL HOURS

Office hours are 7:30 am to 4:30 pm. Instructional hours are 8:30 am to 3:30 pm. Students may enter the building at 8:00 am and should be picked up by 4:00 pm.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council is an advisory council to the principal and school on issues related to school improvement. The SIC is made up of parent, teacher, student, and community member representatives.

Elections for parent representatives are held in May of each school year. For more information on the SIC please visit the school website and click on SIC under the Our School tab.

SCHOOL PICTURES

School pictures will be taken in the fall. The school receives a percentage of all sales, and the money from these sales is used to support school programs.

SELLING AND ADVERTISING

The selling or advertising of items or services is permitted for school-related activities only. Any school group that wishes to engage in such activities must obtain prior written approval by the Assistant Principal. This policy also pertains to all political activities.

SOCIAL MEDIA

Chapin Middle School uses social media to promote all aspects of our school. Please visit our website and follow us on Facebook, Instagram, and Twitter. www.facebook.com/chapinmiddleschool/ www.instagram.com/chapinmiddleschool/ <https://twitter.com/ChapinMiddle>.

Understanding the importance of digital citizenship, Chapin Middle School promotes healthy and responsible choices with social media. As a general rule, students are encouraged not to overshare personal information and pictures while online. Since there are a variety of social media platforms available to students, parents should be aware of all social media accounts and should monitor their child's use. Social media activity disrupting the school environment can and will be addressed by the administrative team in accordance with the district's discipline policy.

SOUTH CAROLINA JUNIOR SCHOLARS

Eighth-grade students are eligible to take the PSAT. The PSAT is given in October during the school day at the student's home school.

Students who meet score requirements as dictated by SCSDE will be identified as Junior Scholars. These students are eligible to participate in a number of different summer programs created for Junior Scholars. Only the PSAT/NMSQT version of the test is used to identify Jr. Scholars.

SPECIAL SERVICES

Individualized Health Care Plans

Individual Health Care Plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, please speak with our school nurse or the district nursing coordinator.

Individualized Accommodation Plans (504)

Section 504 of the Rehabilitation Act of 1973 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include

health services for the student during the school day if needed. To learn more about Section 504, contact the District 5 Coordinator of Special Services at 476-8222.

Individualized Education Plans (IEP)

Individuals with Disabilities Education Act (IDEA); Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day. To learn more about IEPs, contact the District 5 Coordinator of Special Services at 476-8222.

STUDENT COUNCIL

The Student Council is composed of members elected from the student body. The Student Council serves as a voice of the students to the administration and serves as an organizational group for many student activities. Students who attend Chapin Middle School who are running for a student council position are allowed to have two posters, a digital flier, and one campaign video. Promotional items for campaigning are not permitted on the CMS campus. Elected members help plan student activities such as pep rallies, help advise the principal of student concerns, and assist in developing and maintaining a positive school culture for students.

STUDENT PICK UP/DROP OFF

Safety begins the moment you enter our campus located at 11661 Broad River Road. The car rider line is located at the front of our school and may be accessed at the front entrance of our school. Please be aware that this is the only entrance into our car rider line. Cars should enter the front entrance and follow the car line along to the right-hand side of our school where it will wrap around directly in front of our school and then exit back at the front entrance. Students should have all their belongings ready, exit the vehicle from the passenger side, and enter the front doors of the school. Please follow the direction of the adults directing traffic in the car line.

If your child has a doctor's appointment or event immediately after school, they must be signed out and picked up prior to 3:15 pm. All car riders must be picked up in the car rider line. At dismissal, car riders will be at the front of our school. Students are asked to remain behind the grayline. Please remember to pull as far forward as possible directly behind the car in front of you. Please do not stall the line by looking or waiting for your child. Continue to move forward. Your child will look for you and walk to your car. If you should make it to the front of the car line without your child, we will call for your child to walk to your car. Students should enter the car from the passenger side only with all of their belongings. For safety reasons, students will not be allowed to use our crosswalk into the parking lot during dismissal.

STUDENT RECORDS

Student records are maintained in accordance with board policy as well as State and Federal law.

If a student transfers and enrolls in a school other than Chapin Middle School, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

TELEPHONE USE

There is a telephone in the front office available for student use before school begins and after school ends. Should an emergency arise, telephones are available in all classes and throughout the school.

TEXTBOOKS AND CHROMEBOOKS

School textbooks are provided for students and CMS 8th graders receive a new Chromebook following our district's technology plan. If a textbook or Chromebook is damaged or lost, the cost will be determined by the schedule provided by the State Department of Education and District 5. See the iFive Technology Initiative under the *Resources tab* on the district website for more information.

TRANSPORTATION INFORMATION

Please [click here](#) for transportation information.

TUTORING

According to District Policy GCRD no teacher may tutor a currently rostered student for pay or on school premises. Agreements with tutors are between tutors and our families and students. Our teachers do not communicate directly with tutors due to FERPA and to ensure all students receive equitable instruction from our staff.

VIDEO MONITORING ON SCHOOL GROUNDS

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school. Therefore, while on school grounds, all occupants are subject to video and audio monitoring.

Students and parents are hereby notified that individuals are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.

VISITOR PROCEDURES

All visitors are required to enter through our front doors. Visitors must present a driver's license or other official identification in order to utilize the Ident-a-kid system which creates a required sticker that must be displayed while in the building. Visitors who will be in areas beyond our front lobby may also be screened using OpenGate system.