

Gregg Middle School
500 Green Wave Boulevard
Summerville SC 29483
Main Office (843) 871-3150
Guidance Department (843) 821-3910
gms.ddtwo.org

GMS PTSA <https://www.facebook.com/greggmustangs>
<https://m.facebook.com/group/359632117473363?ref=share>

Administrators

Mr. Will Wilson, Principal

Mr. Trey Hodges, Assistant Principal
Mrs. Danielle Moreau, Assistant Principal
Mrs. Jennifer Simons, Assistant Principal

Secretaries

Mrs. Maria Grochowski, Front Office
Mrs. Crystal Henson, Finance
Mrs. Christine Allegrucci, Records/SysOp
Mrs. Dawn Stenback, Attendance/Parent Conferences
Mrs. Mindy Wyatt, Guidance Secretary

Guidance Staff

Mrs. Ophelia Gillens, Director of Guidance
Mr. Byron Wilson, Guidance Counselor - 6th grade
Mrs. Tonya Wilson, Guidance Counselor - 7th grade
Ms. Lisa Smith, Guidance Counselor - 8th grade

Library/Media Staff

Ms. Tabitha Hattabaugh, Media Specialist
Mrs. Kimberly Wall, Media Assistant

Nurse

Mrs. Lisa Shephard, RN

School Mascot: Mustang

School Colors: Navy Blue, Hunter Green & White

This agenda belongs to:

Name: _____ Grade: _____

Home Room Teacher: _____

Vision

The Gregg Middle School community will provide a safe, structured learning environment to promote high expectations for student achievement and character development to encourage success.

Mission Statement

Gregg Middle School exists to provide an environment that is safe and conducive to learning. Together, everyday and in every way, we help all students reach their potential in all aspects of learning.

Agenda Books: This book contains the school handbook, assignments pages, and pass pages. Students must have this book in order to leave class for any reason. If a student loses the agenda book, he/she must replace it. Students can purchase a replacement agenda in the front office for \$5.00. Failure to comply with these regulations may result in disciplinary action.

Students will be expected to use the agenda to record assignments and grades on a daily basis. Teachers may check agenda books daily. Teachers may also use it as a means of communication with parents. Parents are also expected to check the agenda book on a daily basis to monitor students' progress.

Announcements: Each morning school begins with the Pledge of Allegiance, a moment of silence, and announcements. Students are asked to stand to recite the Pledge of Allegiance. All public schools are required by South Carolina Law to designate a time each day for the Pledge of Allegiance.

Section 1.Chapter 1, Title 59 of the 1976 Code has been amended as follows:

"Beginning with the 1991-92 school year, all public school students, commencing with grades kindergarten through and including high school, shall during the course of each day's activities at a specific time which must be designated by the local school say the Pledge of Allegiance as follows: 'I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.' Any person not wishing to say the Pledge of Allegiance or otherwise participate in saying the Pledge of Allegiance is exempt from participation and may not be penalized for failing to participate. A person who does not wish to participate may remain in his seat."

Students shall not talk during the Pledge of Allegiance or announcements. Following the Pledge of Allegiance we will observe a moment of silence. A student's non-participation in any form should not infringe upon the rights of other persons or disrupt school activities.

Athletics: Organized athletics are provided at the middle school for 7th and 8th grade students. Our middle school athletics program includes football, volleyball, girls and boys basketball, wrestling, baseball and softball. GMS believes in a student/athlete philosophy.

To be eligible for middle school athletics a student must:

1. Comply to all South Carolina High School League requirements;
2. Pass all core and high school credited classes the semester prior to athletic participation; and
3. Must remain in good standing throughout the school year to remain eligible.

Fall and winter athletic eligibility requires promotion to the next grade level, including passing all academic subjects (ELA/Reading & Writing, math, science, social studies) and including high school credited courses. Spring eligibility requires passing all academic subjects (ELA/Reading & Writing, math, science, social studies) including high school credited courses.

If you have any further questions about athletics at **GMS, ARHS** or **SHS** please contact the school athletic director.

GMS athletic director – Trey Hodges _____ **843-871-3150**

ARHS athletic director – Randall Tucker _____ **843-695-4900**

SHS athletic director – Brion Rutherford _____ **843-873-6460**

Bicycles: A student may bring his/her bike at his/her own risk. Students must walk their bikes on campus sidewalks. All bikes must be locked. **SKATEBOARDS ARE NOT ALLOWED ON CAMPUS.**

Bullying: Students should not participate in bullying while en route to and from school, or while on school grounds or off school grounds at a school function or event. Dorchester District Two Policy defines bullying as the following:

- A gesture, an electronic communication, or 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 willful attempts either verbally or by physical aggression to threaten or to inflict injury on another person, when accompanied by an apparent ability to do so; or
- Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.
- The board has authorized school administrators to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy. Disciplinary actions will include appropriate hearings and review.

Cafeteria – Breakfast/Lunch Program: A hot, nutritious breakfast will be offered each morning to all students at GMS this year. The full price for breakfast, including milk, is \$1.35. The full price for lunch, including milk, is \$2.35. Students who qualify for free or reduced cost lunch will also qualify for free or reduced breakfast. **Students are NO longer allowed to charge breakfast/ lunch at any middle school in the District, and food and/or drink MAY NOT be taken out of the cafeteria.**

****Prices are subject to change*****

Closed Campus: Dorchester School District Two schools operate a “closed campus” system which means that students are expected to remain on campus for the entire day once they arrive at school. The only exceptions to this are authorized early dismissal or other authorized off-campus activities. **Violation of this is considered “cutting school” and is subject to disciplinary action as well as possible court referral under current truancy regulations.** Students are reminded that days missed from cutting school will be treated as unexcused absences.

Student Identification: Students are required to wear their identification badges around their neck, **clearly visible** at all times while on campus. If a student loses his/her ID, he/she is required to purchase a new one at the cost of \$5.00. **EACH DAY, TEMPORARY IDs WILL BE ISSUED FOR \$1.00.** Students are advised to leave their IDs at school each day, and are responsible for IDs left off campus. After repeated ID violations, a discipline referral will be issued.

Teachers will check that students have their IDs every morning and throughout the day. After the 4th temporary ID requested by a student, he/she will be assigned a day of lunch/courtyard detention by Ms. Sanders. Once a student owes \$10 for ID fines, the student will receive a referral for defiance and be assigned a day of ISS.

Student Conduct and Discipline: At Gregg Middle School we view discipline as a necessary fact in the maintenance of the educational environment. Discipline at Gregg Middle School is enforced fairly and firmly to provide for the orderly operation of the school. Discipline policies are outlined in the *Student Rights and Responsibilities Handbook*.

Discipline:

- **1st through 3rd referrals:** Courtyard & Lunch Detention in BIR/BIR/OSS
- **4th through 7th referrals:** BIR/OSS/School Probation
- After three out-of-school suspensions, a student may be placed on school probation.
- After three out-of-school suspensions and the school probation contract, a student may be referred to SCIP or for an Expulsion Hearing.

OFFENSES AND CONSEQUENCES: *The following offenses are listed with possible consequences, depending on the severity of the infraction and the number of previous referrals a student has accumulated in a school year.*

- Arson: OSS/Expulsion hearing/Restitution/SRO involvement
- Assault: OSS/Expulsion hearing/SRO involvement
- Bullying: conference/mediation/BIR/OSS/SRO Involvement
- Cheating/Plagiarism: Courtyard & Lunch Detention in BIR/BIR
- Computer Violation: Courtyard & Lunch Detention in BIR/BIR/OSS
- Cutting Class: BIR
- Cutting School: BIR/Attendance referral
- Defiance/Disrespect/Refusal to Obey: BIR/OSS
- Detention No Show: Courtyard & Lunch Detention in BIR/BIR/OSS
- Disrupting BIR: OSS
- Disruptive Behavior/Disturbing Class: Courtyard & Lunch Detention in BIR/BIR/OSS
- Disturbing School: OSS/SRO involvement
- Drug Paraphernalia/Possession/Distribution (including look-alikes)/Alcohol: OSS/Expulsion hearing/SRO Involvement
- Electronic Devices: confiscation/parent pick up/\$25 fee/BIR and/or OSS if used during class
- False Alarm/911 calls: OSS/Expulsion hearing/SRO Involvement
- Fighting: OSS/SRO involvement
- Hit Student/Staff: OSS/Expulsion hearing/SRO Involvement
- Horseplay: BIR/OSS
- ID Violation: Courtyard & Lunch Detention in BIR/BIR
- Inappropriate Physical Contact: BIR/OSS

- Instigate Fight: OSS/SRO Involvement
- Leaving Class/School: Courtyard & Lunch Detention in BIR/BIR/OSS
- Obscene Gesture/Profanity: BIR/OSS
- Off Limits/Out of Area: Courtyard & Lunch Detention in BIR/BIR
- Public Display of Affection: Courtyard & Lunch Detention in BIR/BIR
- Sexual Harassment: OSS/Expulsion hearing
- Tardy: Courtyard & Lunch Detention in BIR/BIR/OSS
- Theft: OSS/Restitution/Expulsion hearing/SRO Involvement
- Threaten Student/Staff: BIR/OSS/Expulsion hearing/SRO Involvement
- Tobacco/Tobacco paraphernalia including e-cigarettes: BIR/OSS
- Vandalism: Courtyard & Lunch Detention in BIR/BIR/OSS/Restitution/SRO Involvement
- Verbal Confrontation: BIR/OSS
- Weapons (possession of any type, including look-alikes): OSS/Expulsion hearing/SRO Involvement

Dress Code: In order to provide an atmosphere that is conducive to learning, instills discipline, and is void of safety hazards, Dorchester School District Two establishes the following guidelines for students:

1. Shorts – The standard for wearing shorts is that when standing with arms hanging down to the side, the hemline of the shorts extends past the longest fingertip.
2. Skirts – Tennis skirts and mini-skirts are not acceptable. The standard for wearing skirts is the same as the standard for shorts.
3. Hats, hoodies, head stockings, sweatbands, and bandanas – May not be worn in the building. If there is a medical reason for the student to wear one of the above listed, a letter from a physician will need to be provided to the principal.
4. Tops, Shirts, Blouses – Tank, halter, tube, bathing suit, spaghetti strap, midriff, or see through tops may not be worn. Shirts and blouses must be appropriately buttoned. No undershirts allowed. The standard for wearing sleeveless shirts is when the strap extends past three fingers in width.
5. Pants – **No leggings/jeggings are to be worn as pants.** Sagging is not acceptable. Pants must be worn at the natural waistline and may not be made of any see through material. No chains allowed on pants/clothes. Undergarments must be completely covered.
6. Belts/Suspenders – If a belt is worn, it must be worn at the appropriate level, buckled, and tucked into the loops. Suspenders must be hooked and on shoulder in the proper location.
7. Footwear – Shoes must be worn at all times. **NO BEDROOM SHOES.**
8. Sunglasses – May not be worn in the building with the exception of Rx sunglasses.
9. Gloves – May not be worn in the building.
10. Pillows, **pajamas** and blankets –**are not to be worn to school** and are not allowed on campus.

Students may not wear any apparel, attire, color or insignia which is obscene, vulgar, libelous, slanderous, incites, expresses or advocates racial, ethnic, sexual or religious prejudices, which brings attention to a student's involvement or membership in gang – related groups or promotes beer, liquor, wine, cigarettes, or drugs of any kind and/or weapons. Chain belts are also not allowed to be worn at school. ***School administration has the authority to make the final decision on the appropriateness of student attire, including items that are considered borderline in appearance or not addressed under the dress code policy.***

Consequences:

1st offense – The student will be sent for a conference with the grade level administrator to determine a corrective action. If the student is in need of a change of clothes, and parent/guardian cannot be reached, then the student may be given a school provided piece of clothing to wear, or be asked to remain in BIR.

All offenses after 1st offense - The student will be subject to BIR or other consequences assigned by the grade level administrator for the remainder of the day for every dress code offense after the first offense.

Tobacco-Free School District:

The district does not allow students to use or to possess tobacco products or tobacco paraphernalia, including e-cigarettes. This restriction applies while students are on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Emergency Closing of School: Weather is unpredictable and uncontrollable. When adverse conditions threaten, officials in Dorchester School District Two monitor the situation closely. Please remember that the decision to close schools in District Two is made by the Superintendent and based on safety factors in our school district. Students and parents are encouraged to watch Charleston area television news broadcasts or listen to local radio news reports for information on closings.

Announcements of school closing in District Two are released to the local media as soon as the decision on closing has been made. A Parent Link callout will also be sent.

Emergency Drills: District Two schools comply with regulations concerning the conduct of emergency drills. Fire, tornado, earthquake and lockdown drills will be practiced throughout the school year. Instructions for these drills will be reviewed with the students periodically.

Fees: Each year, upon registration, a fee is required of each student enrolled in a Dorchester District Two school. Students entering school at the beginning of the year shall pay a fee, and students entering the school after The Winter Break shall pay a half-price fee.

The fees are retained in an account for the school the student attends, and the principal of the school authorizes expenditures from those funds for the direct benefit of the student. During the school year other fees may be collected for special needs or field trips. Individual teachers will inform parents of these fees and for what purpose the fee is being collected. No refunds will be given for any of these fees.

Promotion and Retention: Promotion and/or retention of students in Dorchester District Two are governed by board policy. Eighth grade students taking courses for credit must meet secondary attendance standards.

Interim Reports/Report Cards: School-wide progress reports are sent home at mid-quarter. School report cards are sent home at the end of each quarter. Final report cards are mailed home.

GRADING SCALE:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below (failing)

Advanced/Gifted Programs: Dorchester School District Two strives to meet the educational needs of all students. In doing so the school district has established advanced/gifted programs that respond to the unique characteristics of gifted students. The guidelines and screening procedures for these programs are consistent with the regulation provided by the State Department of Education. For further information, contact Mrs. Anita Collier, Director of Gifted Programs, at (843) 821-3960 or (843) 832-5532.

High School Credit: Dorchester District Two allows select seventh grade students the opportunity to receive high school credit for Algebra 1 Honors and/or IT Fundamentals CP. Students interested in taking one high school Fine and Performing Arts CP (level 1) course in 8th grade must be enrolled in the prerequisite course for the entire 7th grade year. Additionally, select eighth grade students may have the opportunity to receive high school credit for Algebra 1 Honors, Geometry Honors, English 1 Honors, IT Fundamentals CP, World Language CP (level 1), and/or one Fine & Performing Arts CP (level 1) course.

Guidance Department: The Guidance Department of GMS seeks to be a continuous, integral part of the total educational effort. The Guidance Department makes every effort to help each student know himself/herself, to adjust to his/her present environment and to plan realistically for his/her future. The counselors provide services in the areas of orientation, curriculum planning, information services about educational needs and occupations, testing, placement, and record keeping. If a student desires to meet with a counselor, an appointment form must be completed.

At the beginning of the school year, the counselors will meet with all classes to introduce the guidance program, and throughout the year, each student will be provided with the opportunity to participate in group activities, which will cover such topics as career development, orientation, testing and other topics such as college and career readiness, character education, and testing.

Honor Rolls: The Dorchester School District Two Board of Trustees, realizing both the need for and the desirability of recognizing student achievement in our schools, has established general guidelines that are to be used as the means by which honor roll listings are to be determined in all district schools.

The guidelines are as follows for grades 3 – 12:

- ❖ Honor rolls will be based on nine weeks, not on semester averages.
- ❖ "A" honor roll requires an "A" in all subjects.
- ❖ "B" honor roll requires at least a "B" in all subjects.

Lockers: Students in grades 6, 7 and 8 will be issued lockers at the beginning of the school year. Guidelines for locker use are as follows:

- ✓ A combination will be given to each student. Padlocks are not permitted.
- ✓ Students may go to their lockers only at times designated by their teachers.
- ✓ The school will not assume financial responsibility for items lost or stolen from lockers.
- ✓ School lockers may be searched when there is reasonable cause to believe that a locker may contain contraband, illegal substances, weapons or materials that could be injurious to the health, safety or welfare of the students. Although a student may have control of his locker against fellow classmates, such control is not exclusive against the school and its officials.
- ✓ Students with locker problems (not locking, broken, etc.) are responsible for reporting them to their homeroom teacher.
- ✓ Students are NOT allowed to share lockers or locker combinations.

Parent-Student-Association (PTSA): Parents, teachers, and students are encouraged to join and participate in our PTSA, which is organized under the authority of the South Carolina Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers. A schedule of PTSA meetings will be published at the beginning of the school year. If a parent would like more information about the PTSA, please contact the front office at 843-871-3150.

School Improvement Council: All District Two schools operate School Improvement Councils that are required by the Education Improvement Act (EIA). Each school sends out information on elections and meetings. Parents are urged to participate in this and other school activities. If you would like more information about SIC, please contact the school at 843-871-3150.

Volunteers: Gregg Middle School welcomes and encourages volunteers to be a part of Gregg Middle. If interested in volunteering your time, please contact front office at 843-871-3150 to be placed on our volunteer roster.

Newsletters: Each month our school and PTSA publish a newsletter and monthly calendar. It is posted on the school's website at <http://gms.ddtwo.org>

Media Center/Library: The GMS Media Center is available to all GMS students for activities such as research, checking out books, and printing. Students are expected to follow the guidelines below:

1. Media Center hours= 7:40-3:30
2. Signed pass is required for Media Center entry
3. Student ID is required for checking out a book
4. Checkout Period = 2 weeks
5. Due date for a book is noted on date card located in back of the book
6. Overdue/Lost/Damaged book notices are distributed with Interim Reports and Report Cards
7. Payment is expected for a Lost/Damaged book
8. Students may not be able to participate in extra school activities (i.e. school dances, field day, etc.) if they have not paid overdue/lost book fines.
9. Printing Prices= \$.10 for black & white copies/ \$.25 for color copies
10. Internet access is available to all with a signed Acceptable Use Policy on file
11. **Book bags are prohibited in the Media Center.**

Public Relations/Communication:

If you have a problem, students, parents, and all staff members have the right to approach the District Two Board of Trustees to seek a solution to a problem or concern. The proper requested method of resolving problems is to begin with the person directly involved. If the problem remains unresolved, persons with the complaint should proceed to the next authority level in the proper manner. ***If, after meeting with the assistant principal, principal, the supervisor, and the superintendent, in that order, the problem is still unresolved, those persons with a concern should contact the Superintendent in writing to request a meeting with the school board.***

Conferences: Parents are encouraged to schedule conferences with their child's teacher(s) whenever they deem necessary. To schedule a conference, parents should call (843) 871-3150 at least 24 hours prior to the requested date.

Telephone Calls: Parents may call the school to get information or discuss concerns. We ask, however, that parents remember that we cannot call a teacher or a student from the classroom. Exceptions may be made in an emergency to deliver messages. **Students are not permitted to use the phone unless it is deemed to be an emergency.**

Visitors to School: Parents are encouraged to visit our school. Please give 24 hour notice to visit classrooms and/or speak to an administrator. All visitors are to report to the main office and present valid photo identification in order to receive a visitor's pass or to check out a student. Informal or unauthorized visits by students are not allowed unless the principal has authorized such visits. Unauthorized visitors may be subject to legal action under applicable prevailing statutes.

Personal Items: These are the responsibility of students and should be taken home each day. Students are not to bring electronic devices (i.e. Mp3 players, iPods, etc.) or other distracting materials such as **cell phones** to school. The school is not responsible for lost or stolen items. As per District Policy, **"No student may possess electronic devices under the following circumstances: While on school property during the instructional day."** If heard, seen, or causing a distraction on the GMS campus, the device will be confiscated and turned in to the office, logged in and may be picked up by a parent. **Every instance after the 1st violation will require a \$25 fee and parent pick up.**

School Property/Use of Facilities: School buildings, grounds and their contents are under the Supervision of the campus administrators who operate these facilities in accordance with state and federal laws, district policies, and individual campus needs. Students are expected to treat school facilities and property with care and respect at all times.

Students marking or damaging school equipment or property in any way will be required to clean the article and/or pay for the damage incurred. The administrator may take other disciplinary measures. The law specifically provides that parents and students are responsible for all damages.

The Principal must authorize use of school facilities and/or property by any group or organization.

Restrooms: Students with a medical problem that may necessitate frequent use of the restroom must have a physician's statement on file in the school office and with the school nurse. To use the restroom, students must have permission and a pass from the supervising teacher.

Student Attendance/Late Arrival: Student attendance in Dorchester District Two is regulated in accordance with current state laws. Regular attendance in school is mandatory for the student gaining the maximum benefit from his/her education; therefore, his/her absences will be thoroughly verified by school officials. Three consecutive or five or more unlawful absences could result in a Pre-Court Intervention Conference (PCIC), and your child identified as **TRUANT** per SC State Board of Education Regulation. Attendance policies are outlined in the Students' Rights and Responsibilities Handbook. When a student is absent, within three days after returning to school he/she must submit a written excuse explaining his/her absence, signed by his/her parent/guardian and accompanied, if applicable, by a doctor's statement. Students arriving late must sign in with the office before going to class. It is requested that a parent or responsible adult accompany the student. However, in unusual circumstances, a note stating the reason for being late, properly dated and signed will be accepted. Medical Homebound instruction is offered by District Two to students who have need of such instruction. This is not in lieu of attending school but is designed for the student who, for health reasons, verified by a physician, must be out of school for an extended period of time. Parents must contact the Director of Guidance at the school for more information about this procedure.

Privacy Act: Parents must notify the school, in writing, if they **DO NOT** want their child's personal information disclosed. Please see the Dorchester District Two Handbook.

Student Health Services: Our school recognizes that good physical health goes hand in hand with good academic performance. Health problems may prevent a child from achieving his/her fullest potential. Unfortunately, many such difficulties go undetected for years.

During the school year, screening tests for vision, hearing, speech, dental, blood pressure, immunization records and contagious diseases (such as head lice, measles, chicken pox, impetigo, etc.) may be administered to your child by trained personnel from the district's Nursing Services Division. Should such screening detect a problem, you will be notified for follow-up.

- **Health Certificate** – No child shall be admitted to any public, private, or parochial school, grade kindergarten through twelve (k-12), or any child development program under control of the Department of Education without first presenting a valid S.C. Certificate of Immunization. This is state law.

Head Lice at School – According to Dorchester District Two Policy JLCC: If a teacher suspects a child of having head lice or nits, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures.

Readmission to school: The district prohibits a student who is sent home with head lice or nits from returning to school until he/she meets the following conditions.

The student shows evidence of treatment as determined by the school.

The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice. At no time will a student be allowed to return to school without proof of treatment and a screening. Any student who is absent for more than three days to treat head lice or nits must present a doctor's or nurse's note for the days to be considered as excused absences.

- **Health Information** – Students having chronic illnesses or conditions that may affect them while at school, should make sure that the school nurse, the Guidance Department, the Attendance Secretary, and (when necessary) teacher(s) are aware of this condition. **All parents are asked to complete a health card and leave an emergency phone number where someone can be reached if necessary. Parent must update card as necessary throughout the school year. Please add an email address if available.**
- **Illness at School** - If a student becomes ill in class, he/she should request a note from the teacher. If the nurse is not present, the student should report to the main office.
- If a student becomes ill between classes, it is the student's responsibility to notify the nearest faculty member, especially if it involves using any of the restrooms. Failure to comply with these guidelines may result in disciplinary action.
- **Medication at School**
- Dorchester District Two requires that the parents of all students who need medication during school hours must adhere to the following guidelines:
- Parent/legal guardian must complete and submit a Dorchester School District Two Medication Permission Form. This form requires both the signatures of the physician and the parent/legal guardian and the specific time(s) to be given. Official forms are available on the Dorchester School District Two web page under Parent or at your school's office.
- Parent/legal guardian must bring the medication in the current prescription bottle properly labeled by a registered pharmacist as prescribed by law (ask your pharmacist to prepare a separate labeled bottle for school use).
- Medication must be brought in by the parent or responsible adult, **NOT THE STUDENT.**

- Parents are reminded that aspirin, cough medicine, vitamins, cough drops, all over-the-counter products, will not be given at school without a medication permission request form completed by a legal prescriber and in a properly labeled prescription container by a registered pharmacist as prescribed by law.
- Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval will not be given at school without a medication permission request form completed by a legal prescriber and in a properly labeled prescription container by a registered pharmacist as prescribed by law.
- Students will not share any prescription or over the counter medication with another student. Violations may result in disciplinary action including, but not limited to suspension or expulsion.
- All medicine not registered with the school nurse will be in direct violation of district policy and dealt with accordingly.
- Parents are also reminded that school personnel will dispose of medication not claimed at the end of the school year.
- All medication will be handled in accordance with the above guidelines through the school nurse or principal's designee.

Student Immunizations:

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, "no superintendent of an institution of learning, no school board or principal of a school...may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control.... Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."

Note: Grade level requirements apply to all students entering or retained in the grades specified.

Minimum Requirements:

Diphtheria, Tetanus and Pertussis

- Grades 5K – 12 Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday.
- **Tdap Booster**
- Grade 7 - 12 One (1) dose of Tdap vaccine received on or after the 7th birthday.
- **Polio**
- Grade 5K – 6 Three (3) doses of oral and/or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Grades 7 - 12 Three (3) doses of oral and/or inactivated Polio vaccine (IPV) with at least one (1) dose received on or after the 4th birthday OR four (4) doses of oral and/or inactivated Polio vaccine (IPV) before 4th birthday (if all doses separated by at least 4 weeks).

Rubeola (Measles)

Grades 5K – 12 Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least 4 weeks.

Rubella (German Measles)

- Grades 5K – 12 One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.

Mumps

- Grades 5K – 12 One (1) dose of Mumps vaccine received on or after the first birthday.

Hepatitis B

- Grades 5K – 12 Three (3) doses of Hepatitis B vaccine with the third dose received >24 weeks of age and at least 16 weeks after the first dose.

Varicella

- Grades 5K – 4 - Two (2) doses of Varicella vaccine with both doses received on or after the first birthday and separated by at least 4 weeks or a positive history of disease.
- Grades 5 – 12 One (1) dose of Varicella vaccine received on or after the first birthday or positive history of disease

For additional information, call the Dorchester County Health Department.

Student Insurance: Student insurance applications are available on an optional basis through each school. Plans and rates vary, and information will be available during registration or when school begins. Students involved in athletics should carefully review their needs when considering insurance questions.

Textbooks: All non-consumable textbooks are provided rent-free by the state. Each pupil is responsible for the care of his/her books and will be held accountable for loss, damage, or destruction of the book. Students are to have only those books that have been assigned. All students will be assigned textbooks by barcode. Students should write their name on the inside cover of their assigned books to assist with identifying them if lost. The student is responsible for returning their individually barcoded textbook.

Students must immediately pay for books that are lost or stolen so that a new book can be issued. No additional textbook will be given to a student until payment is made for the lost or stolen book. **Refunds are made only when the lost or missing book is found and returned to the office with the original receipt issued to the student.**

Transfer or Withdrawal: Parents must follow the formal withdrawal procedures when moving or taking their child out of school. The child must return all textbooks, library books, or other school property. He/she must also pay all lunch, library or book fees owed. The parent should come to the school with a valid personal ID, and the address and telephone number of the new school. The Records Secretary should be given 24-hour notice when the parent wants to hand carry records to the new school.

Change of Address/Telephone Number: If student moves during the school year, the parent/legal guardian must come to the school with a current utility bill or proof of residency. If the parent/ legal guardian's phone number changes, he/she must come to the front office with a valid personal ID. No change(s) in student records will be made unless these policies have been followed.

Transportation Changes: Requests for changes in transportation home for students will not be taken over the telephone. These requests must be made in writing and include a phone number where a secretary can reach a parent to verify the request. Such requests must be turned in to the front office by the 2nd period of the day. **Approval to such request is subject to availability of space on each bus. NO TRANSPORTATION CHANGES CAN BE MADE BY PHONE.**

Student Sign-Out: Students will only be released to a parent/guardian or another person designated on the student sign-out forms. Photo identification is needed for any person wishing to sign out a child at Gregg Middle School. **No students will be called out for early dismissal after 2:40 p.m.**

Car Riders/Student Drop Off: Students may be dropped off by vehicle in the car rider loop located behind Gregg Middle School gym. **Students may not be dropped off prior to 7:40 a.m.** For the safety of our students, please do not drop off or pick up students in the faculty parking lot or any other non-designated location. Vehicles not using the car rider loop will be ticketed by the Summerville Police Department.

Transportation/Bus Conduct:

STUDENT CONDUCT ON THE SCHOOL BUS

The student school day begins as students board the bus. With the safety of all students in mind, it is essential that students and parents understand and observe the following concepts and safety rules:

1. **Riding the bus is a privilege.** State law requires all passengers to follow the instructions of the bus driver. His or her responsibility is to ensure the safety of all students on the bus. Repeated failures to comply with the rules or driver instructions will result in suspension or revocation of bus privileges.

2. **At the Bus Stop:**

- a. South Carolina law, Section 59-67-415, states parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the children after the school bus leaves the designated school bus stop after transporting the children from school.
- b. Students must be on time at the designated stop when the bus arrives.
- c. When approaching the bus stop, if students have to walk along the highway, they should always walk on the shoulder of the left side of the highway, facing traffic.
- d. When students need to cross the highway to board the bus, they must wait until the bus driver directs them to cross. They must cross in front of the stopped bus and walk, not run.
- e. Students should not run to the bus when the bus is moving, but should wait until it comes to a complete stop and then walk to the bus entry door.
- f. Parents/guardians: do not attempt to board the bus. State law prohibits this in Section 59-67-245, Interference with the Operation of a School Bus.

3. **On the Bus:**

- a. Students should go to their assigned seats, without pushing or crowding, and remain properly seated while the bus is in motion.
- b. Never extend arms, legs, or head out of the bus doors or windows.
- c. Students should not talk to the driver while the bus is in motion, except in an emergency.
- d. No eating on the bus. No drinking on the bus except water when authorized by the driver.
- e. Never tamper with the emergency door or any other bus equipment.
- f. Do not mark on or deface the bus. Seat coverings must not be damaged in any manner. Students should report any bus or seat damage to the bus driver as soon as possible. If a student is found to have damaged a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made in full.
- g. Only the driver or other authorized person should remove first aid equipment, which is for emergency treatment only.
- h. Do not tamper with the fire extinguisher. Only the driver should use it for an emergency.
- i. Do not fight or scuffle on the bus or create any disturbance. The standards of conduct required on the bus are the same as the standards of conduct in the classroom.
- j. Do not throw objects from the bus windows.
- k. Do not place books, lunch boxes or other objects in the aisle or on the rear deck of the bus.
- l. Leave all pencils and school supplies inside your backpack or book bag.

m. Sports equipment must remain in appropriate sports equipment bags or backpacks and may not be removed from those bags while on the bus.

4. Leaving the Bus:

- a. Students must remain seated until the bus comes to a complete stop. Never attempt to leave the seat before the bus comes to a full stop and the driver indicates it is safe to depart.
- b. Passengers should leave in an orderly manner.
- c. Do not loiter or play around a stopped or parked bus.
- d. Do not enter restricted areas or school grounds set aside for bus parking or loading.
- e. Students are permitted to unload only at their regular, designated stops. Any changes must be made by the parent's or designee's written request and approved by the principal.
- f. After departing the bus, students (if they must cross the highway) must wait at the front of the bus until the bus driver or school bus patrol directs them to cross.
- g. Students misbehaving on the school bus will be referred to the school's administrator for appropriate disciplinary action.

5. Procedures to deal with misconduct on the buses. The driver is required by South Carolina law to report non-compliance with his/her lawful instructions and/or misconduct on the bus to the school principal. Buses are equipped with video surveillance equipment to assist principals or designees in addressing student conduct issues. Bus riders will be denied bus privileges if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to provide transportation to school during the suspension period. **For the safety of all students, school administrators may follow these guidelines for addressing misconduct on the bus, but have administrative discretion:**

- a. First Referral: Warning and parent notification of consequences for future referrals
- b. Second Referral: One (1) to five (5) days' suspension from bus
- c. Third Referral: Five (5) to ten (10) days' suspension from bus
- d. Fourth Referral: Ten (10) to thirty (30) days' suspension from bus
- e. Fifth Referral: Loss of bus privileges for the remainder of the school year.

Please note, discipline referrals result from infractions of the bus rules. An infraction is a violation of any rule, including failure to follow the commands of the school bus driver. Infractions are cumulative, i.e. first rule violation is infraction number 1, the next rule violation is infraction number 2, and so forth.

Students and parents should not attempt to discuss school bus rule violations or disciplinary measures with the school bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law. If you have questions/concerns regarding bus transportation, please call 843-873-6196.

This is to verify that I have read and discussed the Gregg Middle School handbook.

Parent/Guardian _____ Date _____

Student Signature _____ Date _____

Homeroom Teacher (printed): _____

If you have any questions please contact the school at 843-871-3150

Do not remove this page from the Agenda

GREGG MIDDLE SCHOOL

Mustang	P Prepared	R Responsible	I Individuals	D Determined to	E Excel
Classrooms	-Have all materials (pens/pencils, Id, books, binders, paper, homework, agenda) -Remain in seat	-Be responsible for yourself and actions -Be on time & in your seat -Wear ID around neck -Keep your area clean	-Keep hands and feet to yourself -Participate in class -Raise your hand -Inside voice level -Respect teacher/peers	-Be attentive -Ask for help -Use kind words -Complete your own work	-Report inappropriate behaviors
Restrooms	-Have agenda with signed pass	-Wear ID around neck -Flush toilet -Wash hands and keep water in sink -Throw paper towel in trash	-Keep hands and feet to yourself - Be private -Use inside voice level -Respect others privacy -Respect custodians	-Go quickly and return to class without stopping	-Go between classes -Report inappropriate behaviors
Hallways/ Breezeways/ Lobby/Office/ Nurse	-Have agenda with signed pass	-Wear ID around neck -Throw trash away -Walk on the right side -Enter and exit doors on the right	-Keep hands and feet to yourself -Use inside voice -Throw all trash in bins	-Move to next location promptly -Respect other classes in session -Observe others' rights and needs	-Move quickly and carefully - Report inappropriate behaviors
Locker	-Use at designated times	-Throw trash away -Be respectful to neighbors -Shut and lock locker	-Respects others' privacy and space -One person per locker	-Get things promptly	-Put things away, get new materials, and go to class
Courtyard	-Have agenda with signed pass to go somewhere -Use appropriate social skills	-Wear ID around neck -Ask permission to leave area -Throw trash away -Leave food/drink in the cafeteria	-Keep hands and feet to yourself -Respect others' space -Play fairly	-Arrive on time -Stay in designated area -Let teachers know where you are at all times	-Be concerned about safety for self and others -Report inappropriate behaviors
Cafeteria	-Have ID and money -Greet café staff -Wait in line patiently	-Wear ID around neck -Throw thrash away -Clean up after yourself -Take care of your own things	-Keep hands and feet to yourself -Respect custodians and cafeteria staff -Use inside voice level	-Use table manners -Stay in designated area -Let teachers know where you are at all times	-Maintain a good balance (no money owed) -Report inappropriate behaviors
Media Center	-Have agenda with signed pass - Remain quiet	-Wear ID around neck -Check in/out books -Return books on time -Put materials back where you found them	-Keep hands and feet to yourself -Inside voice level -Use computers appropriately and for educational purposes only	-Go quickly and return to class without stopping -Respect staff, others, materials, and yourself	-Pay for fines and printed materials on time -Report inappropriate behaviors
Dismissal	-Leave ID at school -Have all materials for homework	-Leave class only at your designated time -Clean your area	-Keep hands and feet to yourself -Inside voice level -Respect others	-Move to dismissal area promptly	-Report inappropriate behaviors
Bus	-Leave ID at school -Ride safely -Sit in assigned seat	-Leave class when bus is called -Keep your area clean	-Keep hands and feet to yourself -Sit in seat properly -Stay seated -Use inside voice -Respect bus drivers	-Move to bus promptly	-Report inappropriate behaviors
Assemblies/ Speakers	-Follow directions from adults for seating -Stay seated, facing forward, eyes on speaker	-Wear ID around neck -Use manners	-Keep hands and feet to yourself	-Be attentive and actively listen to speakers	-Clap to show appreciation at appropriate times -Represent your school well -Report inappropriate behaviors

Use Attachment

Goal Sheet

Use Attachment

Goal Sheet