

**Kennedy Middle School**  
**Student Handbook**  
**2023-2024**



***Where Every Eagle Counts***

*Principal: Dr. Ryan Ashley*

### **General School Information**

Office Hours: 7:40 AM – 4 PM

School Hours: 8 AM – 3:10 PM

Mascot: Eagles

School Colors: Blue and Gold

Phone: 803-641-2470

Fax: 803-641-2405

### **School Mission**

The mission of Kennedy Middle School is to provide a safe and nurturing environment as we guide, prepare, and motivate students to show academic and social growth towards high school readiness.

### **School Beliefs**

- A safe and nurturing environment is conducive to developing the whole student.
- High expectations are fundamental to universal success.
- All students are learners and have valuable skillsets.
- Students should demonstrate a growth mindset by taking responsibility and learning from mistakes.
- Curriculum is implemented to meet the needs of all learners.
- Staff will establish a foundation for each student to reach their highest potential.
- A collaborative approach to teaching and learning can create an atmosphere of openness, honesty, and embracing new challenges.
- Professional passion ignites the pursuit of excellence.
- All staff will teach, model, and facilitate respectful interactions for students.
- Empathy will be used to build rapport with students.
- Stakeholder communication should be clear and timely.
- Community relationships are pivotal to our success as a school.



### **School Norms**

- We will establish equitable access to our programs and opportunities.
- We will treat all people with dignity and respect.
- We will practice responsible stewardship of our resources.
- We will promote transparent communication among stakeholders.
- We will not compromise excellence.

## **Kennedy Middle School Staff**

### **INFORMATION**

Principal  
7th Grade Administrator  
8th Grade Administrator  
Bookkeeper  
School Nurse  
Athletic Director  
Student Information Clerk  
Head Custodian  
ISS Coordinator  
School Counselor  
School Counselor  
School Psychologist  
Food Service Director  
Media Center  
Main Office Receptionist  
Safety Monitor  
Student Resource Officer  
Restorative Practices

### **CONTACT**

Ryan Ashley  
Nicole Stansell  
Thurston Williams  
Tanya Cato  
April Kruger  
Edward Shuford  
Vicki Morris  
Weston Reynolds  
James Hankinson  
Evelyn Guess  
Paula Deen  
Angela Hodges  
Keisha Phoenix  
Michelle King  
Bonnie Gibbons  
Ashley Wren  
Taylor Moore  
Brittany Hankinson

## **Kennedy Middle Department Chairs**

English  
Math  
Science  
Social Studies  
Exploratory  
Special Education  
Media Center  
Counseling

Kimberly Marshall  
Katie Anderson  
Alicia Parks  
Matthew Kennamer  
Meredith Parrott  
Kim Aycock  
Michelle King  
Paula Deen

## SECTION I – ATTENDANCE

1. Students are required to bring written documentation for absences within 5 days from the day they return from an absence. Parents who anticipate a student's absence of more than ten consecutive days should apply immediately for homebound instruction.
2. The principal shall approve or disapprove absences in excess of 10 (5 for semester classes). A medical note or other documentation will be required after a student accumulates 10 absences (5 for semester) in order to assist the principal in making that decision.
3. Absences with no documentation are automatically considered unlawful.
4. Students who accumulate 3 consecutive unlawful absences, or a total of 5 unlawful absences, will be considered truant. Parents/guardians and students (12 years and older) will be contacted to develop a written Attendance Intervention Plan. Failure to participate and/or adhere to the plan will result in a referral to the District Attendance Office and/or Family Court.

### **Lawful Absence(s)**

1. The student is ill and attendance at the school would endanger the student's health or the health of others.
2. There is a death in the student's immediate family. Three absences per occurrence.
3. There is a serious illness in the student's immediate family. Absences of this nature should not exceed three per year.
4. Recognized religious holiday of the student's faith.
5. Emergencies and/or extreme hardships at the discretion of the principal.

### **Unlawful Absence(s)**

1. The student is willfully absent from school without the knowledge of his/her parents.
2. The student is absent without acceptable reason with the knowledge of his/her parents.
3. The student is absent and fails to turn in an acceptable note within 5 days of the student's return from an illness.
4. The student accumulates more than 10 absences and a medical note is not received.

### **Truancy**

**Truant:** A child from age five until age seventeen years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

**Habitual Truant:** A child, ages 12 to 17, who accumulates two or more additional unlawful absences after an intervention plan

has been developed by the school, parent/guardian and the child.

**Chronic Truant:** A child, ages 12 to 17, who has been through the intervention process and who has reached the level of habitual truant, has been referred to Family Court and placed under a school attendance order, and continues to accumulate unlawful absences.

### **Perfect Attendance**

Perfect Attendance is defined by the State Department as not missing more than 50% of a school day, excused. This allows for the student to attend an occasional doctors' appointment, missing less than half the school day. Missing a single class period should not void perfect attendance.

### **Excuses**

A note is required from a parent/legal guardian or physician, upon returning to school after an absence. **In all cases, excuses must be presented to the attendance office or front office before school on the day the student returns to school. Furthermore, excuses may also be emailed to [KennedyAttendance@acpsd.net](mailto:KennedyAttendance@acpsd.net).**

An absence note from a parent/guardian should contain the following information:

- a. Student's full name and grade level
- b. Date of absence and reason
- c. Parent signature and phone #
- d. An attached doctor's statement *if available*

***Excuses will only be accepted within five (5) days of absence*** (District Policy JBD). The failure to turn in an excuse within the five-day period will result in the absence being unlawful.

### **High School Credits – Carnegie Units**

Seventh and Eighth grade students who anticipate receiving Carnegie units for classes must adhere to high school attendance regulations as prescribed by the South Carolina Department of Education. Excessive absences (more than ten absences for a year-long class) will likely result in the forfeiture of class credits.

### **Homebound Instruction**

Parents who anticipate a student's absence of more than ten (10) consecutive days due to an extended health problem should apply immediately for homebound instruction by contacting the school guidance office. Students on homebound instruction are not counted absent.

## **Intervention**

School officials shall immediately intervene to encourage a student's future attendance when he/she has three (3) consecutive unlawful absences or a total of five (5) unlawful absences, and the **school principal shall promptly approve or disapprove any student absence in excess of ten (10) days**. A plan shall be developed in conjunction with a student and parent/guardian to improve future attendance.

## **Make-up work**

When students are absent from school or class, for any reason, it is their responsibility to complete all missed assignments. Students should ask for missing assignments from their teachers immediately following the students return to school. Assignments can also be accessed via the teacher's school webpage. Students have one day, per each excused absence, to make up missed work. When absent, visit Schoology to obtain missed assignments. In the event no work is found in Schoology, students should email their teachers to retrieve missing assignments. Teacher emails may be found in PowerSchool and on the Kennedy Middle School website.

## **Sign-in Procedures**

Students who arrive late to school must report directly to the **Attendance Office** with a note explaining the nature of the late arrival. The attendance office is located just down the hallway from the guidance office.

## **Sign-out Procedures**

Students should not be signed out of school during class, but only during class changes. This procedure is necessary in order to minimize class disruptions and maximize instruction. Students who miss at least five periods will be counted absent for the day.

If a student has an appointment scheduled, he or she should bring a written note from their parent/guardian and have it approved in the main office during homeroom. The note should include:

1. The reason for the early dismissal.
2. A phone number of the parent/authorized adult signing out the student.
3. The time and date the student should be dismissed.

The student should show the note to the teacher at the beginning of class, then leave quietly at the necessary time without disturbing class. A list will be kept in the front office

with the names of the student and time of dismissal. **The student will report to the main office to be signed out. The parent/guardian will sign out the student and remain in the main office until the student arrives in the office.**

\*\*\*When signing out a student, please present your Photo ID to the office staff. We are required by law to check your ID.

## **Leaving School Grounds**

Students cannot leave the school grounds during school hours without permission from a parent/guardian and from administration. (For those who ride school buses, this means from the time the bus arrives in morning until it departs in the afternoon). Students absent from a class or school without permission will be subject to disciplinary action.

## **Tardy to School**

Promptness is expected; tardiness to class is simply unacceptable. Tardiness is defined as the arrival of a student in the classroom beyond the scheduled time that the class is to begin. Students who are tardy interrupt instruction, distract other students, and miss instruction time. Please refer to the Student Code of Conduct for consequences that will be administered to students for excessive tardiness.

**Lawful Tardies: In order for a tardy to be excused written documentation must be provided.**

1. Illness on part of the student with written medical excuse
2. Emergency and/or hardships at the discretion of the principal
3. Doctor or Dentist appointment
4. Late bus arrival
5. Teacher, Guidance or Administrator Conference

**Unlawful Tardies: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses etc. or will be considered unlawful.**

1. Illness on part of the student without a written medical excuse
2. Oversleeping, traffic, carpool trouble or other "personal reasons"
3. Missed Bus
4. Car trouble

Students who are late to school shall be marked absent to class when the entire class is missed and marked tardy to the class that is partially missed.

Unexcused/Unlawful tardies are considered a violation of the CSAL in that instruction time is missed. Unexcused tardies and unlawful absences from individual classes will be addressed in an Attendance Intervention Plan and may result in a referral to the District Attendance Office or Family Court.

Refer to the ACPSD Code of Conduct for disciplinary practices concerning tardies.

## **SECTION II - STUDENT CONDUCT**

### **Authority of Staff**

School administration, teachers, and staff members are vested with legal authority, given to them by the state and local school board. Students and parents are expected to be familiar with the Aiken County Public Schools Code of Student Conduct, which is provided to all students. One of the most important lessons to be learned in school is self-discipline in order to develop self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and consideration for other people. Maintaining a safe school environment is one of our top priorities, and disciplinary procedures are a key factor. Students should not only do their part in making school an effective place of learning, but also practice self-restraint, which will help ensure student safety.

Parents will be contacted when necessary concerning their child's behavior at school. This serves not only to inform, but also to solicit parent help with correcting behavior problems. Students and parents should read and become familiar with the general policies and regulations concerning student behavior in the *Aiken County Code of Student Conduct*. Consequences such as verbal and written warnings; Student/Teacher Conference; After-school Detention; Student/Teacher/Parent Conference; and In-School/Out-of-School Suspension will be assigned for violations.

### **Behavioral Code of Conduct**

***Student Conduct Requirements:*** While under school jurisdiction, students are required to conduct themselves at all times in a manner that is in the best interest of the school and community. It is expected that students will:

A. Conform to reasonable standards of speech, conduct, and dress and refrain from vulgar, obscene, and disrespectful conduct directed toward staff and other students.

B. Refrain from violating or impairing the rights of others, including physical abuse, sexual harassment, hazing, and conduct considered "bullying" as defined in state law and prohibited under School District policy.

C. Refrain from conduct that deprives other students of an orderly atmosphere for learning.

D. Refrain from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.

E. Refrain from the use, transmission, or possession of alcoholic beverages, hallucinogens, narcotics, chemical inhalant substances, or drugs not prescribed by an appropriately licensed physician or medical professional; nor be on school premises when school is in session or at any school related activity or event after having used or consumed or utilizing any quantity of the same.

F. Refrain from the use, transmission, or possession of tobacco products, including matches, lighters, or any incendiary device, or electronic type smoking devices on school premises or at any school related activity or event.

G. Refrain from malicious and willful damage, destruction, or theft of school or private property.

H. Remain at school, or at other officially designated places, upon coming under the school's jurisdiction, and follow daily schedules as prescribed by school officials.

I. Comply with the directions of principals, teachers, or other authorized school personnel during any period of time when under the authority of school personnel.

J. Refrain from any inappropriate physical display of affection while at school, on school property, or at any school related activity or event. Serious violations, including fondling, indecent exposure, and other sexual activity will result in disciplinary action.

K. Attend school regularly and be on time for all classes and scheduled activities and comply with all state attendance requirements.

Conduct by a student in any manner which interferes with classwork or involves substantial disorder, or invasion of the rights of others, is a basis for disciplinary action including suspension or expulsion of the student. In addition, certain other violations of the Code may result in suspension or expulsion.

## Expectations

1. Adhere to acceptable standards of courtesy, decency, and morality.
2. Arrive at school and to class on time and academically prepared.
3. Appropriately use and care for the buildings and facilities of the school.
4. Cooperate with the school staff to meet the varied educational needs of all students.

## Suspensions and Expulsions

Suspension may be assigned or expulsion recommended as a consequence of inappropriate behavior. A copy of the discipline referral will be given to the student. Phone notification will be made for ISS and OSS. **STUDENTS SERVING OSS OR ARE PENDING EXPULSION ARE PROHIBITED FROM ATTENDING ALL SCHOOL FUNCTIONS WITHOUT PRINCIPAL APPROVAL.**

## Consequences

Failure to meet the school's behavioral expectations will result in specific consequences for infractions. Consequences may include:

- a. **Warning:** In some instances a warning may be issued; however, students are responsible for knowing and following school policies and procedures.
- b. **Conference:** Parents of students may be required to report to the school for conferences to meet with teachers and administrators.
- c. **Detention:** Detention (DH) is assigned for minor discipline violations. Detention is assigned after school on Tuesday and Thursday. Students who are assigned detention have 24 hours to notify parents and/or employers.
- d. **In-School Suspension:** In-School Suspension (ISS) is assigned for violations of school policies. Students attend school and are provided school assignments, but they are not permitted to attend regular classes.
- e. **Out-Of-School Suspension:** Out-of-School Suspension (OSS) is a severe consequence and may be the duration of one to ten days. A conference between the administration and the parents **is required** prior to a student's return to school.
- f. **Expulsion:** Expulsion is a recommendation for permanent removal from the school for the remainder of the year. Recommendations are made for expulsion offenses listed in the Code of Student Conduct and/or for repeated suspensions (ISS or OSS). Generally, four suspensions or a

minimum of ten suspension days will result in a recommendation for expulsion.

- g. **Arrest:** Law enforcement agencies are involved when a student's actions are considered criminal in nature.

## Care of School Property

Students have traditionally displayed pride and respect for our school, and are urged to continue this tradition of good citizenship. Students are required to refrain from:

1. Eating or drinking in the classrooms, halls, or main building courtyards.
2. Writing or placing stickers on any part of the buildings, walkways, or lockers.
3. Littering the grounds or building, especially the cafeteria and courtyards.
4. Inappropriate use of school technological (laptops, chargers, etc.) devices including property damage which is subject to school fees/fines.

## SECTION III – TRANSPORTATION

### Dropping Off and Picking Up Students

*To insure the safety of all our students*, please follow these procedures when dropping-off and picking-up your child at Kennedy Middle School:

Parents should drop-off students between 7:30 A.M. and 7:55 A.M. NO SUPERVISION IS PROVIDED FOR STUDENTS PRIOR TO 7:30 AM.

- ❖ Use the designated circular drives in front of the main building around the side of the school (FRONT/SIDE CAR LINE) **or** the area behind the gymnasium (BACK CAR LINE) to drop off and pick-up students. These areas were designed with our students' safety in mind.
- ❖ Parents are not allowed to drop or pick up students in the front parking lot or the unpaved lot to the right of the building unless the parent is parking and entering the building.
- ❖ Students may not be dropped off at the flagpole in front of the main entrance.
- ❖ Students are not to be dropped off or picked up in the bus area. No personal vehicles are allowed.
- ❖ Parents should pick-up students in the afternoon between 3:10 P.M. and 3:20 P.M. This is important for student safety.
- ❖ Students who walk to and from school must cross at the crossing guard **only**. **Walkers must be off campus by 3:15** **Students are not allowed to return to campus once they leave campus unless attending a school-sponsored event.**

- ❖ **Be alert** to other cars and students any time you are driving on campus; please adhere to the maximum speed limit of 10 mph.
- ❖ Parents who pick up their child in the Millbrook Baptist parking lot after school do so at their own risk. While the school does provide minimal supervision in the parking lot after school, it is generally up to parents to be on time and supervise their children. Millbrook Parking lot is subject to school discipline if any event happens immediately before or after school hours.
- ❖ Students who walk from Kennedy Middle School to the Millbrook Parking lot are required to use the crossing walk at the intersection of South Aiken Blvd. and East Pine Log Road. Failure to use the crossing walk will result in disciplinary action.

### **Bus Transportation**

Students who ride the buses are under the supervision of the bus drivers and are subject to the transportation regulations from the time they board the buses until they arrive at their appropriate or normal destinations. **Students are only allowed to be transported on their assigned bus and must board/depart the bus at their assigned stop.** Students are to remain seated and display conduct that will not divert the attention of the drivers. Failure to cooperate with the drivers or the school busses patrol may give cause for temporary or permanent suspension from riding the bus. Some of the buses are equipped with video cameras. Inappropriate behavior will be dealt with according to level of offense as described in the Student Code of Conduct.

## **SECTION IV – INFORMATION/PROCEDURES**

### **Accidents**

All accidents should be reported as soon as possible, either to a teacher or to a staff member in the office. Parents will be notified in case of an emergency. The name of your physician and emergency phone numbers should be on each student's registration card. If there are any changes, please notify the guidance department secretary.

### **Assembly Programs**

Assemblies are held periodically throughout the year. Each grade level will have a designated place to sit, and each teacher will sit with his or her class. Generally, the eighth graders will sit in the bleachers, and seventh grade students will sit on the floor. Respectful behavior is expected at all times.

### **Announcements**

Announcements are made daily over the public address system at the beginning of and at the end of the school day. Relevant information is also posted on our website and will be transmitted through our Blackboard Connect phone system.

### **Athletics**

The purpose of our athletic programs is to provide student-athletes with a challenging athletic environment, which emphasizes the attainment of physical skills and strong character development. Our athletic program aims to develop sportsmanship, a strong work ethic, a spirit of cooperation, leadership skills, and personal character traits of commitment, duty, humility, honor, integrity, loyalty, persistence, and respect. Participation in athletics is encouraged, but students and parents are expected to understand that athletic participation is a privilege. Student-athletes are always expected to be positive examples, both in and out of the school setting. Kennedy Middle School competes in basketball, football, golf, and volleyball.

### **Cafeteria**

Students should know their school identification number and provide those digits to the cashier when purchasing lunch or breakfast at school. If students wish to purchase any extra items from the cafeteria, the extra items cannot come out of their lunch account. Extra items must be paid for in cash.

Outside school lunch (ie. fast food, etc.) is not permitted to be brought to school by parents for students. If a student forgets his/her lunch one will be provided to them by the school.

### **Canteen**

The school operates a canteen that is outside the cafeteria and does not compete with cafeteria sales. Students may purchase items from the canteen during their lunch for cash only. Credit cards and checks are not accepted at the canteen. The canteen adheres to Healthy Snacks Guidelines in accordance with state policy.

### **Cameras, CD players, tape players, MP3 players, radios, etc.**

Cameras, MP3 players, CD players, tape players, radios, etc. are not to be activated, used, or displayed by students while on campus during the school-day or during school-day activities. The school day is defined as arrival on campus to departure from campus. School-Day Activities are defined as the time a

student boards the bus until the time a student is departs the bus at their bus stop in the afternoon. These items will be confiscated. **Please note, bringing electronic devices to school without the prior permission of administration is a violation of the Code of Student Conduct and the theft of such devices will not be investigated by KMS administration.**

### **Cellular Phones/Communication Devices**

Middle and high school students may possess a paging device, cell phone, or other electronic communications device on school grounds provided that such device is not activated and/or utilized for any function unless specifically authorized as part of an instructional directive by a teacher or other classroom supervisor, such as with “bring your own device” type instructional utilization. This rule applies during the school day hours and at off-campus activities during the school day hours. Cell phones may be activated during school bus rides to and from school unless specifically prohibited by the driver for safety reasons such as excessive noise or disruption.

Elementary school students may not bring a paging device, cell phone, or other electronic device to school unless part of an instructional directive or under a “bring your own device” type program. (A principal may approve an occasional exception to this general prohibition by prior written permission.)

Cell phones or paging devices are permitted at school events during non-school hours.

All cell phones, pagers, and personal electronic devices permitted under this policy are brought at the risk of the possessor/owner thereof and the district cannot be liable for the loss, destruction, or theft of the device.

**Note: Utilization of such device in a restroom, even on first offense, will be subject to loss of privileges for the remainder of the year and at least a three-day suspension.**

### **Dances**

Several dances are typically held during the school year and are announced in advance. Tickets are purchased at the door on the day of the dance. Students should bring the proper amount of money to purchase tickets. The school cannot hold money from parents to purchase tickets. A variety of concessions will also be sold at the dances.

Dancing will be in a respectful manner. If students must leave early, parents will report to the bus lot to sign the students out. All students will depart dances from the bus lot. All other

entrances to the school will be blocked. At the conclusion of dances, students will not be permitted to walk off campus (including South Aiken HS) or to any other dismissal area. Students are not permitted to exit early without a parent present.

### **Detention**

Detention is held on Tuesdays and Thursdays from 3:15 until 4:00 P.M. Location will be announced at the beginning of the school year. Failure to report to detention hall or violation of detention policies can result in a suspension. It is the responsibility of the students to notify parents of dismissal time and to arrange transportation. Parents are responsible for picking up students at 4:00 P.M.

### **Detention Hall Procedures**

- 1) Students are not permitted to enter after 3:15.
- 2) Students must have paper, books, and pencils.
- 3) Students must have school-related work for the entire duration.
- 4) Students must follow rules given by the monitor.

### **Educational Records – Confidentiality (Certain Exceptions)**

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student’s educational records to be “directory information,” meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that “directory information” could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: The student’s name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. **(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair**



**Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.)** A parent or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released without the parent's or guardian's prior consent should so notify the office of the Chief Officer of Operations and Student Services in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than 25 days following the start date of the new school year. If there are any questions, please contact Dr. Shawn Foster, Chief Officer of Operations and Student Services at (803) 641-2514.

### **Fees**

Instructional fees are necessary to provide materials vital to the educational program. It is expected that fees be paid for every student. Should severe hardships exist, parents may construct fee payment plans with the principal or her designee. **Make any checks payable to Kennedy Middle School.** The fee schedule is:

**Registration Fees - \$45**

**Reduced Fee - \$6.00**

**Band Fee - \$15**

**Instrument Rental \$35**

**Technology Fee - \$50**

### **Field Trips**

Field Trips are designed to supplement instruction. However, field trips are a privilege not a right. **Students who have received 2 or more out-of-school suspensions during a semester or 4 or more infractions that have resulted in ISS** will not be allowed to attend a teacher-sponsored field trip. On a discretionary basis, the principal may allow students to attend the field who do not meet the above requirements by requiring parents/guardians of those children to attend with them. The adults would be required to pay their own way and would not be considered a school-based chaperone.

### **Fire, earthquake, tornado and safety drills**

Safety drills are conducted to prepare for emergency situations. Look for posted fire drill and tornado drill cards and read the instructions. When the signal for a fire drill is given, proceed quickly and quietly in the direction shown by the fire drill card or as instructed by school personnel. **Walk single file down the hall, proceed outside the building to the location directed by teachers and remain calm. Students must stay with their classes so attendance can be verified, and remain outside until the signal is given for them to return to classes.**

When a tornado drill is initiated, assume a duck-and-cover position on an interior wall, away from glass and machinery.

Students must remain in this position until given instructions by teachers/administrators to end the drill.

Earthquake drills require students to duck and cover and then evacuate the building upon notice.

### **Flowers, gifts, balloons, outside food, etc.**

Flowers, balloons, gifts, and outside food etc. will not be accepted by the school for students, nor should students have these items in their possession at school or on buses. Parents are not permitted to bring outside food to students during their lunch period. Parents are welcome to sign their child out of school for lunch and return them, if necessary.

### **Gifted and Talented**

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program.

Academically gifted students qualify for the Gifted and Talented Education Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation / Placement Team. Private testing may be used only for referral purposes according to state regulations, but not for identification. Parents, teachers, and students may make student referrals to the program through the school's GT teachers or the school's guidance counselor at any time during the school year.

To be identified, students must meet two of the following dimensions: Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96th national age percentile on the composite score receive automatic GT placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas – Students must demonstrate high achievement (94th national percentile and above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year by the state). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

Dimension C: Intellectual/Academic Performance – Students must demonstrate a high degree of interest in and commitment

to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment administered to students meeting one of the two dimensions detailed above.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Students in grades 3-5 are served through the special class model. Math coursework is accelerated in grades four and five. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Administration (641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or the Office of Federal Programs (641-2403).

## **School Counseling**

The role of school counselors is to support instruction by providing developmentally appropriate programs to address the academic, social/emotional, and college and career readiness needs of all students. School counselors also provide short-term individual and small group counseling to address concerns of students that impede their academic success. Counselors collaborate with teachers and parents of students to meet the needs of the whole child. While school counselors do not provide long-term or therapeutic counseling services, they are prepared to assist families in identifying these resources within the community.

The counselors at Kennedy Middle are willing and prepared to assist students and their parents with concerns they may have, specifically those that affect school, which include any that affect the safety or well-being of any child. Counselors may be reached by email or by phone. Appointments are appreciated, but if there is an immediate need, drop-ins are welcome.

Students who wish to see a counselor should have a pass from the teacher whose class they are missing to be in the counseling office. This keeps students from being marked absent, and

more importantly, assures that teachers know where their students are. Counselors make every effort to see students outside of core class time so that students do not miss academic instruction.

## **Advisory**

An Advisory period will take place during the school day to provide academic remediation as well as academic enrichment. Advisory will also provide social/emotional education to students as well as general information that the administration deems necessary. Advisory will occur daily and will last approximately 30 minutes.

## **Gymnasium**

Students are expected to observe the following procedures concerning the gymnasium:

- 1) Stay out of the gymnasium unless a teacher is present.
- 2) Stay off of the stage at all times unless being directed by a teacher.
- 3) Do not walk on the gymnasium floor wearing hard-soled shoes.
- 4) Do not use the gym as a shortcut to go to the cafeteria or to one class from another.
- 5) Only PE students may enter the locker rooms during their scheduled class time.

## **Hall Passes**

Passes are provided by a member of the school staff. ***Students who require attention from the office staff or administration between classes will need to check in with their next period teacher to receive a pass to the office.*** A student must have a hall pass when out of a class during instructional time.

## **Honor Roll**

The **Principal's Honor Roll** is composed of students who receive 'A's in all classes.

The **A/B Honor Roll** is composed of students who receive 'A's and 'B' in all classes.

## **Inclement Weather**

In the event of inclement weather, seventh grade students will report to the cafeteria before school, and eighth graders will report to the gym. During lunch during inclement weather, students are to remain in the cafeteria until dismissed by teachers/administrators.

When weather conditions indicate the possibility of a change in normal operation of schools in Aiken County, administrators,

parents, teachers, and students should check with the local news channels or check the school district website for information and procedures.

## **Insurance**

School insurance for students is sold during the first week of school. The school insurance is presented through Standard Life Insurance Company of Rock Hill, S.C., and is available as a 24-hour Protection Plan or the less expensive School Day Plan.

Student-athletes must provide evidence of being properly covered under their own insurance programs or purchase the school insurance.

The school acts as a medium in supplying the insurance and assumes no liability for negotiations with the company. Other than those exceptions mentioned above, the student insurance is strictly optional. Claim forms are available online.

## **Lunch**

IF A PARENT/GUARDIAN BRINGS A LUNCH TO SCHOOL, THE PARENT/GUARDIAN WILL NEED TO SIGN-IN IN THE MAIN OFFICE (DURING THEIR STUDENT'S LUNCH PERIOD) AND DELIVER THE LUNCH TO YOUR STUDENT IN THE CAFETERIA. LUNCHES CANNOT BE DROPPED OFF BEFORE THE STUDENT'S LUNCH PERIOD. THE OFFICE STAFF WILL NOT BE RESPONSIBLE FOR MAKING SURE YOUR CHILD HAS HIS/HER LUNCH.

Middle school students have learned proper and socially acceptable behavior for going to lunch and for eating in the lunchroom. Certainly, absolute silence is not necessary, but neither is loud, rude, or unruly behavior. The following rules must be followed:

### **On the Way to Lunch:**

- Students are to walk to lunch.
- Teachers will escort students to lunch.
- Students who bring lunch to school do not have to wait in the lunch line. They are advised to have some identification on their lunch containers, even if the containers are only paper bags, because lunches are sometimes misplaced.
- Students may leave the cafeteria to go outside when the teacher on duty gives permission.

### **In the Lunchroom:**

- Students are expected to practice good table manners and are to clean up after eating.
- No food can be taken from the cafeteria.
- Return your tray and silverware to the dish-washing area. DO NOT STACK THE TRAYS.
- Leave your area (table and floor) clean.
- The lunch line is to be single file.

- Keep the lunch line orderly and refrain from breaking in line.

## **Lockers**

Kennedy Middle School provides lockers to certain students on a discretionary basis. It is not the practice of Kennedy Middle School to regularly assign lockers to students.

## **Lost and Found**

Items found or inquiries concerning lost articles should be directed to the cafeteria hallway where the lost and found table is located. It is recommended that students place some form of identification on their personal items. Clothing items that are not collected will be periodically delivered to Goodwill or similar organizations.

## **Media Center**

The school library media center is open from 7:50-3:15 each school day. Students may come to the media center before or after school with a pass and a purpose.

There are sixteen computers available for student use as well as a printer. Students may print school-related information but only with permission. Students must have an internet permission form on file in order to use the school computers to access the internet. Mrs. King has forms available.

Students may check out up to two books at a time for up to two weeks at a time. At the end of the two weeks, students should return or renew the books in order to avoid any late fees. Late fees accrue at a rate of \$0.05/day. No late fee is assessed if a book is returned within 20 days past the book's due date. The due date is posted in several different places within the library to inform and remind students when their books are due. This date changes daily. Students who check out books from our library assume responsibility for anything that happens to the books including damage or theft. Arrangements can be made with students to make payment to replace any lost or damaged books. A variety of magazines are also available for overnight checkout. Because the circulation rules are different for magazines, students must have a magazine permission form on file in order to check out magazines.

Students may access the school library catalog from any internet-accessible computer. You may go to the school's media center page to link to the Destiny catalog. The school library webpage will also have information about upcoming events. Students are encouraged to participate in these activities.

Students are encouraged to make suggestions for additions to the library collection. See Mrs. King for help or for suggested reading.

## **Medication Policy**

The principal or his/her designee may assist students with medicine during school hours or during authorized school events at the written request of the doctor or parent(s)/guardian(s). All medication will be properly labeled and in an original container. All controlled substances will be delivered by parents/guardians.

All medication must be taken to the main office where it will be kept in a secured, locked location. In the case of life-threatening conditions, students may be given permission to carry and self-administer their medication with a physician's order. The school district, after reviewing situations, reserves the right to reject requests for administration of any medication.

If students are required to take medication during school hours and parents/guardians cannot be at the school to administer the medication, the principal or principal's designee will administer the medication in compliance with the following regulations:

Parents/guardians are requested to complete a District Medication Form and deliver the medication to the school. All medication must be in the original container.

In addition, all medication must have the following typed information on the label:

1. Student's name
2. Name of medicine
3. Time to be administered
4. Dosage
5. Strength
6. Directions for use
7. Approximate duration of treatment
8. Physician's name
9. Date
10. Pharmacy name, address, phone number

If, under exceptional circumstances, parents/guardians are unable to personally deliver medication to the school, a note indicating the number of units of medication must be sent with students and must accompany the container and the completed District Medication form.

Refilled prescription drugs must be provided in a new container, appropriately labeled. Medication may not exceed a one-month supply. Any changes in administration of a current prescription medication must be accompanied by a changed District Medication form and a new label indicating the changes. A faxed or hard copy physician's order to change the administration of a drug may also be accepted by school personnel. These changes may be indicated on the medication label by crossing out original and writing in new orders with an indelible pen. Label changes must be initialed by the designated individual who makes the change.

School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments

recommended by physicians or related medical professions and/or supplied by pharmacists or other sources outside the school district; and therefore, will assume no responsibility for the effects of such medications or treatments upon students.

#### **Non-Prescription Medication**

A parent's signature is required before any over-the-counter medications can be administered at school. The required forms may be obtained in the main office. All medications must be stored in the nurse's office. Students are never allowed to have medication in their possession. Parents/guardians may administer medications without a completed form.

#### **ANNUAL STUDENT RECORDS NOTICE PURSUANT TO The Family Educational Rights and Privacy Act**

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website ([www.acpsd.net](http://www.acpsd.net)). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

#### **PowerSchool Parent Portal**

Parents may access their child's grades and attendance, via the Internet through a secure program called **Power School Parent Portal**. This program will allow parents to view this information any time they have internet capabilities. In order to access this information, parents will need to obtain a secure ID and password. Passwords are available in the guidance office. Parents will also need access to this in order to register their child for school.

## **Parent-Teacher Conferences**

Parents requesting conferences with teachers may arrange these meetings through the guidance office (641-2470). Guidance office hours are 7:45 A.M. to 3:30 P.M.

## **Phone System**

Important student information and announcements are also provided via our Blackboard Connect phone system. This phone system will contact parents throughout the year using phone numbers provided to the school. If any phone number changes are made, please make those changes on your student's registration card.

## **Student Organizations**

The following team sports are presently available for student participation by 7<sup>th</sup> and 8<sup>th</sup> graders:

Boys' Football

Girls' Cheerleading

Boys' Basketball

Girls' Basketball

Girls' Volleyball

Golf

7<sup>th</sup> and 8<sup>th</sup> grade students may also try out for many sports teams at their feeder high school. A student is required to play for the high school he or she is zoned to attend. Contact the athletic office at their feeder high school for additional information.

**The following is a sample of organizations at Kennedy Middle:**

- Art Club
- Academic Team
- Band
- Beta Club
- Buddy Club
- Chorus
- FCA
- Future City
- Math Counts
- Serteen Club
- Drama Club
- CYBER-Patriot
- Student Council
- Interact

Organizations require different entrance requirements. Please see the sponsor of each organization for exact entrance requirements. New organizations may be formed. If you are interested in starting a student organization, please see the principal.

School organizations meet before school, after school, or during

advisory. Please note, Band and Chorus are exploratory classes which require after-school participation up to two events per semester.

## **Statement of Non-discrimination Equal Opportunity**

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the Area Office, or the School District's Civil Rights Coordinator or Section 504 Coordinator (at [803] 641-2428). Copies of applicable policies are available upon request. (See Policy JC, and Administrative Rule JC-R; Policy JC-2 and Administrative Rule JC-2R)

The School District is committed to equal opportunity for all of its employees. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the appropriate Academic Officer, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (at [803] 641-2428). Copies of applicable policies are available upon request. (See Policies AC, GA, GBA, GBAA, and Administrative Rules GBAA-R and GBK-R)

## **Telephones**

Students may use the main office phone for emergency calls before school, after school, and during lunch, with a pass.

## **Textbooks**

Textbooks are owned by the state and are provided at no cost to the student. Additional textbooks, if requested, must be purchased. Students should check issued textbooks carefully and report previous damages to the textbook. Students are responsible for textbooks and must return textbooks at the end of the year. Lost or damaged textbooks will incur a fine. Questions or concerns about textbooks should be directed to Ms. Carla Dupert, Assistant Principal.

## **Visitors**

Parents are always welcome at Kennedy Middle School. Visitors are to register in the main office, present a valid picture ID, and wear a visitor's pass while on campus. Pre-school age children

and students from other schools should not be at school during normal school hours.

Parents/guardians who wish to visit their child's classroom for any period of time are required to give a 24 hour notice the school administration.

## **Valuables at School**

Students are strongly encouraged to not bring large amounts of money or expensive items to school. **The school cannot assume responsibility for these items and will not compromise instructional time conducting investigations for items that should not be on campus.**

### **Conduct Expectations (from the ACPS Code of Conduct)**

While under school jurisdiction, students are required to conduct themselves at all times in a manner that is in the best interest of the school and community. It is expected that students will:

- A. Conform to reasonable standards of speech, conduct, and dress and refrain from vulgar, obscene, and disrespectful conduct directed toward staff and other students.
- B. Refrain from violating or impairing the rights of others, including physical abuse, sexual harassment, hazing, and conduct considered "bullying" as defined in state law and prohibited under School District policy.
- C. Avoid conduct that deprives other students of an orderly atmosphere for learning.
- D. Refrain from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
- E. Refrain from the use, transmission, or possession of alcoholic beverages, hallucinogens, narcotics, chemical inhalant substances, or drugs not prescribed by an appropriately licensed physician or medical professional; not be on school premises when school is in session or at any related activity or event after having used or consumed any quantity of the same.
- F. Refrain from the use, transmission, or possession of tobacco products, including matches, lighters, or any incendiary device, on school premises or at any school related activity or event.
- G. Refrain from malicious and willful damage, destruction, or theft of school or private property.
- H. Remain at school, or at other officially designated places, upon coming under the school's jurisdiction, and follow daily schedules as prescribed by school personnel.
- I. Comply with the directions or principals, teachers, or other authorized school personnel during any period of time when under the authority of school personnel.
- J. Refrain from any inappropriate physical display of affections while at school, on school property, or at any school related activity or event. Serious violations, including fondling, indecent exposure, and other sexual activity will result in disciplinary action.

**What to do if your child is being bullied at Kennedy Middle School...**

### *1. First, focus on your child. Be supportive and gather information about the bullying.*

- Never tell your child to ignore the bullying. What the child may "hear" is that *you* are going to ignore it. If the child were able to simply ignore it, he or she likely would not have told you about it. Often, trying to ignore bullying allows it to become more serious.
- Don't blame the child who is being bullied. Don't assume that your child did something to provoke the bullying. Don't say, "What did you do to aggravate the other child?"
- Listen carefully to what your child tells you about the bullying. Ask him or her to describe who was involved and how and where each bullying episode happened.
- Learn as much as you can about the bullying tactics used, and when and where the bullying happened. Can your child name other children or adults who may have witnessed the bullying? Write everything down so you can remember the events later. Ask specifics and write them down. If you suspect your child won't want to talk about being bullied, try approaching the topic indirectly. You might ask a series of questions like these:
  - "So, who acts like a bully in your classroom?"
  - "How do you know that this person bullies? What does he or she do?"
  - "What do you think about that?"
  - "Who gets picked on most of the time?"
  - "Do you ever get picked on?"
  - "What does (name of student who acts like a bully) say or do to you? How does that make you feel?"

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- Empathize with your child. Tell him/her that bullying is wrong, not their fault, and that you are glad he or she had the courage to tell you about it. Ask your child what he or she thinks can be done to help. Assure him or her that you will think about what needs to be done and you will let him or her know what you are going to do.
- Do not encourage physical retaliation ("Just hit them back") as a solution. Hitting another student is not likely to end the problem, and it could get your child suspended or expelled or escalate the situation.
- Check your emotions. A parent's protective instincts stir strong emotions. Although it is difficult, a parent is wise to step back and consider the next steps carefully.

### *2. Contact your child's teacher or principal.*

- Parents are often reluctant to report bullying to school officials, but bullying may not stop without the help of adults.

- Keep your emotions in check. Give factual information about your child's experience of being bullied including who, what, when, where, and how.
  - Emphasize that you want to work with the staff at school to find a solution to stop the bullying, for the sake of your child as well as other students.
  - Do not contact the parents of the student(s) who bullied your child. This is usually a parent's first response, but sometimes it makes matters worse. School officials should contact the parents of the child or children who did the bullying.
  - Don't just expect the bullying to stop. Talk regularly with your child and with school staff to see whether the bullying has stopped. If the bullying persists, contact school authorities again.
3. Help your child develop bullying resistance skills. Role-play with your child what to say and do when confronted by a bully. Here are a few starter ideas.
- Stand up straight, look the other person in the eye, and say in a firm, confident voice, "Leave me alone!" or "Stop that! I don't like that!"
  - Tell a joke or say something silly. (Do not make fun of the person bullying you.)
  - Stay calm and walk away. If possible, walk toward a crowded place or a group of friends.
  - If you feel you're in real danger, run away as fast as you can.
  - Tell an adult.
  - Ask your child for suggestions. It is great for your child to come up with an idea, tries it, and it works!

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Please Report Incidents to:

Kennedy Middle School	803-641-2470
Ryan Ashley	<a href="mailto:rashley@acpsd.net">rashley@acpsd.net</a>
Nicole Stansell	<a href="mailto:nicoles@acpsd.net">nicoles@acpsd.net</a>
Thurston Williams	<a href="mailto:twilliams5@acpsd.net">twilliams5@acpsd.net</a>

### **Steps to Follow If You Believe You Are Being Bullied:**

#### **Your Rights**

Remember that everyone has the right to live, work, study and play in an environment free from bullying, harassment, discrimination and violence. No one deserves or asks to be bullied.

#### **Asking Someone for Help**

To stop bullying - whether verbal, written or cyberbullying - it can be helpful to tell someone that you are being bullied. This can seem scary at first, but telling someone can lighten your load and help you to work out how to solve the problem. Talking to someone is particularly important if you feel unsafe or frightened, or if you don't have many friends. Asking for help or talking to

someone about your situation is not being weak or "giving in." In fact, telling someone can take a lot of strength and courage.

There are many people who might be able to help, including friends, older brothers and sisters, teachers, family, counselors, administrators or parents. Teachers and counselors are specially trained to help you.

#### **Some Tips for Getting Help**

It might be easier if you talk to someone you know well and trust. This person can give you much needed support and might have suggestions for dealing with the situation that you might not have considered.

- If you decide to talk to a teacher or counselor, speak with him/her privately if possible. If you feel you might get too nervous to speak, write down what you'd like to say on paper.
- If you think that the person you're speaking with doesn't believe you, or isn't taking you seriously, or if that person doesn't help you take action, it doesn't mean that your feelings aren't valid or that the bullying should continue. It's important you tell someone else and continue to do so until you get the help you need.
- Being bullied can be upsetting and stressful, and it can affect your life in many different ways, including your self-esteem, relationships, work and education.

#### **Steps for Reporting Bullying at Kennedy Middle School**

Talk to a teacher or another adult immediately about the situation. Teachers and office staff will make time for you to meet with the school administrator.

Put it in writing – Write down what happened including the names of any witnesses. Please ask for permission from your teacher to hand-deliver your statement to an administrator. There may be another form we use to gather additional information, but the school office and administration will provide those forms. **If/When bullying is reported to Ms. Deen or Ms. Guess in Guidance, she will refer you to an administrator for investigation.**

Tell your parents. Keep them informed of what is happening at school.

#### **Steps to Follow If Someone Else is Being Bullied...**

1. Refuse to join in if you see someone being bullied. It can be hard to resist if a bully tries to get you to taunt or torment someone, and you may fear the bully will turn on you if you do not participate, but try to stand firm.
2. Attempt to defuse bullying situations when you see them starting up. For example, try to draw attention away from the targeted person, or take the bully aside and ask him/her to "cool it." However, do not place yourself at risk.
3. If you can do so without risk to your own safety, get a teacher, parent, or other responsible adult to come help immediately.
4. Speak up and/or offer support to bullied teens when you witness bullying. For example, help them up if they have been tripped or knocked down. If you feel you cannot do this at the time, privately support those being hurt with words of kindness or condolence later.
5. Encourage the bullied teen to talk with parents or a trusted adult. Offer to go with the person if it would help. Tell an adult yourself if

the teen is unwilling to report the bullying. If necessary for your safety, do this anonymously.

### **1:1 Technology**

All students will receive a device for learning purposes and classroom use. All students are expected to adhere to the school district's Acceptable Use Policy for technology. Likewise, behavioral consequences are outlined in the school district's Code of Conduct for failing to follow school district and school guidelines regarding technology. Students are assessed an annual technology fee that can be paid via the ParentPortal upon registration. If a student has a malfunction to either software or hardware the student should bring the device to the library in order to be fixed. If the device requires it to be kept for multiple days, a loaner device will be given to the student temporarily. No student or parent should try to fix their device on their own. Failure of the student to adhere to these guidelines could require a fee to be assessed on the student's account for repair.

Flex Time is a time period surrounding lunch and advisory that allows for a timeframe during the school day of academic remediation while simultaneously providing students an incentive for good behavior, good grades, or positive academic growth. A set of criteria must be followed and met in order for a student to earn their Flex Time and that criteria will be assessed periodically throughout the school year. Flex Time may be removed as an incentive to the entire student body OR to individual students if a student's behavior warrants such an action.

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### **Educational Records – Confidentiality (complete Policy on ACPSD website <http://www.acpsd.net>)**

#### **(Certain Exceptions)**

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student's educational records to be "directory information," meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that "directory information" could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: The student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous

educational agency or institution attended by the student. **(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.)** A parent or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released without the parent's or guardian's prior consent should so notify the office of the Director of Communications in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2021. If there are any questions, please contact Mike Rosier, Director of Communications at (803) 641-2639.

### **Equal Opportunity – Statement of Nondiscrimination**

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the appropriate Executive Director, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (803 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

### **Title IX Notice**

#### **Aiken County Public School District Statement of Non-Discrimination and Sexual Harassment**

The District, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

The District will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.



Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Jennifer Hart

Chief Officer of Human Resources and Administration

Title IX Coordinator

1000 Brookhaven Drive

Aiken, South Carolina 29803

Telephone: 803-641-2428

Email: [jhart@acpsd.net](mailto:jhart@acpsd.net)

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

For more information on sexual harassment and the Title IX Sexual Harassment grievance process, please refer to Aiken County Public School District Board Policies JI Students Rights and Responsibilities and JIA Title IX Sexual Harassment at [acpsd.net](http://acpsd.net).

#### **Gifted & Talented Program For Aiken County Public Schools**

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program. Academically gifted students qualify for the Gifted and Talented Education Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation / Placement Team. Private testing may be used only for referral purposes according to state regulations, but not for identification. Parents, teachers, and students may make student referrals to the program through the school's GT teachers or the school's guidance counselor at any time during the school year. To be identified, students must meet two of the following dimensions:

Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93<sup>rd</sup> national age percentile or above) in one or more of

these areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96<sup>th</sup> national age percentile on the composite score receive automatic GT placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas – Students must demonstrate high achievement (94<sup>th</sup> national percentile and above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year by the state). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

Dimension C: Intellectual/Academic Performance – Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment administered to students meeting one of the two dimensions detailed above. Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Students in grades 3-5 are served through the special class model. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Human Resources and Administration (803-641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or the Office of Federal Programs (803-641-2556).

Specifics of this policy can be found on website: <https://boardpolicyonline.com/?b=aiken&s=236772> Policy IHBB Gifted and Talented Education and Administrative Rule IHBB-R Gifted and Talented Education.

#### **Notification of Rights under Family Educational and Privacy Act**

ANNUAL STUDENT RECORDS NOTICE PURSUANT TO

#### ***The Family Educational Rights and Privacy Act***

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law);

and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website ([www.acpsd.net](http://www.acpsd.net)). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

#### **Parents' Right to Know**

As a parent, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether the teacher is properly licensed to teach the subjects and/or grade levels the teacher is teaching,
- whether the teacher's certificate is a waiver or substandard certificate,
- the teacher's academic major, graduate degrees, if any, and
- the teacher's certification area.

If you would like to receive this information, please contact Human Resources at 641-2464.

<b>2023 - 2024 Bell Schedule</b>		
	7th grade	8th grade
1st period	8:00 AM - 8:58 AM	8:00 AM - 8:58 AM
2nd period	9:01 AM - 9:59 AM	9:01 AM - 9:59 AM
Advisory/WIN	10:02 AM - 10:32 AM	10:02 AM - 10:32 AM
3rd period	10:35 AM - 11:33 AM	10:35 AM - 11:33 AM
4th period	11:36 AM - 12:07 PM (Lunch)	11:36 AM - 12:34 PM
5th period	12:10 PM - 1:08 PM	12:37 PM - 1:08 PM (Lunch)
6th period	1:11 PM - 2:09 PM	1:11 PM - 2:09 PM
7th period	2:12 PM - 3:10 PM	2:12 PM - 3:10 PM



Parents and/or Employees  
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employees:

This letter is to formally notify all parents and employees that the Aiken County Public School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) U. S. EPA Asbestos Containing Building materials (ACBM) in schools, 30 CFR Part 763, October 30, 1987. A Management Plan, which identifies and assesses the asbestos found in our facilities, has been prepared for each building.

A copy of the Management Plan has been approved by the State Department of Health and Environmental Control and distributed to each school or administrative office. The public may view the Management Plan, for each facility, during normal operating hours by contacting the school office or administrative office. The Management Plan lists the planned response actions for the ACBM, which are currently in progress.

The entire school system was re-inspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations.

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at 803.642.0431.

Sincerely,

A handwritten signature in blue ink that reads "King Laurence". The signature is fluid and cursive, with the first name "King" being more prominent.

King Laurence  
Superintendent

1000 Brookhaven Drive  
Aiken, South Carolina 29803