

# LAING MIDDLE SCHOOL OF SCIENCE AND TECHNOLOGY

2705 Bulrush Basket Lane

Mt. Pleasant, SC 29466

Main: 843-849-2809

Fax: 843-849-2895

<http://laing.ccsdschools.com>

THIS STUDENT AGENDA BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

My Guidance Counselor is \_\_\_\_\_

My Administrator is \_\_\_\_\_

All students are issued a student agenda. This agenda is intended to be used as a hall pass. It is also designed to assist students with time management and to enhance organizational skills. The agenda must be in the possession of the student whose name appears on this page at all times. Students may not loan their agenda book to others. Replacement cost is \$7.00.

## STUDENT SCHEDULE

PERIOD	TIME	SUBJECT	TEACHER
1			
2			
3			
4			
5			
6			
7			
8			
9			

## BELL SCHEDULE

6th grade	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	8:30-9:15	9:23-9:38	9:38-10:38	10:40-11:42	11:47-12:12	12:12-12:37	12:42-1:40	1:45-2:27	2:32-3:30
	RA	HR	core	core	L/E	L/E	core	RA	core

7th grade	8:30-8:45	8:45-9:44	9:46-10:46	10:50-11:15	11:15-11:40	11:45-12:30	12:33-1:18	1:23-2:23	2:25-3:30
	HR	core	core	L/E	L/E	RA	RA	core	core

8th grade	8:30-8:45	8:45-9:47	9:52-10:36	10:41-11:40	11:42-12:42	12:47-1:12	1:12-1:37	1:42-2:41	2:46-3:30
	HR	core	RA	core	core	L/E	L/E	core	RA

# **LAING MIDDLE SCHOOL OF SCIENCE & TECHNOLOGY ADMINISTRATION AND SUPPORT STAFF**

## **ADMINISTRATORS**

James Whitehair, Principal  
Myranda Brawley, Assistant Principal  
Wendy Anderson, Assistant Principal  
Carrie Knotts, Assistant Administrator

## **STUDENT SUPPORT TEAM**

Gloria Pitts, RN  
Tanya Cross, LPN  
Gayle Washington, Behavior Specialist  
Vanessa G. Gilliard-Jefferson, Student Concern  
Paul Russell, Resource Officer (SRO)

## **GUIDANCE DEPARTMENT**

Jane Dawson, School Counselor  
Shelby Gist, School Counselor  
Annabel Schizas, School Counselor  
Megan Thornton, School Counselor

## **SUPPORT STAFF**

Stephanie Thomas, Bookkeeper  
Annette Seabrook, Data Clerk  
Kimberly Holmes, Secretary  
Andrea Maurer, Clerk  
Lisa Graham, Clerk

## **MEDIA CENTER**

Gina Scott, Media Specialist  
Jennifer Phillips, Media Center Clerk

## **CAFETERIA**

Jackie Roper, Supervisor

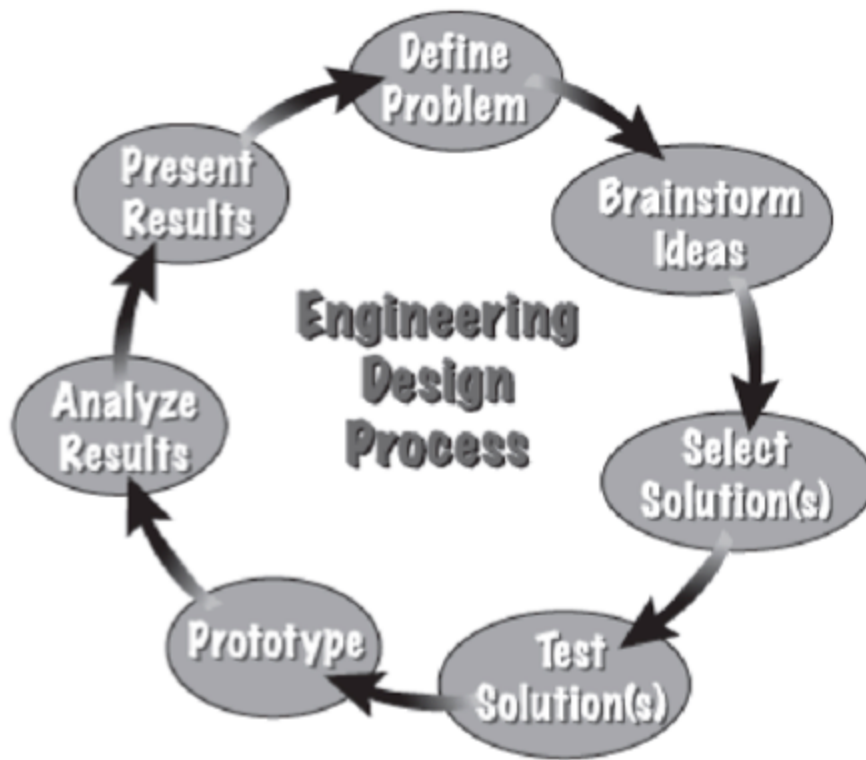
## **IMPORTANT SCHOOL PHONE NUMBERS**

Main Office:	843-849-2809
Guidance Office:	843-849-2809
School Fax:	843-849-2895
First Student Services:	843-388-6146 or 843-388-6107

## **IMPORTANT SCHOOL RESOURCES**

School Website	<a href="http://laing.ccsdschools.com">http://laing.ccsdschools.com</a>
CCSD Website	<a href="http://www.ccsdschools.com">www.ccsdschools.com</a>
Parent Portal	<a href="https://powerschool.charleston.k12.sc.us/public/">https://powerschool.charleston.k12.sc.us/public/</a>
Lunch (Prepay)	<a href="http://www.lunchprepay.com">www.lunchprepay.com</a>
School Mascot:	The Braves
School Colors:	Maroon, Black, and White

**Every Child, Every Class, Every Day,  
Engineering Some Way**



# **LAING MIDDLE SCHOOL OF SCIENCE AND TECHNOLOGY**

## **Chromebook & COMPUTER ACCEPTABLE USE POLICY**

### **INTRODUCTION**

The focus of the Laing 1-to-1 Chromebook Initiative is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebook integrates technology into the curriculum any time, any place.

### **1.0 GENERAL INFORMATION**

The procedures and information within this document apply to all student Chromebook use at Laing Middle School, during and outside of school. It also includes any other device considered by the school administration to come under this document. Teachers may set additional requirements for use in their classroom.

#### **1.1 Receiving your Chromebook**

Chromebooks will be distributed during the first few weeks of school. Parents and students must sign and return the Student Pledge for Chromebook Use and pay the Chromebook fee of \$35 before the Chromebook can be issued to the student to take home.

*\*The Chromebook fee is not refundable.*

#### **1.2 Returning your Chromebook**

Chromebooks with accessories (originally issued branded charger) will be returned to LMSST prior to summer break. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at LMSST for any reason, he/ she must return the Chromebook with accessories on the date of termination.

A lost chromebook, or one damaged beyond repair is the responsibility of the student. Chromebooks not returned, or damaged beyond repair, will incur a fee of \$410.

### **1.3 Replacement Charger**

Should a Chromebook charger be lost or damaged, a replacement can be purchased for \$37. Additionally, if the Chromebook is returned for the summer, or upon a student's departure from LMSST, and the charger is not also returned a fee of \$37 will be assessed.

## **2.0 CARE AND STORAGE OF THE Chromebook**

The Chromebook is school property and all users will follow this document (Chromebook Usage Agreement), the CCSD Technology Acceptable Use Policy and the CCSD Student Code of Conduct for this technology. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to designated school personnel for an evaluation of the equipment as soon as possible.

### **2.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the district via a record of the serial number. Students may not remove the device identification sticker. Students are not permitted to change screens or wallpapers at any time.

### **2.2 General Procedures and Precautions**

Students will be held responsible for maintaining their Chromebooks and keeping them in good working order. Students are responsible for keeping their assigned Chromebook's battery charged for each and every school day. This charging should take place at home during the night prior to school. Students should come to school with their Chromebooks charged to at least 90% each day. Cords and cables must be inserted and removed carefully into and from the Chromebook to prevent damage. Chromebooks must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of LMSST. Chromebooks must never be left in an unlocked car or any unsupervised area in school or outside of school. Chromebooks must not be exposed to direct sunlight, excessive heat, or severe cold.

### **2.3 Screen Care**

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook when it is closed. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything in the case that will press against the screen. Do not "bump" the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen. Only use a clean, dry, soft cloth or anti-static cloth to clean the screen. No cleansers of any type should be used on the screen.

## **2.4 Carrying Chromebooks**

Chromebooks shall be carried with care, and shall not be left unattended. Chromebooks shall not be carried in the hall while in the open position.

## **2.5 Storing Your Chromebook**

When students are not using the Chromebooks at school, they should be stored in their bookbags. Nothing should be placed on top of the Chromebook when stored. Students approved for Chromebook take-home privileges are expected to take the Chromebooks home every day after school. Chromebooks should not be stored in a vehicle, at school or at home. If a student is not approved for Chromebook take-home privileges, or the student is waiting for a Chromebook repair, they should check out a loaner from the school clerk.

## **2.6 Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left unsupervised by the student. Unsupervised areas include the school grounds, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways and any area without supervision. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office. Leaving a Chromebook in an unsupervised area is considered an infraction of the Chromebook Usage Agreement.

## **3.0 LOSS OR DAMAGE**

### **3.1 Damaged Chromebooks**

Chromebooks that malfunction or are damaged must be reported to designated school personnel immediately. The school will be responsible for repairing Chromebooks that malfunction or are accidentally damaged. The school will replace one cracked screen. Any additional cracked screens will be replaced by the student at a cost of \$60.00 per additional cracked screen. This DOES NOT cover intentional damage. If it has been determined by the school that there was intentional damage to a Chromebook, the student/parent is responsible for full payment of the intentional damage and the student will no longer be allowed to take the Chromebook home. Loaner Chromebooks (if available) may be issued to students when they leave Chromebooks for repair with designated school personnel. There may be a delay in getting a Chromebook should the school not have enough to loan. If the Chromebook is damaged due to misuse, neglect, or by accident, the student will not be allowed to take the Chromebook home unless a Chromebook case, that will provide greater protection, is purchased by the student.

### **3.2 Missing, Stolen or Vandalized Chromebooks/Chargers**

Chromebooks that are missing or stolen while either on or off school property must be reported immediately to designated school personnel. Chromebooks that are not brought to school for two days will be considered missing. Due to privacy concerns, Chromebooks are not tracked; students must be responsible for keeping track of their Chromebook at all times. LMSST will use the Google Console for device management to manage all Chromebooks and apps. In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the main office. If not, the student will be responsible for replacing the Chromebook at a cost of \$410.00 per lost Chromebook. Students will be provided with one charger to take home. Students must return a working charger in good order (no visible signs of misuse or neglect) at the end of the school year or pay a standard replacement fee of \$35.00.

### **4.0 USING YOUR Chromebook AT SCHOOL**

Chromebooks are intended for use at school each day. Students must bring the Chromebook to all classes, unless specifically instructed not to do so by their teacher. Chromebooks are only to be used for school content. Accessing games, inappropriate content such as: videos, pictures, reading material, or establishing a Virtual Private Network (VPN) will result in disciplinary consequences and potential loss of Chromebook privileges.

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### **4.1 Chromebooks Left at Home**

If a student leaves the Chromebook at home, he/she is responsible for completing course work as if the Chromebook were present. Leaving the Chromebook at home is an infraction and will result in students losing at-home privileges.

### **4.2 Charging your Chromebook's Battery**

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks each evening.

### **4.3 Wallpaper and Screensavers**

No modifications should be made, or pictures should be saved as the home or lock screen. Inappropriate pictures should not be on the Chromebook at all. Inappropriate pictures include, but are not limited to: the presence of weapons, pornographic materials, inappropriate



language, tobacco, alcohol, drug, and gang related symbols or pictures. Use of any inappropriate pictures on the Chromebook will result in disciplinary actions per CCSD Student Code of Conduct.

#### **4.4 Games, Music, Videos, Podcasts and Apps**

The Chromebook has limited storage and this storage is designated for educational use. Inappropriate content is NOT allowed on the Chromebook. Inappropriate content includes: games, music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, and gang related symbols or pictures. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The Chromebook has limited storage and educational use has top priority. Non-educational and non-school pushed apps should not be on the Chromebook. Data storage will be managed through email and cloud-based storage locations (Google Drive).

#### **4.5 Printing**

Printing may be available from Chromebooks via Google Drive. LMSST is a mostly paperless school. All workflow will be conducted on the Google Drive platform while in LMSST classes. There may be instances where work products cannot be produced electronically, in those cases, the teacher will provide paper. Students need to develop ALL work on their Chromebook using Google Drive. This platform allows work to be saved automatically, and enables collaboration with faculty and peers. If a student chooses to print work, it is their responsibility to do so from home.

#### **4.6 Home Internet Access**

Students are allowed to connect to their home Wi-Fi network to complete homework. Keep in mind that CCSD does NOT provide Internet filtering outside of the district's network. Parents/guardians are responsible for the online activities and behavior of their children.

### **5.0 MANAGING YOUR FILES & SAVING YOUR WORK**

#### **5.1 Saving to the Chromebook**

Storage space will be available on the Chromebook-BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students need to save all of their work to their Google Drive account.

## **5.2 Network Connectivity**

CCSD makes no guarantee that the district network will be up and running 100% of the time. When the network is down, the district will not be responsible for inaccessible, lost, or missing data.

## **5.3 Gmail and Google Drive Access**

All work will be completed on and delivered through the Google for Education platform. Students will access this account using their CCSD gmail account. All LMSST passwords will be reset to their username and require that a password is created once the student logs into the portal at the beginning of each school year. The username password is case sensitive. Student email addresses are comprised of the following: first three letters of the student's last name, the first three letters of the student's first name, and the last four digits of the student's student ID number.

## **6.0 APPS**

### **6.1 District-Installed Apps**

The apps originally installed by LMSST must remain on the Chromebook and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

### **6.2 Additional Apps**

LMSST will sync all Chromebooks so that they contain the initial required school-purchased apps. Students will also sync their own Chromebooks at school, following the established procedures, when instructed by their teachers in order to install required apps via Self Service.

### **6.3 Inspection**

Students may be selected at random to provide their Chromebooks for inspection by any designated staff at school.

### **6.4 App Updates**

Updated versions of the apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

## **7.0 ACCEPTABLE USE**

### **7.1 Statement of Responsibility**

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show

respect for others and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by district or school administration. Wireless Internet access (Wi-Fi) is available on every Chromebook at LMSST. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

## **7.2 Parent/Guardian Responsibilities**

It is expected that parents/guardians talk with their students about values and standards that the student should follow on the use of the Internet just as they would on the use of all media information sources such as television, telephones, movies, and radio. Parents/guardians are also expected to talk with their children about the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet.

## **7.3 School and District Responsibilities**

Provide Internet and email access to its students. Provide Internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using the CCSD Internet system.. Provide network data storage areas (network data is not accessible through the Chromebook). Student network storage is treated like student lockers. LMSST reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. Provide Chromebook instruction and guidance to students and assure student compliance of the CCSD Chromebook Usage Agreement and the CCSD Technology Acceptable Use Policy.

## **7.4 Students Responsibilities**

Students will use Chromebooks and school computers in a responsible and ethical manner. Students will obey school rules concerning behavior and communication that apply to district network use, the CCSD Chromebook Usage Agreement and the CCSD Technology Acceptable Use Policy. This policy is available online and in the student handbooks. Students will use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of information obtained via CCSD's Internet system is at the user's own risk. LMSST's specifically denies any responsibility for the accuracy or quality of information obtained through the CCSD Internet system. Students will help CCSD protect the district network and Chromebooks by contacting designated school personnel about any security problems they may encounter. Students will monitor all activity on their account(s). Students should always turn off and secure the Chromebook after they are done working to protect their work and information. If a student should receive an email or other electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other

designated staff member (and if applicable print a copy and turn it into designated school personnel). Students will turn in the Chromebook to LMSST at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LMSST for any other reason must return the Chromebook on the date of termination.

### **7.5 Student Discipline**

The violations and consequences outlined by this Chromebook Usage Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned Chromebooks. Depending on the seriousness of the offense, students may lose Chromebook usage rights and/or network privileges, or may be suspended or even in extreme cases expelled.

## LMSST STUDENT PLEDGE FOR FOR CHROMEBOOK USE

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no Chromebook use.

- I will take good care of my assigned Chromebook.
- I will *never* leave my Chromebook unattended.
- I will *never* loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are appropriate and educational and in ways that conform to LMSST's expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface or *remove* the serial number Chromebook sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of LMSST.
- I will follow the expectations outlined in the LMSST Procedures and Information Guide while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return my assigned Chromebook and charger and cord to school in good working condition.
- I will not use my Chromebook as a means of distraction from my academic responsibilities.

I understand and agree to the stipulations set forth in this Chromebook Usage Agreement and the CCSD Technology Acceptable Use Policy.

Asset #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **WELCOME**

Welcome to Laing Middle School of Science and Technology!

This student agenda has been developed to help familiarize you with school guidelines. The ultimate goal of Laing Middle School of Science and Technology is to provide each student the opportunity to reach his or her maximum potential in a challenging, secure and nurturing environment. The faculty, staff and administration are here to help and support you. Strive to always do your best and take advantage of all Laing Middle School of Science and Technology has to offer.

## **MISSION**

The mission of Laing Middle School of Science and Technology is to prepare and inspire generations of learners to meet the challenges of our 21st century society by fostering technological literacy, academic achievement, innovation, collaboration, and creative problem solving.

## **CORE BELIEFS**

The Laing faculty is committed to: Facilitating student learning by encouraging innovation through independent and collaborative problem solving. Implementing collaborative ideas that promote openness to ask questions and take risks while seeking solutions. Developing professionally by setting goals and seeking growth opportunities. Creating assessments that address a variety of modalities so all students achieve success.

Laing students are successful when: Content is relevant, engaging, and revolves around real world problem solving. Given the opportunity to demonstrate their knowledge utilizing a variety of modalities. Multiple learning styles and creativity are recognized and appreciated by the teacher. When there is meaningful collaboration amongst teachers. They work effectively, respectively and collaboratively. They take ownership of their learning.

## ARRIVAL/DISMISSAL

The morning bell rings at 8:30 AM and students are dismissed at 3:30 PM. **Students are not allowed on campus prior to 8:00 AM, as there is no supervision for them prior to that time.** Exceptions include students with a pass for teacher help or before school activities. Arrangements should be made for all car riders to be picked up daily by 3:50.

Upon arrival at 8:00, students will report to their first period. All students eating breakfast will enter the cafeteria, sit down, and eat. When they have finished with breakfast, the students will leave and report to their first period class. Students may NOT have food or drinks outside of the cafeteria before school begins.

Once students arrive on campus in the morning, they MAY NOT leave campus at any time or for any reason before school or during school hours unless signed out by a parent/guardian in the main office.

## BUS TRANSPORTATION

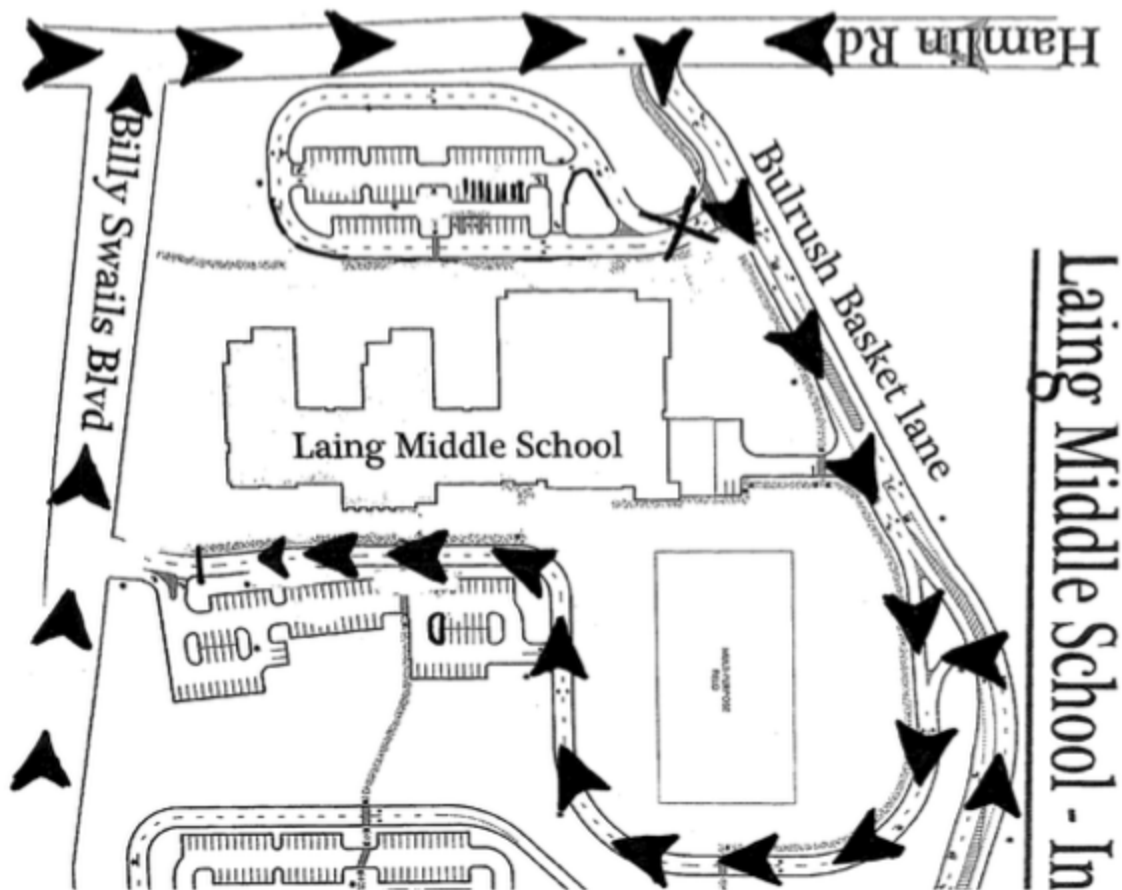
Bus transportation to and from school is a privilege for students. **Students riding the bus must obey the driver and all school rules, as the bus is an extension of the school. Safety regulations require students remain seated and quiet during the time the bus is in operation. Students will be denied the privilege of riding the bus if they misbehave or fail to obey the rules and regulations.** Students may also be denied the privilege to ride the bus for the remainder of the school year if the efforts to correct student misbehavior are not successful. Please notify the school in writing of any change in student bus transportation **prior to 10 AM**. Bus passes are ONLY given if the bus is not at capacity. There is no guarantee a child will be allowed to ride a bus that is not assigned to them in the neighborhood. The front office will verify any changes and give students permission slips for the bus driver as appropriate.

## CAR RIDER

Parents are asked to drop off and pick up students in the car loop in the front of the building (that faces Jennie Moore Elementary school). Parents should pull all the way to the front of the line to create a long drop off line to accommodate as many students as possible. This is necessary to maintain safety for the students and traffic flow on Bulrush Basket Lane, which is shared with Jennie Moore. Parents are asked to obey the directions of the staff on duty in the mornings and afternoons.

Car Line Map:





## TRANSPORTATION CHANGES

Please avoid calling the office to make transportation changes after 3:00 PM. It will be nearly impossible for secretaries to look up the students and get the messages to the classrooms by 3:30, while continuing to answer phones and accommodate visitors signing in and out. Students may not be signed out after 3:00PM. Of course, emergencies happen and naturally, we understand those circumstances. However, we will not be able to repeatedly contact the same students for changes of plans or early dismissal.

## BICYCLES

Bicycles are to be parked in the bike racks upon arrival on the school grounds. No one will be allowed to ride bicycles on the campus prior to, during, or after the school day. **All bicycles left at the bike racks MUST BE PROPERLY LOCKED, as the school cannot be responsible for lost/stolen bikes. Scooters are not permitted on campus.**

## ATTENDANCE

A student's regular attendance at school is critical to academic success. While a student may receive make-up work and notes from other students, nothing can replace the interaction between student and teacher in the classroom. In addition, attendance is required for promotion and/or credit. Students in grades K-8 may not be eligible for promotion if they have more than ten (10) unlawful and/or unexcused absences. Students with ten (10) or more absences will also be required to attend a truancy conference and complete a truancy contract. Parent/Guardian attendance is mandatory at this conference. **Students who miss 50% or more of the instructional day (12:00 PM is considered the midpoint of the day) will be counted absent for the day.**

When a student is scheduled or expected to leave school early, he/she is required to bring a signed note from a parent to the main office during homeroom. The office clerk will give the student an early dismissal slip. The slip must be presented to the teacher at the time of his/her dismissal.

All absences require written explanation from the parent/guardian and must be submitted to the front office within 3 days of return. Emails and text messages are not acceptable documentation to update attendance.

### **Lawful absences shall include but are not limited to:**

- absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness.
- absences due to an illness or death in the student's immediate family
- absences due to a recognized religious holiday of the student's faith
- absences due to activities that are approved in advance by the principal. Approved activities include the following: - state and national competitions - ceremonies honoring outstanding students
- work approved or sponsored by the school, the school district, or the state department of education, accepted by the associate superintendent or school principal or their designees as reason for excusing the student
- out-of-school suspension
- in-school suspension
- field trips approved by the principal or designee

### **Unlawful Absences include but are not limited to:**

- absences of a student without the knowledge of his/her parents/legal guardians
- absences of a student without acceptable cause with the knowledge of his/her parents/legal guardians

All absences are defined as lawful (excused, unexcused) or unlawful. An excused lawful absence (including excused tardiness) shall permit a student to make up work missed during the absence.

## **EARLY DISMISSAL**

When a student is scheduled or expected to leave school early, he/she is required to bring a dismissal note with the appropriate contact information to include the parent's signature. The student must show the note to the main office during homeroom. Notes are subject to verification. The student should report to the main office at the time of his/her dismissal to be signed out. Again, we would greatly appreciate you **not signing your child out during the last 30 minutes of the day.**

## **TARDIES**

It is important for students to arrive at school on time. In the event that a student arrives late, he/she **MUST** be accompanied by a parent/guardian when signing in the main office. No student will be allowed to sign himself/herself in or out. Students with three or more tardies are subject to detention.

## **HALL PASSES**

**Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have a signed Agenda pass.** All students will be given an agenda at the beginning of the school year. There are pages in the back of this book designated as hall passes. Students must have a hall pass completed and properly signed in order to be out of the classroom for any reason. **Verbal permission is not acceptable.** It will cost \$7.00 to replace an agenda.

## **BOOK-BAGS/BACKPACKS**

Students at Laing Middle School of Science and Technology will be responsible for carrying their necessary materials to and from class in their book-bag. Classrooms will have cubbies for additional materials but there are no student lockers in the school.

## **CURRICULUM**

Students in middle schools in Charleston County will be placed in math and language arts classes in one of two levels-college-prep or honors. College-Prep classes are designed for students who are working on grade level. Honors classes are designed for students working well beyond grade level. End-of-year grades, achievement test scores and teacher recommendation determine placement into the honors and high school credit classes. However, all classes are taught to challenge and motivate students.

## **GRADING SCALE AND PROMOTION/RETENTION**

All grades will be reported by a numerical system:

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Students must turn in all assignments at the teacher assigned deadline or risk receiving a zero for the assignment. Students and parents are encouraged to review together all interim reports and report cards in order to determine the likelihood of the student passing or failing. At the first sign of a grade below 68 on an interim report or report card, parents should call the school to schedule an appointment for a conference with the student's teachers. **DO NOT WAIT UNTIL APRIL TO BE CONCERNED WITH LOW GRADES!** We are here to assist you and will be available to meet with you to discuss your student's progress.

## **TEXTBOOKS**

Books will be distributed to teachers as a class set. The books assigned will be monitored by the SC Department of Education. There is no rental fee charged for the use of School Textbooks.

## **HOMEWORK**

It is the policy of Laing Middle School of Science and Technology that regular and meaningful homework assignments are educationally valuable and necessary. In addition to the reinforcement of skills attained through drill exercises, homework assignments should encourage students to conduct research and to think independently. Generally, the amount of homework time spent by students per day should be:

<b>6<sup>th</sup> grade</b>	45-60 minutes
<b>7<sup>th</sup> grade and 8<sup>th</sup> grade</b>	60-90 minutes

In the event of an absence from school, students may check with the teacher or Parent Portal to obtain daily homework assignments. It is the student's responsibility to obtain all work assignments missed and to make arrangements to make up missed tests. Students must turn in homework at the teacher assigned deadline or risk receiving a zero for the assignment.

Teachers will assist students in this process.

## **SCHEDULE CHANGES**

Teacher assignments, course offerings, and class sizes are determined from registration information. The master schedule is developed based on student data available in the spring, and class assignments are made to ensure a variety of academic arts experiences are provided to students.

Students have a period of 5 school days in order to drop or add courses. A schedule change request form can be picked up in the guidance area. It should be filled out and signed by a parent/guardian and turned in to guidance or administration by the 5<sup>th</sup> day. If no request is received within the 5<sup>th</sup> day, then the student must wait until the end of the semester to change classes (unless otherwise noted by that classroom teacher).

6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Year-long Classes (Band, Chorus, Strings, Spanish I – 8<sup>th</sup> grade only)

Students can ONLY drop these courses at the end of a semester. Meanwhile, students must maintain their academics while in that class (and they can work out any system/plan etc. with the teacher to do so) until the end of that semester.

Related Arts will NOT be changed unless there is a medical reason (ie. note from a doctor not to participate in PE, etc.) or an exceptional case. All of these requests must occur within the **5-day** drop/add period.

**PLEASE NOTE -- CHOICES OF TEACHERS AND OTHER STUDENTS CANNOT BE HONORED.**

## **LIBRARY/MEDIA CENTER**

The library is open every school day for circulation and reference use. An appropriate pass from a teacher or an administrator is required when students visit the library.

## **GUIDANCE SERVICES**

Counseling is available to all students. Counseling can help students and/or parents with school-related or personal issues. Laing has counselors who offer the following services: conflict resolution, educational planning, and interpretation of test scores, career information, study hints, and group and individual counseling. Appointments to visit the counselor should be made through the guidance office during homeroom. Students must always have a pass to see a counselor. Parents may contact a counselor by calling 843-849-2809.

## **CAFETERIA**

The Laing Middle School of Science and Technology cafeteria should at all times be a neat, clean, and pleasant place. All students in the beginning of the school year will be made aware of Laing PRIDE and cafeteria procedures. Any student who demonstrates an inability to comply with cafeteria regulations will receive appropriate disciplinary action.

To maintain a pleasant dining area for each grade level eating in the cafeteria, students will routinely take turns as table cleaners at the end of their lunch periods. Guidelines and expectations will be set and discussed by each homeroom teacher.

## BREAKFAST AND LUNCH/FOOD ON CAMPUS

Breakfast and lunch will be served everyday with the option to buy extra milk. *Applications for free or reduced lunches will be distributed to students at the beginning of school.* Families are encouraged to pay for lunches in advance. \*prices are subject to change per federal guidelines

**CCSD is now offering a convenient and secure way to prepay for a student's meal through the online services of [lunchprepay.com](http://lunchprepay.com).**

	<u>FULL PRICE*</u>	<u>REDUCED*</u>	<u>ADULT*</u>
Breakfast	\$1.40	\$0.30	\$2.00
Lunch	\$2.25	\$0.40	\$3.75

There will be numerous other “Ala Carte” meals that will be priced from \$1.00 to \$3.50.

Extra milk can be purchased for \$0.50.

Students may eat only in the cafeteria. **Gum is prohibited anywhere on school grounds.**

Students are not to chew gum or have it in their possession. The sale of candy or chewing gum, etc. will not be tolerated. Teachers and administrators will confiscate these items if discovered on campus.

## FIRE DRILLS/DISASTER ALERTS

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. An evacuation plan is posted in each room showing the route of evacuation for that particular room. In any emergency situation, students are to remain quiet and follow teachers' instructions concerning moving to a designated area, etc.

## CLINIC/HEALTH CARE

The school clinic is limited to handling minor first aid cases. Accidents that happen at home need to be treated at home. When students become ill at school, they will be evaluated by the school nurse and if necessary, after consultation with the parent/guardian sent home. Our clinic is staffed with a Registered Nurse 5 days per week between the hours of 8:00 AM and 4:00 PM. Office staff will care for sick children in the nurse's absence.

## MEDICATION

(CCSD policy JLCD-Assisting Students with Medications) Any prescription medication or medical procedure (blood sugar check, tube feeding) to be administered at school or school related activities must be accompanied by written orders from a healthcare practitioner. Limited over-the-counter medications may be administered at school by the school RN or LPN with parent consent. Refer to the following website for more information.

[http://www.ccsdschools.com/divisions/learning\\_services/support\\_services/nursing\\_services](http://www.ccsdschools.com/divisions/learning_services/support_services/nursing_services)

**When possible, medications should be given by parents/guardians before or after school hours. If a child needs to take any prescription medicines, or any over the counter**

**medicines not listed in the above website or have any medical procedures to be performed during the school day, the following steps are required:**

- Request a CCSD Doctors Order form from the school nurse or they are available online: <http://www.ccsdschools.com/0134/documents/ParentInformationMedicationsMedicalProcedures.pdf>
- Present the form to your child's physician and request that it be completed and signed. Complete and sign the parent portion of the form.
- Bring the completed form and the medication to the school office. Medication must be provided by the parent in the original, sealed, properly labeled container.
- No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Permission will be granted only after careful review and consultation with the registered school nurse, the student's parent/legal guardian and physician or legal prescriber. A Health Management Plan must be completed.

**Please note that it is a violation of Charleston County School District Board policy for your child to be in possession of any type of medication unless these procedures have been followed. Students in possession of any kind of medication on campus that have not followed the proper procedures may be referred for disciplinary actions.**

### **EMERGENCY CARDS**

A parent should fill out the student's emergency card completely as well as the emergency page in the Student Agenda. It is crucial that your emergency contacts are people who are usually available to pick up your child. Any significant health problems should be noted on the emergency card and in the Student Agenda. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation.

### **ELECTRONIC DEVICES/CELL PHONES/AIRPODS**

All cell phones and other electronics must be turned off and placed in student book-bags during school hours. Students are **NOT** permitted to use electronic devices such as cellular phones, smart watches, gaming devices, air pods, etc. during school hours (including, but not limited to before school, during lunch/recess and during class).

Students using or having electronic devices turned on during the school day shall have their electronic devices confiscated and returned to a parent/guardian (see cell phone policy below). At no time may an electronic device be used for illegal or unethical purposes. The use of a cell phone/electronic device may include, but is not limited to:

- **Text messaging**
- **Taking pictures or videos**

- **Playing games**
- **Receiving/sending calls**
- **Use of social media**

Student using or having cell phones that interrupts instruction shall have:

<b>1st offense</b>	Phone or electronic device confiscated, parent must pick up the phone or device, and teacher managed infraction written. Student will complete a Student Reflection Form.
<b>2nd offense</b>	Phone or electronic device confiscated, parent must pick up the phone or device, teacher managed infraction written, and student will serve a <b>Friday Lunch/Recess</b> . Student will complete a Student Reflection Form.
<b>3rd offense</b>	Phone or electronic device confiscated, parent must pick up the phone or device, teacher managed infraction written, and student will serve an <b>After School Detention</b> . Student will complete a Student Reflection Form.
<b>4th offense (plus any additional offenses)</b>	Phone or electronic device confiscated, parent must pick up the phone or device, student will receive an <b>Office Referral</b> , and Administration will assign consequences. Student will complete a Student Reflection Form.

**\*\*Laing Middle School is not responsible for any lost or stolen personal electronic property.**

### **PERSONAL PROPERTY/ LOST & FOUND**

A student's personal property is his/her own responsibility. Students are not allowed to bring large sums of money or electronic devices. These items will be confiscated and held until the parent/guardian picks them up from the main office. Lost articles are kept in the lost and found in the cafeteria. Periodically throughout the school year and at the end of the school year, unclaimed clothing items will be donated to charity.



## **VISITORS – MUST REPORT TO MAIN OFFICE**

**All visitors must report to the main office** to receive a visitor's badge. It is Laing's policy not to allow students to have out-of-town visitors at school during the school day. We use a visitor management system that will require each person entering a Charleston County School District to have a state issued picture I.D. or Driver's License for entry.

## **DRESS CODE 2020-2021**

### **IDENTIFICATION BADGES**

Student identification badges (IDs) are considered part of the Laing Middle School of Science and Technology dress code and must be worn at all times. This is a safety procedure and a way to ensure that we know all our students here at Laing. Students are to wear their school issued ID badge with a lanyard at all times. **The ID will be worn on the top, outer layer of a shirt so that it is visible at all times. Students will not write on or deface the ID in any way.**

Students that deface the ID will purchase a new ID.

If a student forgets his/her ID, he/she will purchase a temporary ID for \$1.00, which is only good for one day. A replacement ID is \$5.00 and includes a lanyard. Replacement lanyards are \$1.

### **ATTIRE**

**In lieu of a school uniform, Laing Middle School of Science and Technology students will adhere to the following dress code.** Students at Laing Middle School are expected to dress in a manner that is not distracting to the educational experience. Students are expected to show pride in themselves and their school by having their dress and appearance reflect the high expectations of Laing Middle School of Science and Technology. Parents are encouraged to monitor their student's dress to ensure compliance. With that in mind, we expect all students to follow the dress code regulations.

#### **Acceptable Student Attire:**

- neat, long or short sleeved shirts, t-shirts, sweatshirts, or lightweight fleeces
- clean, properly sized pants, shorts, or skirts
- belts should be worn with pants
  1. Tops must be long enough that they can be tucked into pants or shorts and shall cover the beltline when the arms are raised above the head. Shoulder straps should be **at least 2** fingers wide.
  2. Pajamas (or pants resembling pajamas) and yoga pants are NOT appropriate attire.
  3. Leggings must be worn under a shirt, dress, or skirt of appropriate length (thumb length).
  4. The minimum length of skirts, and shorts (including Chubbies) must be thumb length.
  5. Clothing shall be loose-fitting and should not expose the midriff, cleavage, bare shoulders, back, or underarm area. No tank tops, halter-tops, crop tops, strapless tops, spaghetti straps, see-through garments, etc. shall be worn.
  6. Undergarments/lack of undergarments must never be visible!
  7. Basketball shorts, athletic shorts, and nylon shorts are not acceptable.

8. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
9. You may not wear jewelry such as spiked bracelets, chains or chokers of a size or design that may be considered or used as a weapon, as determined by the school administration.
10. Grills cannot be worn to school.
11. You may not wear hats, sweatbands, goggles, bandanas, hair picks, combs, or any headgear on campus. Sunglasses are not to be worn inside the building. The hoods on hooded sweatshirts may not be worn.
12. While on the Laing Middle School of Science and Technology campus, you may not wear towels, blankets or bandanas as accessories on your clothing, around your body or on your book bag.
13. Health laws require students to wear shoes at all times. To prevent accidents on the stairs, students should avoid wearing shoes that slide off easily. Bedroom footwear is not permitted.
14. Students may wear special dress or costumes for special occasions when approved by the principal.
15. **Any other dress or jewelry deemed inappropriate by school administration will result in disciplinary consequences.**

<b>1st offense</b>	Parent contact, reteach expectations, teacher managed referral
<b>2nd offense</b>	Parent contact, reteach expectations, teacher managed referral, teacher assigned <b>Friday Lunch/Recess Detention</b>
<b>3rd offense</b>	Parent contact, reteach expectations, teacher managed referral, and student will serve an <b>After School Detention</b>
<b>4th offense (plus any additional offenses)</b>	Parent contact, reteach expectations, teacher managed referral, and student will receive an <b>Office Referral</b> , and Administration will assign consequences

## **PARENT INVOLVEMENT**

We appreciate the critical role that parents play in the education of their children. Your interest in your child's education helps to make our teachers much more effective in the classroom. There are many ways you can be involved at Laing, and we encourage you to take advantage of as many of these opportunities as possible! Please call the school if you need information about participating in any way.

## **PARENT PORTAL**

Parent Portal allows you to access up-to-date information on your child's grades and attendance. You will be able to simply click on your child's grade in a class and see the complete list of assignments and grades; and be able to email your child's teachers by simply clicking on their name within the grade book. To access the Parent-Portal, you will need access to a computer with internet access and a working email account, to which you alone have access. Send the following information to: [LMSParentPortal@charleston.k12.sc.us](mailto:LMSParentPortal@charleston.k12.sc.us)

- (1) Your child's or your children's full legal names – as they appear on their birth certificates
- (2) Your full legal name
- (3) Your current address
- (4) Your best daytime contact phone number
- (5) The last four digits of each child's social security number
- (6) The last four digits of a parent/guardian/backup phone number that we have on-file.
- (7) If you already have a Parent Portal guardian account for a student at another school, please provide that information. Your existing account can access multiple students.

We will verify your information and email you a Private Access ID and Password and Information on how to access and maximize the Powerschool Parent Portal.

## **DISCIPLINE**

### **STUDENT BEHAVIOR CODE**

In any community of students, it is necessary for rules to be established and consequences developed for students choosing not to follow the established rules. Students at Laing Middle School of Science and Technology are required to conduct themselves at all times and places in a manner that will be in the best interest of the school. Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion.

The rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; and en route to and from school on a school bus (to include bus stops) or other school vehicle. The administration, faculty, and staff assume that middle school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled in a calm and reasonable manner.

In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Each student is under the direct control of all staff members and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to

every student. Additional guidelines can be obtained from the 2018-2019 Charleston County Student Code of Conduct.

## **LAWS AND POLICIES**

Laing Middle School of Science and Technology operates under and is bound by state and municipal laws, codes, and regulations as well as Charleston County School District policies. State laws that require criminal charges and penalties are in addition to administrative action taken at the school. **Parents are urged to read and summarize these laws and policies as appropriate for their children.**

**Disturbing School:** “It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State (b) to loiter about such school or college premises or act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge.” Any person violating any provisions of this section shall be guilty of a misdemeanor and, on conviction, thereof, shall be fined or imprisoned.

**Safe School Act:** The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment, or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less. Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone knowingly and willfully to deliver or convey to a public official, teacher or principal any letter, document, etc., that contains a threat of death or bodily harm to the person or a member of the person’s immediate family.

**South Carolina School Safety Act:** This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction, the student can be fined up to \$1,000 or imprisoned up to one year, or both.

Furthermore, the new law mandates that all offenses be placed in a student’s permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, a teacher, or principal now carries a

fine of \$5,000 or five years, or both. Threatening a public employee (which means any other staff member who works for the District) carries a fine of \$500 or 30 days in jail, or both.

**Threats:** It is unlawful for any person knowingly and willfully to deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, or electronic communication that contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than 5 years.

**Searches of Persons and Property:** In accordance with the laws of the state of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such a search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

**Law Enforcement Notification.:** In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities that may result or that results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

**False Fire Alarms & False 911 Calls:** State law reads as follows: "16-17-570. Interference with fire alarm and police alarm boxes; giving false alarms. Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang for a term of not less than sixty days or the payment of a fine of not more than \$200."

**Weapons:** State laws (and school district policies) prohibit any person, except law enforcement officers and personnel authorized by school officials, to carry on his person, while on any school property, a knife, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.

This category also includes the carrying, in a concealed manner, a dirk, slingshot, metal knuckles, razor, or other deadly weapons usually used for the infliction of personal harm.

**Gang Activity:** Displaying any apparel, accessory, bandana, book bag, or other items that by virtue of its color, arrangement, trademark, markings or other attributes, denotes membership in a gang that advocates illegal, disruptive, or delinquent behavior is strictly prohibited, both during the school day, or at any school activity. Violations will result in serious disciplinary action. Repeat violations will result in referral to the Office of Student Placement.

**Harassment, Bullying, or Intimidation:** Bullying, harassment, or intimidation, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, and volunteers will demonstrate appropriate behavior by treating others with civility and respect and will refuse to tolerate bullying, harassment, or intimidation. Persons who incite others to bully or gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts. Any form of harassment, whether verbal, sexual, or physical, is a serious matter and will result in serious disciplinary action. Victims of bullying, harassment, or intimidation must report the incident immediately to a teacher or an administrator. Parents are urged to review the complete bullying policy in the Charleston County School District Student Code of Conduct.

**Possession or Discharge of Mace, Pepper Spray, etc.:** Any person who has possession of or discharges mace, pepper spray, or the like will be subject to disciplinary action.

**Possession, Distribution, or Use of Drugs/ Alcohol/ Other Substances:** No student shall be in possession of, use, manufacture, sell, dispense, or distribute a controlled substance, a counterfeit controlled substance, an imitation controlled substance (as defined by State law), an illegal drug or narcotic, or chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician on the school grounds, at school-sponsored events, on the school bus, or on school-sponsored trips. A student shall not be under the influence of any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

The principal may refer to the Office of Student Placement any students found to be using, under the influence of, or in possession of drugs, alcohol, or paraphernalia. The principal shall recommend expulsion for all students involved in the distribution of drugs, alcohol, or medication. The principal or other responsible administrator shall report drug and alcohol-related offenses by students to the appropriate police authority. The principal shall retain a copy of any written report filed with law enforcement in a file established for that purpose.

**Trespassing:** Charleston County School District prohibits the presence of individuals on school campuses for any reason other than school-related business, functions, and activities. Any

non-student entering the campus must report to the main office in the front of the building. Individuals loitering or lingering on campus without administrative approval will be considered trespassing and are subject to arrest. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. In addition, any student who is placed in an alternative program by the Office of Student Placement may not attend any school-sponsored events. If the student enters the campus without administrative permission, he/she is subject to arrest.

**Vandalism:** Graffiti on walls, desks, lockers, and other school areas is vandalism. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be disciplined severely. The student must make restitution for damaged property as well as make reimbursement for any rewards given. Students are subject to a referral to the Office of Student Placement due to any vandalism.

**Facility Responsibility:** Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Students should not prop their feet onto walls or furnishings. Any damage to the facility will result in disciplinary consequences.

**Environmental Responsibility:** Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment will result in disciplinary consequences.

**Academic Misconduct:** Academic misconduct includes, but is not limited to, inappropriate use of a Laing Middle School of Science and Technology computer, cheating, plagiarism, and falsifying information. Teachers will contact parents/ guardians in the event that a student is found to be cheating. Further incidents of academic misconduct will result in disciplinary consequences.

**Smoking or Use of Tobacco Products (including vaporizers & electronic cigarettes):** The possession and/or use of tobacco products is prohibited on the property of all schools in the Charleston County School District. All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses and activity vehicles, and during the practice of or participation in or spectator to extracurricular activities sanctioned by the CCSD.

The term "tobacco products" includes, but is not limited to, the use of cigarettes, e-cigarettes, vaporizers, cigars, pipes, chewing tobacco, smokeless tobacco, and snuff. Since students are not to be in the parking lot during the school day, the use of the parking lot as a place to smoke or use tobacco products may result in several separate violations of policies. Each one of the violations may be counted as a separate offense.

**Technology Misuse:** Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies and any willful act that causes physical, financial, or other harm or otherwise disrupts information technology are absolutely prohibited. Violations will result in severe disciplinary action.

## **DISCIPLINARY ACTION PROCESS**

In general, any conduct by a student that is injurious to others or that poses a threat to the health or safety of persons or property or conduct that disrupts or interferes with the education of himself or other students shall result in disciplinary action. The Board of Trustees of Charleston County School District affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that he/she is allowed to preserve uninterrupted his/her educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. Use of consequences with special needs students will be in accordance with their respective IEPs.

The following modes of disciplinary action may be used according to approved procedures: (1) Detention, (2) Work Detail, (3) Saturday School, (4) Withholding of Privileges, (5) In-School Suspension, (6) Conditional Suspension, (7) Parent Conferences, (8) Shared Responsibility, (9) Disciplinary Probation, (10) Suspension, (11) Alternative School Placement, (12) Expulsion, and (13) other consequences deemed appropriate by CCSD and school administration. If a parent or pupil refuses punishment, the student will be suspended.

Disciplinary action will increase according to CCSD's progressive discipline plan implemented by Laing Middle School of Science and Technology staff. Special circumstances may warrant a referral to the Department of Alternative Placement for review and/or a recommendation for expulsion.

**Detention:** Detentions may be assigned for violations of school or classroom rules. Detentions may be held before, during, before, or after school as determined by school officials. It is the responsibility of the student and parent to arrange transportation, if applicable, to and from detention. Failure to report to detention may result in more severe disciplinary consequences.

**Withholding Privileges:** Student misconduct may result in the loss of the following privileges: bus transportation, locker use, participation and attendance in extracurricular activities, or other privileges as determined by the administration.

**Work Detail:** Work detail may be required of a student as a mode of discipline. No work will be assigned that will be harmful to a child. Authority rests with the administrators.

**Saturday School:** Saturday School is a program designed to correct behavior while allowing students to remain in classes during the week. Students are required to bring textbooks in order to complete any academic assignments. Members of our staff will be present to supervise



students in completing academic assignments and “work detail.” Students can be given several Saturdays on any single assignment. The number of Saturdays assigned depends upon the severity of the infraction.

**In-School Suspension (ISS):** ISS provides an alternative to suspending students from school for behavioral problems. Students may be assigned for one or several periods or the whole day depending on the circumstances. Lack of improvement in student behavior upon return from ISS to regular classes will subsequently result in more severe disciplinary consequences.

**Conditional Suspension:** Conditional suspension is a possible temporary exclusion of a student from school grounds for a prescribed time period, which may be avoided if the parent/guardian of the student agrees to attend a conference scheduled by school administrators. Failure to meet with the school administrator will result in the student’s suspension from school.

**Shared Responsibility:** The principal may request that a parent/guardian attend school with the student for a period of time not to be less than one full school day. The parent or guardian attends all classes and periods with the student, including lunch, and sits next to the student for the entire school day. In the event that the parent/guardian cannot participate in shared responsibility, then alternative consequences up to and including suspension may be imposed. If a parent refuses to accept shared responsibility, the principal will pursue the next appropriate consequence.

**Out-of-School Suspension:** The purpose of suspension is to notify the parent that the child’s behavior is unacceptable. The term “suspension” is used in this code to mean the temporary exclusion of a student from school grounds and participation in school-sponsored activities. If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. It is the student’s responsibility to initiate makeup work with his or her teachers and complete all makeup work within five days of returning to school. A student is under suspension from the time he/she is notified by a school administrator.

**Disciplinary Probation:** The school administrators, Department of Alternative Placement, Executive Director of the MSLC, or Constituent Board of Trustees may place a student who has been found to be in violation of the Student Code of Conduct on probation. Notice of such action shall be given to students and parents. A parent conference shall be held in order to explain the guidelines for probation. The parent and student shall sign an acknowledgment of the probation.

During the probation period, the student may be denied the privileges of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he shall be suspended

and/or expelled. No student shall be administratively placed on probation twice in any school year.

**Expulsion:** The term “expulsion” is used in this code to mean the forfeiture of a student’s right to attend school in the Charleston County School District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled pupil shall have the right to petition for readmission for the succeeding school year. Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion. Authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

**Student Appeals Process:** Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the process outlined in the CCSD Student Code of Conduct.

## **SCHOOL EXPECTATIONS**

The purpose of Laing Middle School of Science and Technology’s Positive Behavior Interventions and Support program (PBIS) is to create and maintain a positive learning environment for all children by integrating our core **PRIDE** values daily:

- P**-- Personal Responsibility
- R**-- Respect
- I**-- Initiative
- D**-- Diligence
- E**-- Effective Communication

## **POSITIVE BEHAVIOR SYSTEM**

The Laing Middle School of Science and Technology staff has developed a system to promote appropriate behaviors in the educational setting through a positive behavior model. Students will be rewarded for meeting and exceeding expectations for positive behavior. Teachers will handle classroom disruptions with teacher managed consequences including but not limited to BIR, Lunch Detention, and After School Detention. In cases where the teacher does not succeed in modifying the student’s behavior, discipline referrals will be submitted to school administrators as per the progressive discipline plan.

A highlight of this program is that students exhibiting behavior, which reflects Laing Middle School of Science and Technology’s expectations, are eligible for quarterly celebrations!

### **BIR (Behavior Intervention Room)**

- Any student sent to the BIR will complete a Student Reflection Form.
- The student will call his/her parent(s) and explain why he/she had to leave class.

### **Lunch Detention**

- Held every day during the student's designated lunch time.

### **After School Detention**

- Held every Monday and Thursday from 3:30-4:30
- Students will be dismissed at 3:30 to the media center from their 9th Period class.
- Social Skills/character education/behavior modification lessons and work detail will be assigned

### **Teacher Managed Offenses**

The following are examples (not limited to) teacher managed offenses according to Laing Middle School of Science & Technology School-Wide Expectations and will earn a documented infraction.

- ⦿ Dishonesty – Failure to knowingly tell the truth; it also includes petty stealing.
- ⦿ Disrupting Class – Behavior that interferes with instruction, learning, and a safe and orderly environment which includes, but not limited to, chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on
- ⦿ Dress Code Violation– Noncompliance with the District and/or school dress code
- ⦿ Failure to complete work – The act of not completing assigned written, oral or physical work
- ⦿ Hall Pass Violation – To be in a hallway without written permission; to alter or change a hall pass from its original intent
- ⦿ Horseplay – Rough or boisterous play or pranks that could hurt another or disrupt the learning environment
- ⦿ Inappropriate Affection – Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person
- ⦿ Inappropriate Behavior – Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult
- ⦿ Inappropriate Language – Words that are not demeaning or not directed to another student or adult
- ⦿ Inappropriate Materials – Related to the suspension or viewing of items considered to be unsuitable for school or school-related activities

- Phone (Electronic Device) Violation– Failure to adhere to the authorized time of use outlined in the school’s electronic device policy in the classroom
- Running – Running in the hallway, classroom, cafeteria, or any other unauthorized area in the school that could pose a safety issue
- Student ID Violation – Failure to comply with school identification rules
- Tardy- Not being in the room when the bell rings
- Throwing Objects – To propel or cast in any way anything that is visible or tangible
- Unprepared for class- Not having materials such as Chromebook, paper, pencil, book/workbook, notebook, and agenda

Infractions will add up per student for ALL classes and areas! Infractions will start over at the beginning of each quarter.		
<b>Warning</b>	1. Motion to or mention Social Contract 2. Ask 4 Questions 3. Repeat Questions if misunderstood 4. Infraction and Student Reflection Form (after 2 “no”/ incorrect responses)	<b>Additional interventions:</b>  → After School Detention → Lunch Detention → Morning Detention → BIR; Refocus Form → SCS Referral (Ms. Jefferson) → Guidance Referral → Teacher/Parent Conference → Referral to Administration → Community Service → Mindfulness Time
<b>Infraction 1</b>	<input type="checkbox"/> Parent Contact (phone; e-mail) <input type="checkbox"/> Student Reflection Form <input type="checkbox"/> Teacher Intervention Choice	
<b>Infraction 2</b>	<input type="checkbox"/> Parent Contact (phone; e-mail) <input type="checkbox"/> Student Reflection Form <input type="checkbox"/> Detention/Loss of Recess	
<b>Infraction 3</b>	<input type="checkbox"/> Parent Contact (phone; e-mail) <input type="checkbox"/> Student Reflection Form <input type="checkbox"/> Detention/Loss of Recess	
<b>Infraction 4</b>	<input type="checkbox"/> Behave Out <input type="checkbox"/> Office Managed Referral (major referral)	
When a student receives 3 or more <b>Teacher Managed Referrals</b> , the referral will elevate to the level of an <b>Office Managed Referral</b> for <b>Failure to Comply with Disciplinary Action</b> .		

## PBIS Celebrations

Quarter and Semester Celebrations: PBIS is a whole school celebration and every student has done something positive and worth noting. A student with a referral has already served their consequence and therefore everyone should be able to attend Winter Fest and Spring Fling at the discretion of administration.

→ TBD is Winter Fest

→ TBD is Spring Fling

## QR Codes



**Student Reflection**



**Counselor Request**

## My SC READY/ PASS Scores from Spring 2021

<b>ELA</b>	<b>Writing</b>	<b>Math</b>	<b>Science</b>

## MAP Scores 2021-2022

	<b>Math</b>	<b>Reading</b>	<b>Lexile Level</b>
<b>Fall</b>			
<b>Goal for Winter</b>			
<b>Winter</b>			
<b>Goal for Spring</b>			
<b>Spring</b>			

## PRIDE Matrix