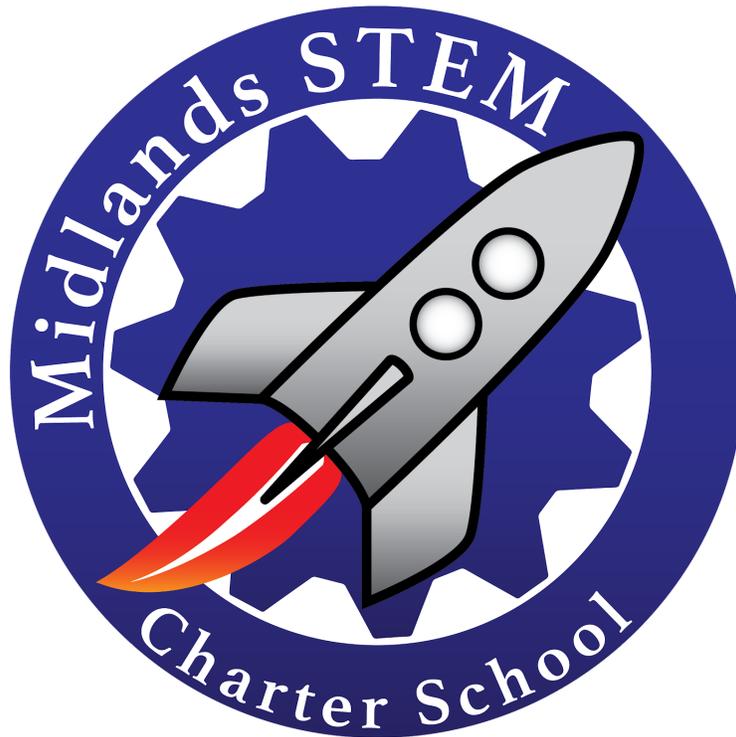


**Elementary
Student Handbook
2022-2023 School Year**



Midlands STEM Charter School

**112 Crane Street
Winnsboro, SC 29810
803-815-1524**

Ready... Aim... Soar

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I. Code of Conduct

Pledge

I Will Set My Goals
I Will Work Hard
I Will Be Unstoppable
I Will Trust My Teaching
I Will Celebrate My Wins
And I Will Win
Because When One Wins
We All Win!

Mission Statement

The Mission of Midland STEM is to produce academically and physically fit STEM proficient students.

School Honor Code

The Midland STEM community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represents the highest possible expression of shared values among the members of the school community. The fundamental beliefs underlying and reflected in the Honor Code are:

- I will abide by the rules and standards of the school as written in my school handbook.
- I will behave with integrity, respect, and dignity in all relationships with teachers and peers.
- I will acknowledge the rights and property of the school and my peers.
- I will do unto others as *they* would want done to *them*.

This Honor Code summarizes the Honor Policy, which defines the expected standards of conduct in academic affairs. The Honor Policy is published on our school website www.midlandsstem.org. The Honor Council is the school body charged with enforcement of the Honor Code. The Honor council is to be made up of the grade level assistant principal, the general education teacher, and the president of the student council. The student body and faculty at Midlands STEM will not tolerate any violation of the Honor Code.

II. Grading Policies

This is the weighting of each assignment.

Assessment Type	Percentage Weight	Assessment Type	Percentage Weight
Test	30%	Classwork	25%
Quiz	20%	Homework	10%
Projects	15%		

Your final grade for course will be calculated as follows:

Quarter 1	25%	Quarter 2	25%
Quarter 3	25%	Quarter 4	25%

Grades will be updated regularly by Tuesday at 4:00 pm. Please note that essays and projects may take longer to grade and return than tests and quizzes, so feedback on these assignments may be delayed.

The grading scale is as follows:

A: 90-100	C: 70-79	F: 0-50
B: 80-89	D: 60-69	

III. School Policies

Bell Schedule

Elementary Schedule	
Times	Class
7:15am-7:57am	Arrival/Breakfast
8:00am - 9:42am	Period 1
8:45am - 9:27am	Period 2
9:30am-10:12am	Period 3
10:15am-10:57am	Period 4
11:00am-11:42am	Period 5
11:45am-12:27pm	Period 6
12:30pm-1:12pm	Period 7
1:15pm-1:57pm	Period 8
2:00pm-2:42pm	Period 9
2:45pm-3:27pm	Period 10

Attendance and Truancy

Attendance is an essential component to a student's academic success. Often, the number of days that students are absent accumulate without parents realizing how many days have been missed.

Children who are eligible to enter five-year kindergarten through age seventeen are subject to compulsory attendance regulations as defined by the South Carolina Code of Laws. **Unexcused absences that total ten or more days in any one school year will result in automatic grade retention.** In accordance with the South Carolina Code of Laws, **truancy cases must be reported to the court system.**

Ten (10) consecutive absences will result in your child being dropped from the school enrollment. A child who accumulates three (3) consecutive unlawful absences or a total of five unlawful absences will be deemed truant and will be signed up for an **Attendance Intervention Plan.** Midlands STEM's policy regarding attendance violations is consistent with South Carolina state laws and regulations pertaining to student's Attendance and Truancy Procedures.

Midlands STEM considers students lawfully absent when:

- The student is ill and attendance in school would endanger their health or the health of others and a medical excuse is provided;
- The student has a medical or dental appointment or other recognized licensed/certified medical practitioner and a medical excuse is provided;
- The student is participating in school-related activities that have received prior approval by the executive director or his/her designee;
- The student has been suspended from class or school;
- The parent or guardian has prearranged absences due to extreme hardship;
- There is a death or serious illness in their immediate family;
- There is a recognized religious holiday of their faith; or
- There is a required appearance in court or an appointment with a legal officer.

Midlands STEM considers students unlawfully absent when:

- The student is absent from school without the knowledge of the parent/legal guardian;
- The student is absent without acceptable cause with the knowledge of the parent/legal guardian;

South Carolina State Board of Education Regulations are as follows:

SBOE Regulation 43-172: Accounting and Reporting

A pupil shall be dropped from membership on the day when the number of unlawful days absent exceeds ten consecutive days or when the pupil leaves school because of transfer, death, expulsion, graduation, legal withdrawal, or for any other reason.

SBOE Regulation 43-274: Student Attendance

II. Truancy

~~~~~

ruant

A child ages 6 to 17 years meets the definition of a **truant when the child has three consecutive unlawful absences or a total of five unlawful absences.**

B. Habitual Truant

**A "habitual truant" is a child aged 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parents) or guardians(s) and who accumulates two or more additional unlawful absences.** This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance must be attached to the truancy petition asking for court intervention.

Please note that Midlands STEM makes every effort to comply with compulsory attendance regulations in order to provide students with a high quality education. **In the event that a student has been lawfully absent and the absence has not been excused by the school, please submit any documentation meeting the lawfully allowed absentee criteria listed above within 3 business days to the office.** Should you have questions regarding attendance, please contact Mrs. Robertson, Attendance and PowerSchool coordinator at 803-815-1524

**Dress Code**

Students are expected to come to school in appropriate attire suitable for learning. The school dress code is also applicable during off-campus school

activities, including, but not limited to, sporting events, field days, and field trips.

School attire must meet the following criteria:

- Clothing, articles or other items, that display advertisements for, or messages or pictures depicting or suggesting, alcohol, tobacco, drugs, weapons, or sex are prohibited.
- Clothing, articles or other items that display symbols, messages or statements which are vulgar or disrespectful to individuals or groups; including but not limited to profanity, slurs, negative stereotyping, and violence.
- Clothing must cover the full waist, chest, sides, back, groin, and buttocks with opaque fabric.
- Tights, leggings, or yoga pants must be worn with an appropriate top or extra lower garment. The top or lower garment must be loose fitting and long enough to cover the buttocks.
- Appropriate, close-toed, solid soled shoes are necessary to ensure safety during school activities, for this reason crocs, slides, or flip flops are not permitted.
- Hats and hoods may not be worn on the school grounds. In the winter months, skull caps/toboggans/beanies (hats of that type) may be worn over the head and ears only.

### **Identification Badges**

Identification badges (student IDs) are required for all 4<sup>th</sup>- 12<sup>th</sup> grade students, school employees, and visitors. ID badges are to be visible at all times on campus. To assist with this safety issue, students and staff will be issued wearable ID cards. A student must:

- wear their ID card properly while on school grounds either by having it attached to a lanyard around the neck or clipped to the front of the student's attire;
- wear their ID card so that it hangs near the middle of the chest;
- wear only their own ID card and never one that belongs to someone else;
- not alter their ID card in any way; and
- not place unapproved decals or stickers on their ID card.

Upon entering the school for the first time, a student will be issued an ID card and a lanyard at no charge to the student. The card will identify the student by name and grade level. The card should be kept in good condition. Each student will be issued a new ID card annually. Students may not check out books from the media center, check out textbooks or technology, or obtain lunch without their ID card. Lost or destroyed ID cards must be replaced by the student.

Temporary IDs are \$1 at the front desk. Replacement ID cards and replacement lanyards are \$5 each at the front desk.

#### **Phone Policy**

Students will not have cellular phones. Smart watches may also be confiscated if being used for purposes other than medical monitoring and telling time during the class period. Confiscated items can only be returned to a parent/guardian or designated adult.

#### **Technology Policy**

All students must sign an acceptable use agreement and submit it to the front office before being issued school equipment. Personal computers and other technology are prohibited during school hours. Students who disable or remove monitoring software will receive a discipline referral. Students will be held accountable for the contents of the acceptable use policy during school hours and during any scheduled school events. School technology checked out to students becomes the responsibility of that student. The cost of any equipment that is lost, damaged, or which is no longer identifiable will be the responsibility of the student and their guardians.

### **IV. Rules and Procedures**

#### **Daily Entrance Procedure**

Class begins at the designated class time for all students.

Before the bell rings students must do the following:

- Read the directions listed by the teacher.
- Collect all materials as indicated.
- Be seated in their assigned/appropriate seat.
- Begin working quietly on their warm-up assignment.
- Failure to do any of these things will result in the student being counted tardy.

#### **Daily Exit Procedure**

Before the bell rings to end class students must do the following:

- Turn in all finished work.
- Put away all classroom materials, including books and binders.
- Clean the floor around desks and other work areas. Put debris in the garbage bin.
- Pack their things and sit in their seats.
- Exit in an orderly fashion.

- Nobody leaves until everyone is seated.

\*\*\*Students are dismissed by the teacher, not any other source.

#### **Homework Policy**

- Assignments are due at the beginning of class. If the student cannot produce the assignment at the time it is called for, it will be considered a late assignment. The student will still be responsible for the content of the homework assignment.
- If it is determined that one student is copying another student's homework, both students will receive zeroes. This is a violation of the Honor Code.
- If students are unsure about an assignment, they should check with a reliable classmate, email the teacher, or check Google Classroom for directions.

#### **Testing Procedure**

- Students must adhere to test taking procedures as described by the teacher.
- Students who do not adhere to test taking procedures will be removed from the classroom to complete the test with an administrator. The parents or guardians of the student will also be notified.

#### **Makeup Work Policy**

- It is the student's/parent's responsibility to contact the teacher about any missed work during an excused absence. Students will be expected to make up assignments within a period of time equal to the number of days the student was absent. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.

#### **Late Work Policy**

- All work is due on the date assigned by the teacher. Any work not turned in on the date assigned will receive late work penalties.

#### **Plagiarism**

Plagiarism is the intentional or unintentional use of someone else's words or ideas as your own. You must quote and cite or paraphrase and cite someone else's work used in your paper to avoid plagiarism. Any paper found to contain plagiarized parts will receive a zero, and the student will receive a discipline

referral. If a peer shares work or contributes to plagiarism of another student's paper, the same consequences will apply to the other student(s). Sharing of information for tests, quizzes, homework, etc. also results in a zero on the assignment and/or discipline notice for both students.

**Academic Responsibilities:**

**At all times, academic integrity must be preserved, and all students are held to the honor code.** Students are expected to read all assigned materials (use of Spark Notes, Cliff Notes, and such are secondary to the primary texts). Individuals are expected to complete their own work. Plagiarism and copying another person's work and claiming it as your own will not be tolerated. These acts not only cheat the individual but also damage Midlands STEM's integrity. Consequences for such acts are zeroes on the assignment for all involved and discipline notices which may result in further punishment to be decided by the Honor Council.

**Teacher/Student Conferences**

Teachers will be available for conferencing during the homeroom period and after school until 4pm unless otherwise specified. Students must let the teacher know in advance when they will be coming to discuss grades, assignments, or other matters. Because conference times have been made available, these matters should not be discussed during the class period.

**Retakes and Re-teaching**

Makeup of missed assignments and retakes of tests and quizzes are at the teacher's discretion provided that students have made appropriate effort and attended re-teaching sessions during class if offered by the teacher or during after school tutoring.

**After School Tutoring**

Each teacher (grades 4-12) will have designated days of the week for after school tutoring. Students who need tutoring should schedule tutoring time with the teacher no later than 24 hours in advance of the tutoring session so that the teacher can make arrangements. Parents of students grades PK-3rd can make arrangements with the teacher as needed.

**V. Record of Student Progress**

The following procedures will be used to monitor and record student progress.

1. Gradebook/PowerSchool: Each student (2nd-12th) will have a line in which grades are recorded. Grades will also be entered in PowerSchool, which is an electronic grading system. All graded assignments will be recorded. Parents will have access to Powerschool via Parent Portal.

2. Other records: Other means of monitoring and recording student progress will include interims, report cards, student/teacher conferences, parent/teacher conferences, notes and/or phone calls home. Documentation of the above is kept in the classroom. Parents are encouraged to link to their student's Google Classroom account in order to gain extra insight into classroom assignments and grading procedures.

*All students must keep backup copies of all work submitted. If a grade is missing or incorrect, the student is responsible for bringing it to the teacher's attention, providing the dated backup copy and proof of submission. Save everything until final grades are posted.*

#### **VI. Curriculum and Reading**

Classes are comprehensive courses designed to encourage student thinking, problem solving, and reading skills.

*Texts may be modified or adjusted throughout the year at the teacher's discretion.*

#### **VII. Materials and Resources**

##### **Writing Materials**

\*All students should purchase supplies as indicated by the school supply list prior to the start of the school year.

##### **Classroom Libraries**

Students will have access to a classroom library. Students borrow books using the school library system at <https://www.librarycat.org/lib/MidlandsSTEM>, and will be held accountable for them after they have been signed out. Lost or damaged books must be replaced by the student.

#### **VII. Classroom Rules**

1. Respect Yourself
2. Respect Others
4. Cultivate positive relationships.
5. Take responsibility for your actions.

3. Respect this Space                      6. You are responsible for your learning.

**Consequences and Rewards for Behavior**

Consequences:

- Warning
- Recess/Lunch Detention
- Student/Teacher Conference
- PBIS Form
- Parent Conference
- Guidance Referral
- Parent Re-contact
- Referral to Administrator

Rewards:

- Praise
- Positive Notes/Calls Home
- Receipt of Token Classroom Currency
- Student of the Month Award
- Extra Classroom Opportunities
- Random Acts of Goodwill

**Infractions severe enough to require immediate consequences, suspension, or expulsion are laid out in the school discipline plan which can be found on the school website.**

**IX. Scheduling Parent-Teacher Conferences:**

Conferences should be scheduled with teachers via phone or email. Teachers are available for conferences during the planning period, before school, and after school. Parents should schedule meetings with teachers and administrators by phone or through email before coming to the school to ensure that the teacher or administrator is available. **The parent or guardian of any student who is failing will be asked to schedule a face-to-face parent-teacher conference to discuss the student's progress.**

**X. Note on Disciplinary Procedures:**

Every effort is made to ensure that all students have a fair chance to learn, therefore the above rules and consequences are necessary. In keeping with this philosophy, teachers treat all students with fairness and respect as their main concern is that all students be present in class so that they have an opportunity to learn. Only severe infractions, which infringe upon the rights of other students to learn, will necessitate students being taken out of the instructional setting.

Please go over the above information with a parent or guardian. Then, verify with signatures below that all are aware of the responsibilities and expectations of the school and confirm that you are prepared to complete all assigned material.

By signing below, I acknowledge receipt of access to the 2022-2023 Elementary Student Handbook. I understand that I am responsible for reading, understanding, and abiding by the policies and procedures in this handbook.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Name (Print)**

\_\_\_\_\_  
**Parent/Guardian Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**