

HAMMOND

**Middle School
Student / Parent Handbook**



<u>Table of Contents</u>	1-2
Introduction	3
Mission Statement	
Welcome from Head of Middle School	3
Middle School Philosophy	3
Comings and Goings	4-5
School Calendar	4
School Hours	5
Arrival and Dismissal Information	5
Leaving School Early	5
After School	5
Inclement Weather	5
Community Expectations/ Standards	6-10
Honor Code	6
Attendance Policy	6
- <i>Health-Related Absences</i>	6
- <i>Pre-arranged Absences</i>	6
- <i>Make-up Work</i>	7
- <i>Physical Education Excuses</i>	7
Bullying	7
Hazing	7
Harassment	8
Violence	8
Alcohol and Drugs	8
Use of Tobacco	9
Off-Campus Behavior	9
Plagiarism	9
Disciplinary Proceedings and Policies	9-10
- <i>Levels of Discipline</i>	10
Student Health	10-11
Medication	10
Accidents and Injuries	11
Immunization and Health Forms	11
Day to Day Student Life	11-12
Homeroom System	11
Communication/Tuesday Envelope	11
Lockers, Backpacks, and Storage Shelves	11
Personal Possessions	12
Cell Phones and Computers	12
Dress Code	12-16

Food and Drink	17
Grounds	17
Educational Program	17-23
Summer Reading	17
Classroom Materials and Textbooks	17
Homework	17
Tests and Projects	18
Academic Center	18
Middle School Counseling	18
Grading System	18
Incomplete Grades	19
Academic Honor Rolls	19
Junior Beta Club	19
Academic Deficiencies	19
Extra Help	19
Exam Policy	20
Parent Conferences	20
Manning Library	20-21
Student Council	21
Athletics	21-23
- <i>Athletic Eligibility</i>	22
- <i>Athletic Medical Release Forms</i>	23
- <i>Athletic Participation</i>	23
- <i>Team Cuts</i>	23
Technology	23-24
Acceptable Use Policy	23
Internet	23-24
Parent Involvement	24-25
Hammond Parents' Association	24
Middle School Council	24
Hammond Skyhawk Club	24
Annual Fund and other Fundraising Programs	25
Crisis Planning	25
Fire, Tornado, and Lockdown Drills	25
Disaster/Emergency Evacuation Procedures	25

Introduction

Welcome to Hammond Middle School

It is my great pleasure to welcome you to the Middle School at Hammond. It is the hope of all who teach and work here that you will have an exciting and rewarding year. This handbook is required reading for all students and parents. While it is designed to serve as a guide for acting appropriately in our community, it cannot possibly be all inclusive. The quality of our time together is, in large measure, dependent on each person's commitment to follow both the letter and spirit of the rules of the school. We ask that you read this handbook together and sign the form provided. Please let me know if you have any questions

-Mrs. Blair Lowry
Head of Middle School

Mission Statement

Hammond offers a college-preparatory curriculum which promotes the love of learning for a lifetime. The school embraces the Judeo-Christian tradition of moral and ethical values, but respects all religious beliefs and traditions and seeks applicants of all races, religions, and nationalities. The Mission of Hammond School is to instill in students a commitment to academic excellence and recognition of individual potential that will contribute to the development of their characters.

Middle School Philosophy

Middle School students often experience significant emotional, physical and intellectual changes. The Hammond Middle School Program seeks to strengthen and expand students' academic skills while helping them develop strategies to embrace these physiological changes. The philosophical separation of the Middle School into two levels allows for differing approaches inside this division. The 5th and 6th grades operate as a thoughtful intermediate step between a nurturing elementary experience and the structured, departmental approach of 7th and 8th grades.

The Hammond Middle School offers a comprehensive yet challenging liberal arts program to students in grades 5-8. Teachers recognize that maturation levels are significantly different for each grade as well as within a grade level. Therefore, the curriculum expectations and methodologies are designed to be age appropriate. While it is important that skills which form a foundation for each discipline are mastered, it is equally important that students are exposed to the higher order thinking skills. Critical writing is taught throughout the continuum. Our goal is to include synthesizing and/or evaluating information in all disciplines, though some disciplines may lend themselves more readily to this than others. As this process concludes at the end of the 8th grade, the students have grown intellectually, athletically, and artistically and are prepared for further development in upper school

Comings and Goings

Middle School Calendar Dates

2008

August 20	5 th Grade Orientation
August 20	New 6 th , 7 th , and 8 th Grade Orientation
August 21	First Day of School
September 1	Labor Day/ School Holiday
September 10	5 th /6 th Grade Open House (6:00pm)
September 17	7 th /8 th Grade Open House (6:00pm)
September 16	Mid-Quarter
September 22-26	Spirit Week
September 26	Homecoming
October 10	First Quarter Ends
October 10	5/6 Arts Showcase (during assembly)
October 10	Noon Student Dismissal
October 13	Fall Break
October 19-22	6 th Grade Trip to Tybee Island
October 23	No School for Sixth Grade
October 28	MS Parent/Teacher Conferences (Student Holiday)
October 24	5/6 Halloween Party
October 24	7/8 Halloween Dance
November 6	Mid-Quarter
November 17-21	5 th Grade Early Technology Week
November 21-23	Thanksgiving Holidays
December 3	Band Concert (7pm)
December 11	7/8 Arts Showcase (7pm)
December 11	5/6 Arts Showcase (during assembly)
December 15-18	Semester Exams
December 18	MS Last Day of Semester (Noon Dismissal)

2009

January 5	School Resumes
January 19	Martin Luther King Day/School Holiday
February 6	Mid-Quarter
February 11-12	Faculty Professional Development
February 13-16	Winter Break
February 7	Auction
March 8-12	8 th Grade Trip to Washington D.C.
March 13	No School for 8 th grade
March 13	5/6 Showcase (during assembly)
March 13	End of 3 rd Quarter
March 13	Noon Student Dismissal
March 23	Spring Break Begins
March 30	School Resumes
April 3	Grandparents' Day

April 10-13	Easter Break
April 20-24	7 th Grade Trip to Camp Tekoa
April 24	Mid-Quarter
April 27- May 1	5 th Grade Trip to Williamsburg
May 5-7	ERB Testing
May 8	Middle School Fun Day
May 14	7/8 Arts Showcase (7pm)
May 15	8 th Grade Step Up Ceremony
May 15	8 th Grade Step Up Dance
May 18	5/6 Arts Showcase (during assembly)
May 20	Band Concert (7pm)
May 26	MS Awards Day
May 27-29	Semester Exams
May 29	Last Day of Semester (Noon Dismissal)

School Hours

The school day begins promptly at 8:00am and ends at 3:10 pm. Students are expected to be seated at their desks when the first bell rings. Tardiness disrupts the learning environment for everyone. If a student develops a pattern of tardiness disciplinary action may be taken.

Arrival and Dismissal Procedures

Arrival time for students begins at 7:45 AM. The bell rings at 8:00 AM, indicating the time for students to be in their first class. Students who arrive after the bell need to check in with Mrs. Barnwell (ext. 1019) in the Middle School office before entering class.

Leaving School Early

A sign-out book is kept in the office. Any student who leaves the campus, for any reason, during the school day must be signed out by **a parent or guardian** at the time he/she leaves school. If a child must leave early for a medical appointment, the parent is requested to send a note in to the office at the start of the day. **Parents must come to the office in person in order for their child to be called out of class.** If the student returns the same day, he/she must go straight to the Middle School Office **with a parent** and sign in immediately. No student is permitted to leave the campus without first obtaining permission from the office, his/her parents, and his/her teachers.

After School

Parents are expected to pick up their children by 3:30 pm. Students are welcome to remain on campus after school provided they are participating in a supervised Hammond School program. These programs include Hammond Athletics (including intramural sports), scheduled club meetings, study hall, enrichment programs, and Academic Center programs. Students will not be permitted to remain at school unsupervised. Students remaining on campus past 3:30 who are not participating in one of these programs will be sent directly to study hall. Parents will be charged by the half- hour.

Inclement Weather

In the **rare event of inclement weather**, classes may be canceled. If this occurs during the school day, our Homeroom Parents (a volunteer group) assist us in notifying each parent via a predetermined telephone network. If classes are canceled during non-school hours, Hammond School will observe the same closing schedule as Richland District I schools. However, we do not necessarily re-open at the same time as Richland District I. Hammond's re-opening will be announced separately. Listen to Columbia area radio and television station – WIS-TV – for information about closings and our re-opening schedule.

Community Expectations/ Standards

Honor Code

“A Hammond student does not lie or cheat and disapproves of those who do.”

In order to ensure a community of trust, Hammond expects its students to behave honorably. No trusting environment can be tolerant of lying, cheating, or stealing. A student who violates this trust may be suspended or expelled under these circumstances.

Suspensions may be either “in-school” or “out-of-school” depending on the decision of the Middle School Head and the individual circumstance. In either case, the absence will be considered unexcused and all work for that day must be completed.

Attendance Policy

The purpose of an attendance policy is to promote the fact that every day at school is a critical part of a student’s education, and what transpires in class cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. Hammond School expects all students to attend every class, every day.

The faculty, staff and administration realize, however, that on occasion extraordinary circumstances arise and it becomes necessary for a student to miss a class or even a day of school. Parents and students need to give thoughtful consideration as to whether an event is important enough to justify an absence from school. The school believes any student who is not well enough to attend classes should not be participating in any dances, games or after-school activity.

Health Related Absences

Health-related absences are those instances in which a student’s health prevents him/her from attending school or the student has an appointment with a physician. When a child has a health-related absence, no academic penalties will be assessed. He/she is responsible for making up missed work on a schedule established by the teacher and is entitled to ask for guidance in reviewing missed material. After consultation with the teacher, any further concerns regarding material review or make-up work should be referred to the administration. Absences caused by a death in the family are treated in the same manner.

Pre-arranged Absences

If an absence is anticipated, students must complete a pre-arranged absence form and submit it to the Middle School office prior to the absence. Forms can be obtained from Mrs. Barnwell. This form constitutes an agreement to complete all work as the teachers have outlined. A parent/guardian must also sign the form. If the student does not complete the work as outlined by the teacher, late penalties will apply.

Absences (other than illnesses) during semester exams are STRONGLY discouraged and must receive the Middle School Head’s approval. Any semester exam that is missed (for any reason other than illness) must be taken prior to the scheduled exam time, at a time chosen by the teacher.

If a student has been absent for more than three days, the parents should send a note explaining the absence when the child returns to school, unless the Middle School Assistant has previously been in touch with the parent by telephone to discuss the reason for the absence. In the event that a student's progress is jeopardized by excessive absences, a conference with the student, parents/guardians, homeroom teacher, and Middle School Head will occur.

Make-up Work

After an excused absence, a student is expected to make up all work missed. Typically, this is to be completed within a two to five day period. Exceptions:

1. When an absence is pre-determined (a European trip, for example), the student is expected to do the majority of work before he/she returns. The student is expected to return to school prepared for normal classroom work and prepared to take assigned tests and assessments that were given during the absence.
2. A student whose first day of absence is the day of a previously scheduled test or quiz is expected to take that test or quiz the day he/she returns.
3. In case of extended absences, the student or parent should contact the office for assistance in scheduling make-up work.

Physical Education Excuses

Excuses will be granted for non-participation in physical education due to illness provided the student submits a note from his/her parents or a doctor and gives it to the coach at the beginning of class. If an extended illness (more than one week) or medical condition prevents students from participating in physical education, students must have a medical excuse from their doctor.

Bullying

Bullying will not be tolerated at Hammond Middle School. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, electronic communications, or other behavior such as: intimidation, name-calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as spitting or pushing.

Any student who believes that he/she has been the victim of bullying shall report the incident to the Head of the Middle School, Guidance Counselor, or School Nurse.

Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or dismissal from Hammond School.

Hazing

Hazing will not be tolerated at Hammond Middle School. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student. Any student, who is witness to, or the victim of hazing, should report it immediately to the Head of the Middle School, Guidance

Counselor, or School Nurse. Offending students will suffer appropriate disciplinary action including the possibility of suspension or dismissal from Hammond School.

Harassment

Hammond will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. The following are some examples of inappropriate behavior:

1. Obscene or suggestive remarks or jokes, verbal abuse, insults
2. Display of explicit, offensive, or demeaning materials
3. Physical or verbal hazing
4. Threats
5. Comments which are demeaning with respect to race, religion, ethnic origin, gender, or class.

Hammond strives to maintain an environment where students and employees can study, work, and live free of harassment.

Violence

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or dismissal, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate.

Weapons, knives, firearms, ammunition, and explosive devices of any kind are strictly prohibited. Any student found to be in possession of any of these items may be suspended or dismissed from Hammond School.

Alcohol and Drugs

We are aware that the misuse of alcohol and drugs is a serious problem among the youth of our nation. Our rule is that any possession or use of alcohol or drugs or state of intoxication on the school campus, at school functions, or on school trips is a serious offense, and may result in immediate expulsion from Hammond. The definition of a school function is any activity either on or off campus that is sponsored by the school. This includes the periods of time students are in hotels or other lodgings during a school trip and are under the supervision of a teacher, coach, or approved chaperone.

As a condition of enrollment, each student agrees to submit to immediate and appropriate drug and alcohol tests where there is reasonable cause to suspect that student has violated the drug and alcohol policy. Such tests will be administered by qualified medical personnel. Refusal to cooperate will constitute an admission of a violation of the drug and alcohol policy and will result in immediate expulsion.

Use of Tobacco

The use of any form of tobacco (smoking, “dip”/smokeless tobacco, etc.) is strictly prohibited on school grounds and at any school event. Hammond is a smoke-free school. Use of this substance by students could lead to a suspension.

Off-Campus Behavior

Students should be aware that certain activities even outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, on social networking websites, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

Students taking part in field trips and other school sponsored events must adhere to the same standards and expectations required on-campus.

Plagiarism

“The act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the products of one’s own mind.” -- Black’s Law Dictionary, 4th Edition, 1957.

The issue of what must be cited with correct bibliographical notation to avoid a charge of plagiarism is not merely a matter of footnoting direct quotations and paraphrasing other material. The ability to use the ideas, words and research of other writers to write a one-page report or a lengthy term paper requires a critical capacity, the teaching of which is part of the Hammond education. A student must give thought to credit the proper sources from the moment research begins.

Plagiarism violations will be dealt with appropriately after consultation between the teacher concerned and the Middle School Head. Students should understand that to plagiarize is a violation of Hammond’s honor code and that the offense will be considered serious.

Disciplinary Proceedings and Policies

Hammond acts on the assumption that its students enter with a serious purpose and in the belief that their own conscience and good sense are sufficient guides to proper behavior. The discipline of this school is not adapted to students who require severe restrictions. Its government is one of principles rather than of rules and penalties. The purpose of the faculty and the administration is to lead students in cultivating a deep sense of personal responsibility for their own conduct and achievement and for the well being of the larger community of which they are a part.

The guiding principle of our disciplinary system is that the welfare of the school and the welfare of the student are inseparable. While the school encourages freedom, it distinguishes between

freedom and license. Freedom does not mean complete liberty for the individual to do as one pleases regardless of the effect of one's actions on others. It is understood that reasonable limitations, and the rules defining them, are necessary to maintain relative freedom for all.

Levels of Discipline

1. Detentions
 - a. Break or lunch detentions
 - b. Friday or other detentions - served 3:10-5:00 PM (one-day notice will be given)
2. Suspension or expulsion may be assigned for the following:
 - a. Any Honor Code violation
 - b. Destruction of school property or the property of others
 - c. Fighting, hazing, harassing, or bullying others
 - d. Leaving school without permission
 - e. Possession or use of alcoholic beverages
 - f. Possession, distribution or use of controlled substances or paraphernalia
 - g. Possession of unauthorized weapons, knives, firearms, ammunition, or explosive devices of any kind

This list is not intended to be exclusive; the administration may, at any time, dismiss a student or family whose conduct is considered to be injurious to the school.

Students who do not respond to the occasional detention meant to correct minor misbehavior will be referred to the Middle School Head. Continued disruptive behavior may result in the following consequences:

1. Parent conference
2. Removal from class for a period of time
3. Lunch detention, Friday detention, and parent conference
4. In-school suspension and parent conference
5. Loss of extra-curricular privileges, and/or other participation in school functions (trips, social activities)
6. Suspension
7. Dismissal

Student Health

When a child is too sick to attend classes, we ask that the Middle School assistant be telephoned after 8:30AM and before 10:00 AM. We encourage families to keep sick children at home. Children should also be fever-free for 24 hours before they return to school. Please inform the school if your child contracts a communicable disease such as chicken pox.

Medication

If it is necessary for medication to be given at school, the medicine must be sent in an appropriately labeled container with written instructions regarding dosage and frequency. This must be accompanied by a physician's order. The In-School Medication Form may be downloaded

from the school website. Physicians may provide their own order instructions. Our Middle School Assistant or another designated staff person will administer the medication.

Accidents or Injuries

Parents are notified immediately regarding accidents at school. In the event that parents cannot be reached, the person(s) indicated on our emergency medical forms or the family physician will be contacted. In all cases, first aid will be administered with the greatest of care. We will err on the side of calling parents rather than not calling when children are treated in our sick room. In the event of an emergency during which parents or other designated persons cannot be reached, the completed health form authorizes the school to seek treatment from a qualified physician at the nearest emergency clinic.

Immunizations and Health Forms

South Carolina law requires that all students entering school for the first time in South Carolina must present a S.C. Immunization Certificate (form 1148, dated 01/96) to the Middle School Office at the beginning of school if it is not already in the student's records from the previous year.

Day to Day Student Life

Homeroom System

Each student is assigned a homeroom teacher. Students should feel free to consult that teacher concerning academic matters as well as personal concerns. Homeroom teachers are continually in contact with other grade level teachers and will talk with their students about any problems that may arise, as well as commend them when positive behavior is noted. The homeroom teacher is the major conduit of information between the school and the parent and is the first person a parent should contact if the need arises. A parent is always welcome to contact any individual teacher when necessary.

Communication/Tuesday Envelope

The primary means of communication with parents is the Hammond website. However, we will continue to use the "Tuesday Envelope" as well for grade sheets and other printed material. The Middle School Head collects information during the week and publishes a newsletter for the parents. This newsletter is posted on the Hammond School website. All information is distributed via envelope to students during their homeroom period each Tuesday. Parents should read the material in the envelope, sign and date the necessary papers, and give it to the student to return to his/her homeroom teacher on Wednesday.

Lockers, Backpacks and Storage Shelves

Students are expected to keep their lockers and cubbies free of writing, decals, etc. **At no time should a student open or remove anything from a locker that is not assigned to him/her.** Maintenance costs or repair of lockers caused by vandalism or carelessness will be the responsibility of the student. No exchange of lockers may occur without the prior permission of the Middle School Office.

The use of backpacks will be permitted to and from school, but they may not be carried during the school day due to space limitations. **Fifth and sixth grade students are strongly encouraged to use**

rolling backpacks. Students should store their backpacks in their cubbies, lockers, or on the shelving outside of the academic buildings. Students are encouraged to visit their lockers and cubbies regularly during the day. A typical plan might include: dropping books off in the morning and gathering items for the first two periods, returning at break to gather materials for any classes that meet before lunch, and finally gathering all items needed to close out the day during the lunch period. Outside shelves may also be used.

Athletic bags may be placed on the storage shelves provided or in the gym lockers.

Personal Possessions

All property, especially books, backpacks, and clothing, should be labeled with students' names.

Storage of books – Books must be stored in lockers only. Any books left on benches, floors, shelves or anywhere other than inside lockers or backpacks will be confiscated. Bulky items too large to fit in lockers may be stored on the shelving located outside of the academic buildings.

Radios, tape players, CDs, iPods or MP3 players, or other hand held electronic equipment of any kind may be brought to school only with special permission of a teacher. Any such equipment should be stored in the appropriate classroom or Middle School Office. Either all or most personal items belonging to the students should remain at home.

Students may not deface school property or the property of others. Students are not allowed to write on lockers, or place decals, stickers, or pictures on the exteriors of lockers. Decorations of lockers must be restricted to the interior of the locker and must be removed at the end of the school year.

Cell Phones

Cell phones can only be used before or after the school day. If a student uses his/her cell phone during the school day, it will be held in the Middle School Office until a parent comes to pick it up. It will NOT be given back to the student.

Dress Code

Uniforms for school may be purchased from K&M Uniforms or ordered online from *Lands' End*. K & M is located at 4617 Forest Drive. Their phone number is (803) 782-4115. The *Lands' End* phone number is (800)469-2222 and their website is landsend.com/school. When working with the *Lands' End* representatives, you will need Hammond's school code number: 9000-9318-8. This code supplies the sales person the approved items in the *Lands' End* catalog unique to Hammond School

Food and Drink

Students are not permitted to eat or drink in classrooms at anytime. The exception to this is that students are allowed to drink bottled water. Students must ask their teacher first, however. Gum is not allowed on campus at any time.

Grounds

Students are expected to be stewards for the campus. The campus of Hammond School will be treated with respect. Willful damage of school property and littering will not be tolerated. Offending students will be disciplined in a manner deemed appropriate by the Head of the Middle School.

Educational Program

Summer Reading and Summer Math

A program of reading is vital to preserving and enhancing reading and interpretive skills that students have acquired over the course of an academic year. Middle School students will be assigned books to read and math sheets to be completed over the summer. Specific information regarding these assignments will be posted on the website prior to the end of the school year. Students will be evaluated and graded on summer reading material in their respective English, Social Studies, and Math classes when school resumes in August. These evaluations may factor in to their first quarter grade.

Classroom Materials and Textbooks

Textbooks are distributed at the beginning of each school year. Students will sign a form acknowledging the receipt of each textbook. At the end of the year the student must return the same textbook that he/she was assigned. If a student fails to return a textbook, or if the textbook is damaged, the parents will be billed.

Homework

As a college preparatory school, Hammond recognizes the importance of the work that a student does independently outside of the classroom. Homework assignments are routine in all middle school courses.

The amount of time will vary depending on the individual pace of the student, the assignment, and on the time of year, but the school's assumption is that every student is actively involved both in reinforcing classroom-learned skills and in developing independent study habits at home. (If a child is taking an inordinate amount of time completing assignments, please contact the Middle School Head, as this may be means for concern.) Every student is expected to arrive in class each day with his/her homework completed for that class. Help on homework should be solicited from parents or peers only if approved by the teacher. ***Unapproved help on homework will be considered a violation of the Honor Code.***

Tests and Projects

All courses have been assigned particular days on which major tests are to be given. As a result of this policy, no student will have more than two major assignments on any given day since these dates also apply to due dates for projects and papers.

No test, project, or paper will be given/due the day immediately following Thanksgiving Break, Winter Holidays, or Spring Break. The test schedule is as follows

Monday – Foreign Language and History

Tuesday – Science, Math, and Electives

Wednesday – Foreign Language, English, and Electives

Thursday – History and Math

Friday – Science and English

Academic Center

The Academic Center at Hammond School is designed to offer extra academic support to students, faculty and parents. Our Learning Resource Specialist, Catherine Radtke, is available to meet with parents and students to help determine an appropriate learning support plan which is based on principles of best practice and is supportive of the mission of Hammond School. Faculty members may also refer students to the center if they feel additional support may be helpful.

Grading System

Parents will receive detailed grade reports at the following intervals: at the end of the first quarter, at the end of the second quarter/first semester, at the end of the third quarter, and at the end of the year. In addition, all students will receive interim reports midway through the first quarter that will provide a brief glimpse of academic progress to date. Additional interims may be sent home during the subsequent grading periods if there has been a significant change or any D's and F's in the student's performance.

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

Parents are reminded that teachers' comments are the best indication of a student's progress.

Incomplete Grades

Students receiving incomplete grades will be given two weeks to complete all work. If a teacher has not submitted an updated grades report to the office by that time, the incomplete will be automatically recorded as a failing grade. Any exceptions to this policy must be approved by the Middle School Head.

Academic Honor Rolls

At the end of each grading period, the following honor rolls will be published: the *Honors with Distinction* will be composed of students making all A's; the *Honor Roll* will be composed of students making all A's and B's. For both honor rolls, an S must be maintained in all subjects receiving an O/S/U designation.

Junior Beta Club

Students who earn all A's and B's for the semester at Hammond will be eligible for membership in the National Junior Beta Club after the first semester of seventh grade. Current semester grades determine eligibility. Additional guidelines and policies regarding membership to this organization are found in the Beta Club by-laws.

Academic Deficiencies

The Middle School Head will review the grades of all students at the end of each quarter and will meet with the teachers to formulate a strategy for improvement for any student who has a failing grade in one or more courses. Students who fail more than two courses for a quarter will be in jeopardy of losing athletic and extra-curricular eligibility. If a student fails any course for the year, he/she must enroll in a summer course or provide documentation of a minimum of twenty (20) hours of tutoring. After this requirement is completed, the student must demonstrate mastery of the material by passing a competency test before school resumes in August. A grade of 70 will then be assigned for the course. There may be certain situations where it would be more beneficial for the student to repeat the course in its entirety. This decision, made by the Middle School Head, will occur after a consultation with teacher and parents.

Extra Help

Extra help is offered Monday through Thursday after school until 4:00 PM. Students are encouraged to make prior arrangements with their teachers since teachers often have committee, extra-curricular, or athletic responsibilities during that time. Students who are required to attend an extra-help session must attend. This is a time for students to make up missed work, to have an opportunity to ask questions, and to receive individual explanations or extra help. These sessions should not serve as an opportunity for students to be inattentive during normal class time.

Exam Policy

At the end of each semester, middle school students will be involved in a series of cumulative tests to measure their mastery of skills taught during the semester. The type of exam activity is at the discretion of the individual teacher. Since fifth and sixth graders are at different developmental stages than the older students, their assessments will be more age/grade appropriate.

At the end of the first semester, teachers have the option of giving a cumulative exam or a unit/chapter test. These cumulative exams will count up to 10% of the semester grade for sixth

graders and up to 20% for seventh and eighth graders. All seventh and eighth graders will be given a cumulative exam at the end of the second semester which will count 20% of the semester grade.

The exam schedule will be announced and posted well in advance of the examination period. Typically seventh and eighth grade students will take two exams per day and be dismissed at lunch time.

Parent Conferences

Formal parent/teacher conferences will be held in the fall of the academic year. Please refer to the school calendar for the date. These conferences are ten minutes in length and are held in the teacher's classroom. A sign up sheet will be available in the Middle School Office. Individual conferences are scheduled at the parent's request. Parents are encouraged to schedule conferences with academic teachers, as well as enrichment teachers if necessary. Open House, held early in the school year, is a time to meet the teachers but not to speak individually about your child's progress.

Parent/teacher conferences may also be scheduled any time a parent or teacher deems necessary. They should be arranged by calling the teacher or the Middle School Assistant. The Middle School Head is also available to sit in on these conferences if appropriate.

The Manning Library

The Manning Library serves students in both the Middle and Upper schools. The library has an excellent selection of books (non-fiction and fiction) and magazines that are of interest to middle school students. Mrs. Hopkins and Mrs. Barron love to have students come with classes or individually to check out books or to find information. All the South Carolina Junior Book Award books are on display, as well as middle school resources.

1. The library opens before school at 7:45 AM and remains open all day until 4:00 PM. (Any students wishing to use the library during their lunch period must obtain a pass from the Middle School Office.)
2. The library is a serious place in which students respect others by being quiet, using their time effectively, and replacing materials.
3. No book or magazine is to be removed from the library unless it has been checked out, or the librarian has granted special permission.
4. Students are allowed to check out books for three-week intervals. The students may renew books as necessary and according to demand. Students assume the responsibility of returning books to the library promptly. A fine of five cents per school day is charged for each overdue book.
5. Fifth graders, as well as all new students, will be given an orientation in the library at the beginning of the school year.
6. Eating, chewing gum, sitting on tables, and socializing will not be allowed.

Student Council

Elections and Offices (Class Officer Qualifications)

Students wishing to run for a class office must have a passing average in every subject at the time of the election and have maintained exemplary behavior throughout the year as well. No student may hold the same office for more than one year. No student may hold more than one student council position per year. Additional rules will be posted at the time that elections are being held. They will govern procedure for preparing, rehearsing, delivering speeches, etc. which must be followed. The violation of any rule will result in the candidate's disqualification. Those who wish to run for class office are themselves responsible for reading and following all of the rules.

Athletics

Hammond School believes that participation in organized athletics enhances the quality of a child's education. The lessons that an early adolescent learns about teamwork, responsibility, and perseverance through participation on athletic teams can be just as crucial as those discovered in the classroom. We believe that the athletic field is indeed a classroom. Participation in athletics teaches young men and women to respect the authority and discipline of the coach, to trust their teammates and to depend upon them, to improve their physical skills and to strengthen their bodies, and, perhaps most importantly, to gain confidence and enhance their own self-esteem.

To that end, Hammond offers the following opportunities for students:

Fall Sports

- Boys: Varsity Cross-Country (open to grades 7-12)
 Middle School Football (open to 7th graders)
 Junior Varsity Football (open to grades 8-9)
 Varsity Football (open to grades 9-12)
- Girls: Middle School Cheerleading (open to 7th graders)
 Junior Varsity Cheerleading (open to grades 8-9)
 Varsity Cheerleading (open to grades 9-12)
 Varsity Cross Country (open to grades 7-12)
 Junior Varsity Tennis (open to grades 7-10)
 Varsity Tennis (open to grades 7-12)
 Junior Varsity Volleyball (open to grades 7-10)
 Varsity Volleyball (open to grades 8-12)

Winter Sports

- Boys: Middle School Basketball (open to grades 7-8)
 Junior Varsity Basketball (open to grades 8-10)
 Varsity Basketball (open to grades 8-10)
 Varsity Wrestling (open to grades 9-12)
 Junior Varsity Wrestling (open to grades 7-8)

Girls: Middle School Basketball (open to grades 7-8)
Junior Varsity Basketball (open to grades 9-10)
Varsity Basketball (open to grades 9-12)
Middle School Cheerleading (open to grades 7-8)
Junior Varsity Cheerleading (open to grades 9-10)
Varsity Cheerleading (open to grades 9-12)

Spring Sports

Boys: Junior Varsity Baseball (open to grades 7-10)
Varsity Baseball (open to grades 9-12)
Varsity Golf (open to grades 7-12)
Junior Varsity Golf (open to grades 7-8)
Junior Varsity Soccer (open to grades 7-10)
Varsity Soccer (open to grades 9-12)
Junior Varsity Tennis (open to grades 7-10)
Varsity Tennis (open to grades 7-12)
Varsity Track (open to grades 7-12)
Middle School Lacrosse (open to grades 6-8)
Junior Varsity Lacrosse (open to grades 7-8)
Varsity Lacrosse (open to grades 7-12)

Girls: Varsity Golf (open to grades 7-12)
Varsity Softball (open to grades 8-12)
Junior Varsity Softball (open to grades 7-10)
Junior Varsity Soccer (open to grades 7-10)
Varsity Soccer (open to grades 8-12)
Varsity Track (open to grades 7-12)

Athletic Eligibility

Any student who fails two or more courses will be declared academically ineligible to participate in interscholastic athletics. According to SCISAA regulations students falling into this category are subject to academic restriction, and therefore, they are unable to compete in athletic contests or practices. This restriction will remain in effect until all academic requirements have been met. Eligibility reinstatement will only occur after designated report card periods.

Athletic Medical Release Forms

All students participating on competitive athletic teams sponsored by Hammond must turn in a completed health form to the Athletic Office. Any student that does not have a current form on record will not be permitted to participate until all of the necessary paperwork is completed. The deadlines are as follows.

Fall Sports – July 15th

Winter Sports – October 15th

Spring Sports – January 15th

Athletic Participation

If a child does not attend school because of an illness or misses more than three periods, he/she will be ineligible to participate in any after-school activity (including games and practices). The school believes any student who is not well enough to attend classes should not be participating in any dances, games or after-school activity.

Team Cuts

We have determined that a limited number of participants are practical in certain activities. Tryouts will be held fairly, and the announcements of those making the team will be handled as sensitively as possible. Guidelines concerning try-outs procedures can be found in the Student-Athletic Handbook at www.hammondschool.org/athletics.

Technology

Acceptable Use Policy

Students are not to alter software or settings. The use of any software requires a license; therefore, the copying of any software is prohibited. Individual application program settings may not be altered as well.

On networked systems, students may not access, move, modify, or change the names of any files or folders other than their own. (Every student has a private folder on the server, only accessible by him/her, which he/she may use to save any documents for school related purposes.) Any attempt to gain access to folders or files for which the student does not have privileges is strictly prohibited.

School computers are intended for serious academic work. Only programs installed on the computers by Hammond employees may be used. Games, either brought from home or downloaded off the Internet, should not be played at any time. No application programs are to run off of external storage devices without permission from a teacher.

Internet

The use of on-line services is a privilege that requires discretion. Inappropriate language or other materials should not appear on students' screens or be downloaded. **Students may not use the Hammond School name or logo on the internet without prior consent from school administration. This includes posting photos to social networking websites of individuals wearing Hammond attire.** If a student encounters inappropriate language or other materials, the student should leave that area or network immediately and communicate the problem to a faculty member.

Violations of this policy will result in disciplinary action; possible penalties include loss of computer privileges and may even result in dismissal.

Parents are strongly advised to supervise the use of the internet at home. Students do not always understand the dangers of sharing personal information on the internet through social networking websites, chat rooms, blogs, and e-mail. Students may be subject to disciplinary action for misconduct on social networking websites and other computer related activities.

Parent Involvement

Parents of Hammond School Students are encouraged to participate in the life of the school. There are a variety of ways that this can be done. We do ask, however, that parents not interrupt classes. Faculty and staff are happy to make appointments to meet with parents. Telephone and e-mail are also encouraged.

Hammond Parents' Association

This organization exists to serve the school as requested by the Administration and Board of Trustees. Each division has two or more parents (called a "council") who act as liaisons to the larger Association from their respective division. This highly valued organization sponsors important events that add immeasurably to the vitality of the school. At the beginning of each school year, the Parents' Association publishes its lists of activities and projects. All Hammond parents are by definition "members" of this association.

Middle School Council

The Middle School Council serves as the coordinating body of all middle school volunteer activities; the Council provides support and assistance to the Middle School Head for activities, special events, and program ideas/design as requested by the head. The Council meets quarterly to conduct business. The Chair of the Middle School Council, in addition to presiding at the quarterly meetings, also attends and periodically supplies reports to the regular business meetings of the Parents' Association Board. Five committee areas of the Middle School Council divide the following duties: New Family Hospitality, Faculty Hospitality, Middle School Annual Fund Drive, Hammond Auction Liaison, and Grade Level Representatives and Homeroom Parents.

Hammond Skyhawk Club

The Skyhawk Club exists to support the school's athletic program. It is responsible for the many "extras" on the Hammond campus that benefit student athletes, as well as their fans. Information regarding membership in this organization is provided at the beginning of the school year.

The Annual Fund and Fund Raising Programs

As is the case in all good independent schools, tuition does not cover all expenses associated with educating Hammond students. Therefore, a variety of fund-raising strategies exist to meet these needs. The primary vehicle for fund raising is the Annual Fund. This fund functions as the bridge between tuition and the school's operating budget. The Board of Trustees establishes the targeted amount for the Annual Fund each year, and the Hammond School Development Office provides the technical expertise to coordinate the campaign.

The vitality of an independent school is often measured by the percentage of participation by its constituency in the Annual Fund. A high percentage often merits more attention from foundations as we seek outside funding sources. Each family's participation, even if modest, is vital and gratefully received.

The Parents' Association and the Skyhawk Club also sponsor yearly events aimed at underwriting specific projects. Funds raised at such events are assigned to unbudgeted needs as decided by the officers of these groups in connection with Hammond School Administration.

All gifts to the school, including material gifts and gifts-in-kind, and all fund raising efforts are channeled through the Development Office.

Crisis Planning

Hammond School maintains a Crisis Management Plan designed for the protection of lives and property through the effective use of our school resources. Our goal is to ensure the safety of students and staff as well as possible until designated local and emergency services give further instruction.

Fire, Tornado and Lock-Down Drills

In accordance with state law, each of these drills will be held throughout the year.

Disaster/Emergency Evacuation Procedures

The city fire department will determine whether we evacuate our campus or not. If deemed necessary to evacuate the campus, the transportation director will be called upon to provide three or more drivers with CDL licenses to drive larger busses. Other Hammond personnel will be selected to drive five smaller busses. All pre-kindergarten and kindergarten students and adequate numbers of teachers should load into the school's three large busses and five smaller busses.

These busses shall travel to either Heathwood Hall gymnasium, Williams-Brice Stadium, Interstate Transportation Co., 2511 Trotter Road, off the Sumter Highway or Shandon United Methodist Church on Devine St. depending on type of evacuation.