

# GREENVILLE COUNTY SCHOOLS



## **Donaldson Middle School Alternative Program** 100 Vocational Drive, Greenville, SC 29605 (864)355-4676

Student / Parent Handbook

### **2021-2022**

**Gregg Scott – M.S.A.P. Coordinator**  
**Dr. Kathie Greer – Director of Alternative Education**

#### ***DISCLAIMER***

***Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide the student and parent. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules is left up to the Director of Alternative Education.***

## DONALDSON MSAP STAFF

MSAP Coordinator	Mr. Gregg Scott - 355-4669
Secretary	Ms. Lyn Maynard -355-4676
Math/Social Studies Instructor	Mr. Sene-355-4675
Language Arts/Social Studies Instructor	Ms. Harris-355-4686
Science/Social Studies Instructor	Mrs. Cook-355-4658
Guidance Counselor	Ms. Leslie Benson-355-5187
Paraprofessional	Ms. Melanie Legier-355-4668

### DAILY SCHEDULE

Period	Time	Harris	Cook	Sene
Arrival	8:45 -9:15	Student Arrival/Breakfast/Bathroom		
1 <sup>st</sup> period	9:15 – 10:10	Level 1 Work	Level 2 Work	Level 3 Work
2 <sup>nd</sup> Period	10:10 – 11:00	8 <sup>th</sup> Grade ELA	6 <sup>th</sup> Grade Science	7 <sup>th</sup> Grade Math
3 <sup>rd</sup> Period	11:00 – 11:50	6 <sup>th</sup> Grade ELA	7 <sup>th</sup> Grade Science	8 <sup>th</sup> Grade Math
4 <sup>th</sup> Period	11:50 – 12:40	7 <sup>th</sup> Grade ELA	8 <sup>th</sup> Grade Science	6 <sup>th</sup> Grade Math
Lunch	12:40 – 1:10			
5 <sup>th</sup> Period	1:10 – 2:00	6 <sup>th</sup> Grade Social Studies	7 <sup>th</sup> Grade Social Studies	8 <sup>th</sup> Grade Social Studies
6 <sup>th</sup> Period	2:00 – 2:30	Study Hall/Remediation	Study Hall/Remediation	Study Hall/Remediation
7 <sup>th</sup> Period	2:30 – 3:00	Outside Time/ Detention *		
Dismissal	3:00	<b>Dismissal Times</b>	Car Riders 3:00	Bus Riders 3:00

## **The Middle School Alternative Program**

The Middle School Alternative Program provides services to students in grades six through eight who are experiencing difficulty at the middle school level. Students with frequent discipline problems and academic deficiencies are considered for acceptance into the program. These students are identified as those that interfere with the learning of other class members and refuse to follow The School District Discipline Code. Students attending this program receive intense instruction in "Life Skills" and are placed on a behavior management system. Students will normally attend this program for a minimum of one quarter (9 weeks). Transportation and lunch are provided. For additional information call: Donaldson MSAP 355-4676.

### **Education Plan**

1. Raise the academic challenge and performance of each student
2. Ensure quality personnel in all positions
3. Provide a school environment supportive of learning
4. Effectively manage and further develop necessary financial resources
5. Improve public understanding and support of public schools

### **Mission**

The Alternative Programs of The School District of Greenville County will provide short term educational settings which offer instructional programs to address the behavioral, academic and social needs of at-risk students.

### **Beliefs**

1. All students are capable of learning.
2. All students are individuals with unique needs.
3. Students have a desire to be successful.
4. Students deserve respect, acceptance and encouragement.
5. Students should be provided a safe environment for learning.
6. Students need a curriculum that provides opportunities for academic and social development.
7. Education is the responsibility of the home, school, student and community.

### **Objectives/Goals**

1. Assist students in developing skills necessary to be successful in a regular school setting.
2. Assist students in developing self-discipline and a sense of personal responsibility for their own actions.
3. Assist students in improving academic skills.
4. Provide students with a safe and nurturing environment for learning.
5. Provide differentiated instruction with a standards based curriculum that meets the needs of students.
6. Provide opportunities for students to develop a more positive self-concept.
7. Assist students in identifying barriers that inhibit their educational and social development.

### **Entrance Requirements**

Students are placed in the Donaldson Middle School Alternative Program through one of the following ways:

1. Administrative Placement By District Level Staff
2. Board placement

### **Exit Requirements**

Program exit requirements will be explained to parents and students during the enrollment conference. Because students enter and exit the Alternative Program at various times during the school year, we do not adhere to a set number of days per student. We do require that students demonstrate over a substantial period of time the ability to function academically and socially in the regular school environment. Our staff will contact parents periodically to answer questions and share student progress.

## **Academic Plan/Grades**

The Donaldson Middle School Alternative program offers the same curriculum as the regular schools. Mathematics and Language Arts are individualized; Social Studies and Science are taught using a blend of curricular objectives across grade-level.

A = 90-100

B = 89-80

C = 79-70

D = 69-60

F = 59 or below

## **Guidance Counselor**

The counselor will conduct individual and group Life Skills. Our counselor will also assist with academic plans, responsive services, support services, and testing.

## **School & Office Hours**

The school day for students begins at **8:45 A.M.** and ends at **3:00 P.M.** Someone will be available in the office to assist parents and / or students between the hours of 8:00 A.M. - 3:30 P.M. If special assistance is needed, please schedule a conference to meet with the appropriate personnel. Students may be dropped off at 8:45 AM. Students should be picked up by 3:30 PM. Parents must contact the Main Office and submit written permission should their child request to ride with someone other than the designee assigned by the parent during the intake procedure. Parents must also give written permission for a student to walk home from Donaldson MSAP.

## **ADDRESS / PHONE CHANGES**

Any student who has a change of address or phone number during the school year should report the new information to the office immediately.

## **Medication**

All medications shall be maintained in the main office. Proper forms from parent and physician must be completed and on file. We cannot dispense any medication without parental and physician consent.

## **Homework**

The Alternative Program considers homework an integral part of the curriculum. Teachers will assign homework according to the objectives of the course. Homework assignments count toward a student's grade and should be completed and turned in when assigned.

## **Transportation/Student Drop Off**

**All students will have the opportunity to take advantage of District Bus Transportation Services.** Students not permitted to be transported on the bus will be dropped off at the designated area specified during the intake conference. No student will be allowed to ride with other drivers unless specified by the parent/guardian. Parents wanting to pick up students in the afternoon must do so prior to bus pickup. This would mean that parents should plan to pick up their student by 3:05 pm. Any student not picked up by 3:05 pm will be placed on the bus to insure that he or she has transportation home.

## **Transportation Rules**

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

**Each bus rider is expected to:**

- follow the driver's directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Code of Conduct.

**Visitors**

Visitors are not allowed on campus unless permission has been granted from the office. Students are not to invite relatives or friends to school for class visits. With permission, parents are welcome to visit school. Expelled or suspended students are not allowed on school grounds.

**Parent/Teacher Communication**

Parents should receive a progress report from the teacher on their child approximately every 3 ½ - 4 weeks. Parents should also expect an occasional phone call from teachers to update the student's progress. All parents are encouraged to contact the school to set up a conference with a student's teacher(s) by calling 355-4676. Teachers may also request conferences if needed.

**Early Dismissals**

When a student needs to leave school early, he or she must bring a note stating the reason for the early dismissal and the phone number where parent(s) or guardian(s) may be reached. This note must be in the office by 8:45 A.M

Although parent notes will be honored, early dismissal will be classified as excused or unexcused. Work may not be made up for unexcused dismissals. Classes missed during early dismissal count against the maximum number of days allowed.

**Personal Belongings**

Book bags and backpacks are not allowed within the school. Students should keep all personal belongings with them at all times. Any items of value should be left at home. Furthermore, students should not bring money to school. The school and the School District of Greenville County are not responsible for theft or loss of personal belongings. There will be absolutely no food, drink or gum allowed in class.

**Hall Passes**

Students should be in the halls only at the beginning and the close of school or while moving from one class to another. Students must have a pass from their teacher.

**Attendance**

School is compulsory between the ages of six and seventeen, by state statute. The maximum age for public school attendance is 21. However, a student who reaches his twenty-first birthday while enrolled as a high school senior and is a candidate for graduation may remain to complete that school year. Please submit a note from your child's physician or from a court mandated appointment after each absence. Students are not allowed more than 10 unexcused absences.

## Donaldson MSAP Discipline Plan

Donaldson MSAP will assess each student's daily performance based on the following criteria:

1. Dress
2. Cooperation with staff and students
3. Respect for staff and students
4. Calm and in control
5. Productive in academic and extra-curricular activities

Behavioral interventions are based on daily behavioral performance within the classroom to removal from the classroom environment. The following steps are implemented for most problem behaviors:

- Students may earn the right to re-enter class by successfully completing Time Recovery. There is to be no talking in Time Recovery. The parent/guardian will be contacted and informed of the situation.
- Time Recovery is an opportunity for the student to identify what took place that was inappropriate. Students may be re-admitted to class when they are calm and refocused on how they will fix their problem and become a productive student.
- If the student continues to refuse to cooperate, the parent must come and pick the student up. If the parent cannot be reached the student will be suspended out of school the following day. A parent conference will be held to assist the parent and student in correcting this behavior
- Students will be charged by Law Enforcement for fighting and disturbing school.
- Pink sheets will be written when a disturbance in the classroom has happened. Parents will be notified and students will fix the problem during the end of the day. Too many pink sheets can lead to a suspension from school.

## Student Behavior Code

### Student Behavior (Policy JCDA)

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education. Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

### Suspension

The Board provides due process of law to students, parents/ legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy. According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal. The Board delegates the power of suspension to District administrators. Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year. Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

### **Expulsion**

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion. A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

### **Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDA, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

### **Investigations and Consequences**

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Interrogations by School Personnel and School Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

### **Weapons (firearms)**

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of the Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

### **Alcohol Use/Drug Use (Summary of Policy JCDAC)**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.



## Dress Code (Policy JCDAF)

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Long or short sleeve shirts collared/button or crew shirts allowed, no jerseys or hooded sweatshirts.
- Khaki, Navy Blue, or Black pants only, No jeans, no leggings or yoga pants. Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Belts are required and all shirts should be tucked in at all times.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Nothing see through, mesh or lace.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times and must cover the entire foot. No sandals or slides.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, messages or pictures depicting alcohol, tobacco, drugs, or sex.

## **DONALDSON MIDDLE SCHOOL ALTERNATIVE PROGRAM – DO AND DON'T LIST**

### **DO's**

1. Students must wear khaki, navy blue or black pants only (no jeans) and collared or polo shirt tucked in.
2. Wear a belt every day.
3. Pants must have belt loops – no elastic waists.
4. Wear School ID every day.
5. Girls - shirts must be long enough to stay in.
6. Keep your personal information to yourself that is, refrain from discussion about why you are here.
7. Students will be searched upon arrival. Personal items will be locked up and returned at the end of the school day.
8. Complete all academic work.
9. Complete homework and turn in when due.

### **Don'ts**

1. Do not wear gym shorts under pants.
2. Don't come with holes, frays or tears in khaki pants.
3. Jackets and hoodies may be worn to school but not during the school day.
4. Don't wear flip flops, sandals, slides or house shoes to school.
5. Don't wear shirts that show cleavage or bra straps.
6. Don't bring cell phones, iPads, MP3 or other devices to DMSAP.
7. Don't bring back packs.
8. Don't bring purses, make-up, lip gloss or chapstick.
9. Don't bring mechanical pencils, sharpies or other types of ink pens.

10. Don't bring your textbooks or your Chromebooks from your home school.
11. Don't bring money to school, as you are not permitted to use vending machines at the Donaldson Career Center or the High Schools.
12. No mumbling or under breath comments.
13. Don't touch other students or their property.
14. Don't move from assigned seats in cafeteria.
15. Don't break the rules in the classroom.
16. Don't sing, rap, hum, dance, make faces, huff, talk back when addressed.
17. Don't write music lyrics at DMSAP.
18. Don't make gang signs or gestures.
19. Don't bully or intimidate others.
20. Don't bring gum or candy – it will be thrown away.
21. Don't bring open bottles to DMSAP, as they will be thrown out.
22. Don't talk to the high school students.
23. Don't go into the High Schools for any reason!

I have read the Do's and Don'ts policy & understand the expectation for the Middle School Alternative Program.

\_\_\_\_\_ (Student)

\_\_\_\_\_ (Parent)

\_\_\_\_\_ (Date)