



STUDENT/PARENT HANDBOOK 2020-2021

Midlands Middle College provides this handbook so that students and their parents/guardians can become familiar with our school's policies, rules and regulations. Nothing in this handbook constitutes or creates an expressed or implied contract. The school may amend, modify or discontinue at any time the policies, rules and regulations referred to in this handbook. For the most current version of this handbook, visit the school's website at www.midlandsmiddlecollege.com or request a copy at the school.

Effective August 1, 2020

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MISSION

Midlands Middle College (MMC) will prepare 11th and 12th grade high school students for a successful work and educational future through the integration of high school, technical college and the world of work by providing targeted students with a rigorous and relevant academic program.

NONDISCRIMINATION STATEMENT

Midlands Middle College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Courtney Girolamo, 1260 Lexington Drive, West Columbia, SC 29170, or telephone 803-822-7043.

GENERAL INFORMATION

MMC provides a positive learning environment in a small academic setting on a college campus. Students have the advantage of developing one-on-one relationships with staff and of experiencing college, career, and citizenship readiness opportunities individualized to each student's academic needs and interests. At MMC, all students are expected to succeed.

In order to ensure the best interest of students, parents, teachers, and community, the administration reserves the right to amend policies and guidelines as set forth in the student handbook throughout the year.

School Contact Information

Airport Campus of Midlands Technical College, Congaree Hall, Room 120
1260 Lexington Drive
West Columbia, SC 29170
Phone: 803-822-7043
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Email: info@midlandsmiddlecollege.com

Campus Expectations

MMC is located on a college campus, and staff and students are guests of Midlands Technical College. Consequently, we are expected to take care of the classrooms and other spaces that MTC has made available to us. The area of Congaree Hall designated to Midlands Middle College includes 7 classrooms, a teacher workroom, and office spaces all located on the end of Congaree Hall closest to the Student Center. Students are not allowed to gather in any other area of Congaree Hall, other buildings, or the parking lots. MTC security officers are strict about making sure that high school students remain in their designated areas.

Academic Calendar

The academic calendar has been developed and approved for MMC and aligned to its particular circumstances. Although the calendar is similar to that of other Midlands districts, it may also differ. **Students who attend MMC are required to adhere to the attendance, testing, and holiday schedule as outlined on the MMC calendar rather than the calendar of the student's home district.**

Lunch

MMC does not serve lunch. Students may choose to bring their own, to purchase a meal from the Subway located in the Student Center, or to visit nearby restaurants during the designated lunch break. The lunch break is brief, and students are responsible for returning prior to the start of the next class. If a student chooses to consume lunch or snacks in the classroom, he/she must do so without disturbing the class or inhibiting his/her own ability to participate in class activities. Teachers may prohibit students from eating in the classroom if it becomes disruptive.

Transportation and Parking

Students at MMC or their parents/guardians are responsible for providing their own transportation to and from school each day. Reliable transportation is a significant factor in a student's attendance and ultimate success at MMC and should be carefully considered prior to enrollment. The school will work with families to assist in finding transportation, if requested. MMC students who drive to school are required to complete a vehicle registration form which will be kept on file in the office and available to Midlands Tech Security. Students will receive an MTC parking decal, which enables them to park in any white-lined parking space on campus. Students may not park in yellow-lined spaces, which are reserved for faculty and staff. Inappropriate parking may result in a discipline referral, a ticket, and/or the student's car may be towed.

Students who arrive at school before 11:00 are not allowed to sit in cars in the parking lot or wander around campus. Students should report to the office or their first classroom until school begins. Students should arrange transportation to leave campus immediately after dismissal. MTC security officers patrol the parking lots to help maintain the safety and security of all. If a student's transportation is late for pickup, the student should report to the office.

Dress Code

Midlands Middle College requires appropriate dress standards for students. MMC will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriffs, halter/tank tops, spaghetti straps, and see-through shirts, tops or blouses. Students may not wear overly tight or shorter than fingertip-or mid-thigh-length shorts, skirts, skorts or dresses. Students must wear pants at their natural waistline. Undergarments should not show and should not be worn outside of clothing.

MMC will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording. MMC also will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances. Students may not wear or display gang attire, colors or symbols on clothing or accessories.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents/guardians and students over 18 years of age (eligible students) certain rights with respect to student education records. "Student education records" include any records maintained by a school or the district that are directly related to the student.

Rights under FERPA:

- The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA

Annual notification of rights under FERPA will be provided to parents/guardians of students under 18 years of age and to students over eighteen (18) years of age

Notification of Rights Under PPRA

The Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to the following:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers
 - Religions practices, affiliations or beliefs of the student or parents
 - Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of the following:
 - Any other protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
 - Activities involving collection, disclosure or use of personal information obtained on students for marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use, the following:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
 - Instructional material used as part of the educational curriculum

Notification of Right to Know Professional Qualifications

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Requests for this information should be sent to the school principal.

Notification of Asbestos Inspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an accredited asbestos inspector visited MMC in the spring of 2019, performed inspections of our school facilities for asbestos-containing building materials (ACBM), and provided a limited asbestos inspection report. In addition, a DHEC licensed accredited management planner reviewed the results of the inspections and developed an asbestos management plan for MMC. The inspection findings and asbestos management plan have been on file in the MMC administrative office since that time.

MMC will continue to collaborate with facilities personnel at Midlands Technical College to ensure our students are in a safe learning environment and that we adhere to all EPA/DHEC guidelines and requirements. Anyone wishing to view the MMC Asbestos Management Plan may do so during normal school hours (Monday-Friday from 9:30 a.m. to 5 :00 p.m.).

Staff Directory

James Byrd, Social Studies Teacher
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Devin Carr, Science Teacher
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Ashley Cooper, Math Teacher
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Jeannie Epps, School Counselor
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Courtney Girolamo, Principal
822-3333
cgirolamo@midlandsmiddlecollege.com

Lisa Goldin, Math & Computer Science Teacher
822-7077
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Amy Graham, Administrative Assistant
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Carie Knight, Special Education Coordinator/Teacher
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Laurie Lee, Assistant Principal
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Alison Lowery, English Teacher
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Cameron Oswald, English Teacher
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Jeff Whatley, College & Career Counselor
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ATTENDANCE

MMC has established attendance procedures which reflect a blend of both high school and college-level expectations. Students are expected to demonstrate responsibility with their hours and are offered flexibility when appropriate. MMC offers three learning models, and attendance procedures have been set to match each model.

For students choosing the hybrid or fully in-person models, attendance will be taken for all in-person class sessions. In the event of school closure and implementation of the hybrid-at-home model, attendance will be taken for each scheduled virtual class session. Attendance for E-Learning days will be taken based on whether or not a student submits work or participates in assigned activities in accordance with the classroom teacher's written requirements.

Hybrid Model Daily Schedule

Hybrid Model Schedule (Daily)				
Monday (Cohort A)	Tuesday (Cohort B)	Wednesday (Cohort A)	Thursday (Cohort B)	Friday
9:30 - 11:00 Teacher Planning & Professional Development				Personalized Learning Time Virtual Office Hours & Support Collaborative & Individual Planning Professional Development
Block 1 11:00-12:20	Block 1 11:00-12:20	Block 1 11:00-12:20	Block 1 11:00-12:20	
Block 2 12:25-1:45	Block 2 12:25-1:45	Block 2 12:25-1:45	Block 2 12:25-1:45	
Lunch 1:45-2:15	Lunch 1:45-2:15	Lunch 1:45-2:15	Lunch 1:45-2:15	
Block 3 2:15-3:35	Block 3 2:15-3:35	Block 3 2:15-3:35	Block 3 2:15-3:35	
3:35 - 5:00 Teacher Planning & Professional Development				

For students choosing the fully virtual model, attendance will be determined by completion and submission of weekly assignments. During the required weekly check-ins, MMC staff will work with each student to establish assignment completion rates that will keep the student on track to finish each course and thus be counted "present".

Personalized Learning Time (PLT) is an opportunity for students to work in small groups or one-on-one with their teachers for additional instruction or to complete assignments. Students in need of additional support or needing to make up unexcused absences or time for tardies should attend. Students attending PLT will benefit from participating in coaching conversations with their Advisor in developing a plan for the most efficient way to spend their time.

Absences and Excuses

Students may generally have no more than five unexcused absences in a semester-long course to

receive high school credit. For nine-week courses, a student may have no more than three unexcused absences. If absent, a student must present a written excuse signed by a parent/guardian, physician or other appropriate person within three days after returning to school. The excuse must include: the date the excuse is written, the date of the absence, reason for the absence, and the required signature. If a student fails to provide a proper excuse, the absence may be recorded as unexcused.

The school usually excuses absences for:

- students whose presence in school endangers their health or the health of others
- students attending a funeral of an immediate family member
- students participating in a recognized religious holiday of their faith
- students who are participating in activities approved in advance by the principal (ie. field trips, extenuating circumstances)

The school does not excuse absences for:

- students willfully absent from school
- students absent without the knowledge of their parents/guardians
- students suspended from school

A student who accumulates more than the allowed number of absences in a semester may be required to provide a doctor's excuse for all additional absences in order to receive course credit. Both parent and doctor's notes may be subject to verification. Students who display negative attendance patterns may be required to participate in attendance intervention meetings to determine strategies for improvement.

Parents are expected to routinely monitor absences by accessing their students' information in PowerSchool. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

Attendance at school is instrumental in determining academic and personal success. While it is very important for students to be present in the classroom everyday, the health, welfare, and safety of our students and staff are vital. If a student is experiencing symptoms of or has been exposed to COVID-19, they are asked to not come to school. If you have been exposed or test positive for COVID-19, notify MMC administration immediately. Communication is key to maintain a healthy and safe school.

Tardiness

To encourage personal responsibility, students are expected to be present in class when the teacher takes attendance at the beginning of class. If a student arrives after class has started, he/she will be marked ***tardy***. If a student has missed more than 30 minutes of classroom instruction, he/she will be marked ***absent***. However, the student is still encouraged to participate in class activities. Three tardies are equivalent to one absence when determining attendance requirements for course credit. Exceptions will be made for students with approved circumstances, such as those that would usually be excused as described in the section above.

Early Dismissals

A student will be permitted to leave school during the school day only if a parent/guardian or other approved person comes to the school office to sign the student out or if prior arrangements have been made. Students with an approved early dismissal should obtain a pass from the front office at the beginning of the school day and present it to their teacher when it is time to leave. Students who leave class without prior approval will be marked absent and will face disciplinary consequences.

Generally, there will be no early dismissal for students who are leaving school to go to work. Students who work after school must ask their supervisors to create a work schedule that accommodates the student's school schedule.

Make-up Time

Students who are absent from one or more classes each week will make up the time during PLT each Friday until all time has been recovered. Failure to attend PLT may result in an administrative conference. Make-up time is outlined below:

<u>Attendance</u>	<u>PLT Time</u>
Tardy to 1 class	30 minutes
Absent from 1 class	90 minutes
Absent all day (3 classes)	4.5 hours

At the end of the semester, attendance will be calculated for EACH course, accounting for all unexcused absences, tardies and PLT time recovered. If a student has more than the allowed number of unexcused absences, then the student will not receive credit for that course.

Make-up Work

Students who are absent from school will have the opportunity to complete missed assignments. Generally, all make-up work should be completed before or during that week's PLT session in order to receive full credit. The student may still submit work for a maximum possible grade of sixty (60) until PLT the following week. After that deadline, no work may be submitted for credit, and a grade of zero (0) will be recorded. Teachers may make exceptions for students with extenuating circumstances, and deadlines will be extended for students with approved accommodations. **Students who are present in class but refuse to participate or submit work will be given a daily grade of zero (0) and will not have the opportunity to submit the work late.**

Students participating in the hybrid model will have E-Learning assignments with due dates set by their teacher. Any assignment not submitted by the due date may be submitted late for a maximum possible grade of sixty (60) until PLT the following week.

INSTRUCTIONAL SERVICES

Academic Integrity

MMC is committed to maintaining the highest standards and expectations for academic integrity among all students, and we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. Any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as theft or falsification of records and files.

A teacher's professional judgment guides the implementation of academic integrity at MMC. The teacher is responsible for setting the academic expectations, explaining consequences, evaluating any evidence of student misconduct, and notifying an administrator of violations. MMC considers academic dishonesty to be a serious offense which may result in consequences ranging from an informal conference to out-of-school suspension based on severity, prior history and any other factors that the administrator chooses to take into consideration.

Advisory Program

The Advisory Program is designed with the goal of effective and productive relationship building. Each student is assigned an advisor for the semester. The advisor is there to support the student. Students should reach out to their advisors for academic, social, or personal advice whenever they need it. The advisor will be the primary contact and advocate for each student.

Assessments

Teachers at MMC will use a variety of assessments to determine the academic progress of individual students. Classroom-based assessment measures will include, but not be limited to, teacher observations, questioning, oral and written quizzes, projects, electronic publications, artwork, multiple-choice, short-answer and essay tests, portfolios, journal entries, and other demonstrations of performance occurring daily in the classroom setting. Results of these assessments will be recorded in PowerSchool for students and parents/guardians to view.

Students at MMC are also required to participate in state-mandated assessments as required by state law. This currently includes the End-of-Course Examination Program (EOCEP), ACT, SAT, and Ready to Work (R2W) Assessment. These are subject to change without notice. All students are required to be on campus to complete these assessments. Students will test in small groups on assigned days to allow for all precautions to be taken to ensure the health and safety of students while maintaining the integrity of the testing environment.

Credit/Attendance Recovery

Students earning a grade of 50–59 (F) in a course may be eligible for credit recovery. All credit recovery courses must be approved prior to enrollment by the school counselor. Credit recovery at MMC is typically offered in an online format, either through VirtualSC or another program selected by our teachers.

The original failing grade will remain on the transcript, and the new credit recovery course will be added. Credit recovery will have no impact on the student's GPA. If a student wishes to improve his or her GPA, the entire course should be repeated instead of credit recovery.

A student who earns a grade of Failure due to Absences (FA) may also have the option to recover that credit. A grade of FA is only assigned when a student has earned a passing grade in a course but has not met the attendance requirements. Upon completion of recovery, the FA on the student's transcript will be replaced with the original grade earned by the student.

Dual-Enrollment

One of the goals of Midlands Middle College is to provide the opportunity for eligible students to enroll in courses at Midlands Technical College and earn college credit before high school graduation. Students obtain eligible status by adhering to the following:

- Completion of Midlands Tech placement test (Accuplacer) to determine college courses that

align with student's placement test scores and goals for education and career

- Regular, on-time attendance at MMC for at least one semester
- Academic success in each MMC class (all end-of-quarter grades above 80)
- Attending a dual-enrollment information session for students and parents
- Adhering to all stated deadlines
- Sponsorship by MMC teachers, counselor, and principal
- Obtaining parent/guardian permission
- Participation in MMC mentoring program as required (weekly)
- Maintaining satisfactory attendance in all classes

MMC will sponsor, if the budget allows, for eligible students to participate in two college classes per semester. Sponsorship includes tuition, enrollment fees, and textbooks. An eligible student may enroll in additional courses in accordance with MTC policies and at the expense of the student's parent/guardian.

Grading System

The grading system at MMC reflects achievement-based mastery of skills at a student's instructional level. In order for a student to receive a grade for any nine-week period, the student must complete the required work and have satisfactory attendance. MMC issues report cards every nine weeks. The school calendar includes the specific dates that report cards are mailed.

MMC uses the scale below based on the South Carolina Uniform Grading Policy as required by state law.

90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

The South Carolina Uniform Grading Scale assigns grade points for each numeric grade and is used to calculate grade point ratio (GPR) and class rank. All MMC courses carry the same grade points with the exception of designated dual credit courses, which receive an additional 1.0 weighting.

Graduation Requirements

To receive a South Carolina High School Diploma, students must earn the following 24 units of credit:

English	4 units
Mathematics	4 units
U.S. History	1 unit
Government	½ unit
Economics	½ unit
Other Social Studies	1 unit
Biology I	1 unit
Other Science	2 units
Computer Science	1 unit
Physical Education or JROTC	1 unit
World Language* or Career/Technology	1 unit

Electives	7 units
Total Required	24 units

*Two units of world language are now required for students planning to attend a four-year college or university. Many four-year institutions, however, require three years of the same language as part of their entrance requirements.

Homebound Instruction

MMC offers homebound instruction for those students who, because of accident, illness or other medical condition, cannot attend school. To be eligible for homebound instruction, a licensed physician must complete the school’s required Medical Homebound Instruction Form, certifying that the student is unable to attend school, but that he/she may be expected to benefit from homebound instruction. Parents/guardians can get a copy of the Medical Homebound Instruction Form from the school principal. After a licensed physician completes the form, the parent/ guardian should return the form to the school for review and approval.

Special Education

As a public charter school, MMC must adhere to state and federal laws regarding students with disabilities. MMC is authorized by the South Carolina Public Charter School District (SCPCSD), which maintains the role of Local Education Agency. Under the guidance of the SCPCSD, MMC develops its own Special Education Policies and Procedures individualized to meet the needs of the school. A student or parent/guardian can request a copy of this document through the school’s special education coordinator or access the document under the resources tab of the school website.

CHILD FIND

Public schools have an obligation to find children between the ages of birth and 21 who may have a disability. This responsibility is known as Child Find. MMC locates, identifies, and evaluates students who may have a disability through a referral process. Referrals may come from the school or from the parent. School-initiated referrals can be initiated by teachers or any trained school staff members who “have reason to suspect the child has a disability.” When the school receives a referral, the referral is forwarded to the special education coordinator, who will interview the parent by telephone or in person. The coordinator then schedules a meeting of an Evaluation Planning Team to plan an appropriate evaluation. Following the evaluation, the Evaluation Planning Team will determine (1) if the child has a disability, and (2) if the child needs special education services.

Technology Resources

MMC’s network system has been established for a limited educational purpose, including but not limited to classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. Recognizing the value of the Internet, the school supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner.

The school has the right to place reasonable restrictions on the material students access or post through the system. Students are expected to follow the rules set forth in this handbook and the law in their use of the network system.

ACCESS TO ONLINE MATERIALS

- The material students access through the network system should be for class assignments or

for other, legitimate educational objectives. Students are not to post non-academic messages to others within the network system.

- Use of the network system for entertainment purposes (e.g., accessing social networking sites, such as SnapChat, Facebook, and YouTube) is not allowed.
- If a student mistakenly accesses inappropriate information, the student should immediately report this access to a teacher or an administrator. This will protect the student against a claim of intentionally violating this policy.
- The school has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives.
 - Students will not use the network system to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
 - If a student feels that the filtering software is blocking access to an appropriate site, the student should report this to a teacher or administrator.
 - Students will not seek to bypass the network by using a proxy site or some other technology, such as USB flash drives or discs.
- The use of the network system is a revocable privilege for all users.

COMMUNICATION SAFETY EXPECTATIONS

- “Personal contact information” includes a student’s full name, together with other information that would allow an individual to locate him/her, including family name, home address or location, work address or location, or phone number.
- Students may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes, or with specific staff approval.
- Students will not disclose names, personal contact information, or any other private or personal information about other students. Students will not forward a message that was sent privately without permission of the person who sent the message.
- Students will promptly disclose to a teacher or other school staff member any message received that is inappropriate or makes him/her feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

UNLAWFUL, UNETHICAL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES

- Unlawful Activities
 - Students will not attempt to gain unauthorized access to the network system. This includes attempting to log in through another person’s account or to access another person’s files.
 - Students will not make deliberate attempts to disrupt the network system or any other computer system or destroy data by spreading computer viruses or by any other means.
 - Students will not vandalize the computer equipment by disassembling or disconnecting any computer components or peripherals.
 - Students will not engage in any conduct that modifies, harms, or destroys any computer or network hardware, such as mice, keyboards, and components that reboot computers.
 - Students will not use the Internet system to engage in any other unlawful hacking activities such as arranging for a drug sale or the purchase of alcohol, engaging in

- criminal gang activity, or threatening the safety of any person (including public officials).
- Inappropriate Language and Unauthorized/Unethical Activities
 - Restrictions against inappropriate language apply to all speech communicated through the network system, including public messages, private messages, and material posted on Web pages.
 - Students will not use obscene, profane, lewd, sexually oriented, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - Students will not use, access, transmit, or download information that is hate-motivated, fraudulent, abusive, or racially offensive.
 - Students will not knowingly or recklessly post false or defamatory information that could cause damage or a disruption to your school or any other organization or person.
 - Students will not use a camera phone to record or take pictures of students or staff anywhere on campus and post on the Internet (e.g., YouTube) without the school's permission.
 - Students will not engage in personal attacks, including prejudicial or discriminatory attacks, or harass or bully another person.
 - Students will not use, access, transmit, or download information that relates to or encourages the illegal use of controlled substances or other criminal conduct.
 - Students will promptly disclose to a teacher or another school employee any message received from any other student that is in violation of the restrictions on inappropriate language and unauthorized activities.
- Plagiarism and Copyright Infringement
 - Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas, graphics, or writings of others and presenting them as if they were yours without adequate and accurate citation.
 - Students will respect the rights of copyright owners in use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when a student reproduces a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.
 - Students will not use peer-to-peer file sharing programs, such as "BitTorrent" or "Limewire," to download or share copyrighted movies, music, or games.

SYSTEM SECURITY

- Students are responsible for their own individual accounts and should take all reasonable precautions to prevent others from being able to access them. Under no conditions should a student provide his/her password to another person. Students should protect their files and account by logging out and regularly backing up personal files.
- Students will immediately notify a teacher or an administrator if they identify a possible security problem. However, students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- Students will not engage in any conduct or activities that could disrupt the use of the system for others, including installing programs or files, deleting programs or files, modifying settings, changing passwords, or reconfiguring the system.

MMC AND MTC RESOURCES

- Each classroom contains technology resources that have been purchased by MMC and are available for student use while at MMC. Students will not remove these resources from any classroom, not even to move to another classroom, without express permission from a teacher or other staff member.

- Students will not under any circumstances remove technology resources from the school campus. School devices may not be taken home for personal use.
- Each classroom also contains technology resources that belong to Midlands Tech, including but not limited to the instructor's station and projector equipment. These devices are approved for use by MMC teachers and staff only. MMC students will not use these devices.
- MMC provides a school-issued Google account to all students. This is part of a set of tools called "G Suite for Education" being used in classrooms, which opens the opportunity for students to practice the appropriate use of professional email, and gives them a tool with immediate use in their academic life, including communicating with teachers, other students, colleges, and more. With this educational opportunity also comes responsibility. It is important that parents and students read Google's privacy information available at <https://www.google.com/edu/trust/> and together discuss the rules for appropriate email use. Student email may be monitored for inappropriate use, which could result in the loss of this privilege as well as possible disciplinary action.

E-LEARNING AND HOME USE OF MMC CHROMEBOOKS

It may be necessary for students to be assigned a school chromebook for at-home use. Students will check the chromebook out through the office and will return the device upon completion of the course or return to the normal school schedule, whichever comes first. Students utilizing school devices at home are required to follow all school policies for use of technology outlined above.

SAFETY AND SECURITY

Bullying

MMC prohibits acts of harassment, intimidation or bullying of a student that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether the harassment, intimidation or bullying takes place in a classroom, on the grounds of Midlands Technical College, or at a school-related activity off school property.

MMC defines harassment, intimidation or bullying as any act, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to, but not limited to, have the effect of the following:

- harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students causing substantial disruption or substantial interference with the orderly operation of school.

Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to report the complaint to a teacher, counselor, or an administrator. School leaders will investigate complaints promptly and thoroughly. All employees must report alleged violations to the principal. Other members of the school community (students, parents, visitors, etc.) are encouraged to report any violations related to harassment, intimidation or bullying. MMC will protect the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The school prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying.

A student who commits one or more acts of harassment, intimidation or bullying may receive consequences or appropriate remedial actions that range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement. The MMC administrator and other school

leaders determine the consequences according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

Cell Phones/Electronic Communication Devices

Cellular telephones and other personal communication devices are used for various reasons, including emergency use and parental communication. Possession of a cell phone or other electronic communication device by a student is considered to be a privilege, which may be forfeited by any student who fails to comply with MMC rules, policies, and/or the law. MMC students may possess a personal communication device in school according to the following guidelines:

- The device is placed in a designated location during instructional time. It should be turned off or have all notifications disabled. Students may retrieve their devices at the end of each class period.
- Teachers may allow the instructional use of personal communication devices at their discretion.
- MMC students may use their devices before/after school and during class changes as long as the use does not disrupt the school environment.
- If a student fails to follow these guidelines, he/she will receive a discipline referral.

Students and parents should understand that possession of these devices could pose a risk of loss or theft. MMC encourages students to properly label their devices and take steps to keep them safe. **The school/district and MMC personnel and administrators are not responsible for the loss or damage of any cell phone or electronic device brought on campus.**

Emergency Response Procedures

MMC is located on the Airport Campus of Midlands Technical College (MTC) and is under the direct observation and vigilance of MTC security personnel seven days a week and 24 hours a day. In the event of a school crisis, MMC employees will follow the MTC Emergency Response Procedures, which outline the specific response for various types of emergencies.

When a student's illness/injury appears serious, MMC employees will call 911 and will also make every effort to contact the student's parent/guardian. If first responders determine a student should be transported to the nearest hospital emergency room, the parent/guardian is responsible for the cost of the ambulance.

Extreme Weather

Students and parents/guardians can get information about school delays and closings from local television stations, the school's Facebook page, or by using the Remind system. Visit the "Resources" page on the MMC website to register for Remind alerts. MMC's decision to close school, delay opening, or dismiss early may be different than local school districts, so students and parents should look for an announcement specifically from MMC.

Medication

When possible, medications should be given by parents/legal guardians before or after school hours. MMC allows students to take prescription or non-prescription medication during school hours using the following procedures:

- The parent/guardian must submit a request to the school including the student's name,

medication, time the student must take the medication, dosage, date the student stops taking the medication, and parent/guardian signature.

- Any prescription medication to be given at school or school related activities must be accompanied by written orders from a health care practitioner who is recognized by South Carolina's Department of Labor, Licensing and Regulation as authorized to prescribe medications. Limited over-the-counter medications may be administered at school with parental consent without a medical order.
- If the request is approved, the medication will be kept in a locked cabinet in the school office.
- Medications, whether non-prescription or prescription, must be provided in their original labeled containers.
- Medications must be brought to the school by a responsible adult and delivered to the school employee designated by the principal. The responsible adult delivering medication to the school may be required to count and sign in medication with the designated employee.
- MMC and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards (e.g., manufacturer's guidelines, Physician's Desk Reference) and/or are deemed unsafe for the school setting. Requests from physicians, parents/legal guardians for administration of herbal/alternative medicinal products or medications prescribed "off-label" or for an investigational use will be evaluated on a case-by-case basis by school personnel.
- MMC does not employ a school nurse; therefore, the principal or her/his designee is responsible for assisting with and controlling access to routine medications. This will be discussed with each student and parent/guardian prior to approval for medications to be administered at school, and an individual plan will be developed if needed.
- No student shall carry medicine in school or on school related events except for students given permission to do so by the Individualized Healthcare Plan to guard against a life-threatening condition. Permission shall be granted only after careful review by the school administration in consultation with the student's parent/legal guardian, physician or legal prescriber. These rights will be revoked if there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others.
- Medications that have expired or are not currently being used by a student will not be stored at the school. Medications will not be stored at the school during summer breaks. Parents/legal guardians will be notified and given an opportunity to pick up their child's medications. Medications that are not picked up will be disposed of in a manner that respects security as well as environmental concerns.
- MMC is not responsible for any adverse reactions for medications taken at school.

Sexual Harassment

MMC takes sexual harassment of students seriously and prohibits such conduct by employees and students. Students can report inappropriate behavior of a sexual nature without fear of adverse consequences. Any student who feels he/she has been subjected to sexual harassment, or any parent/guardian of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint with a school counselor or the principal. MMC will promptly investigate any reports of sexual harassment reported.

Smoking/Tobacco

In accordance with Midlands Technical College policy, all tobacco products including all cigarettes, electronic cigarettes and cigars, all pipes and water pipes, all smokeless tobacco products or substitutes and any other device intended to simulate smoked tobacco are prohibited on MMC's campus and on any and all MTC property.

The Youth Access to Tobacco Prevention Act prohibits at all times the use of any tobacco product or alternative nicotine product by ANY person in school buildings, in school facilities, on school campuses, and in or on any other school property owned or operated by the school. It also prohibits the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event at any location when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law. These restrictions apply to students, staff, contract or other workers, and visitors to MMC.

It is illegal to purchase or possess tobacco or nicotine products if an individual is under 21 years old. Individuals under 21 may face legal fines, be required to perform community service and/or lose their driving privileges. A student of any age who violates the tobacco policy will receive a discipline referral. Students may be required to enroll in and pay for a tobacco education course offered by Lexington/Richland Alcohol and Drug Abuse Council (LRADAC). Tobacco and nicotine products prohibited by this policy and discovered on campus will be confiscated by administration and properly discarded. They will not be returned to the student.

Student Conduct

Students are expected to respect authority, conform to school rules, and obey all laws that apply to the conduct of juveniles or minors. Any illegal activity occurring during school hours, within the vicinity of the MTC campus, or while participating in any school activity will result in immediate referral to the appropriate law enforcement officials. These activities include, but are not limited to: possession or use of tobacco or alcohol; activities related in any manner to the purchase, use of or distribution of drugs; gang related activities; sexual behavior; possession of weapons or abuse.

Students are expected to respect the property of others. Theft, vandalism, inappropriate searches or any other form of mistreatment of property belonging to others, including the school, will result in consequences which may range from an informal conference to out-of-school suspension based on severity, prior history, and any other factors that the administrator chooses to take into consideration. Consequences may include restitution of stolen or damaged items or police involvement.

Students are expected to respect the rights, privileges and beliefs of others. Verbal abuse, intimidation, harassment, discrimination, disrespect of authority, fighting, extortion, and other related behaviors will result in consequences ranging from informal conferences to expulsion based on the severity, prior history, and any other factors that the administrator chooses to take into consideration.

Student Rights and Responsibilities

All students have certain civil rights guaranteed by state and federal law. Among them are:

- the right to attend free public schools without regard to race, color or national origin;
- the right to due process with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions which the student believes injured his or her rights;
- the right to free inquiry and expression; and
- the right to privacy.

With those rights come **responsibilities** which include:

- the responsibility to attend school as required by law;
- the responsibility not to harm or discriminate against others;
- the responsibility to observe reasonable rules established by school administrators and teachers.

Student Searches

MMC students, visitors, and their belongings are subject to reasonable searches and seizures. Students and parents/guardians should understand that this policy does not preclude the calling of law enforcement personnel when the need is apparent. Administrators will conduct a search when they believe a crime has been committed or when they believe that a search will reveal contraband or evidence. Administrators do not conduct searches to embarrass, harass or intimidate students.

School officials may make random, unannounced searches of school property at any time. The principal authorizes and supervises any search of a student. Any search will be reasonable in scope and take into consideration the individual's age, the individual's gender and the nature of the alleged infraction. If a student refuses to comply, however, the student may be recommended for expulsion. The search will be made privately.

A school administrator, in the presence of at least one witness, will make the search. The administrator or the witness must be of the same gender as the student. The search will not be a strip search. The student may be instructed to take off any item of clothing that can be removed without exposing his/her underwear or parts of the body ordinarily covered by underwear. This may include, but is not limited to, hats, jackets, sweaters, shoes and opaque footwear. If a student cannot turn his/her pockets inside out, the staff member conducting the search may pat the outside of the student's pockets to check their contents.

In all cases, every reasonable effort will be made to notify the parent/guardian as soon as possible that a search is being planned or has taken place.

SEARCHES BY TRAINED DOGS

The use of trained dogs to search for controlled substances in schools will be on a random, unannounced basis. Should the dog alert its handler to the presence of a controlled substance, school officials would then have a reasonable basis to conduct a search in accordance with the procedures previously outlined.

SEARCHES OF AUTOMOBILES

Individuals are permitted to park on school premises as a matter of privilege, not of right. Therefore, the school has the authority to conduct routine searches of the exterior of automobiles parked on school property, and school officials may observe items inside automobiles that are in plain view. The interior of automobiles (including trunks, glove compartments and personal belongings) may be searched when a school official believes the driver is violating school rules or state law. When a school official needs to gain access to the interior of an automobile parked on school premises, he/she will first ask the driver to provide such access. If the driver is a student and he/she refuses, the student may be subject to disciplinary action, including loss of all parking privileges.

Substance Abuse (Alcohol/Drugs)

MMC students may not knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind. This applies whether the student is in any school building, on school grounds, in vehicles on school grounds, or at any school-sponsored activity whether held on or off campus.

This policy does not prohibit student use of prescription medications at school as prescribed by the student's doctor. For more information, see the "Medication" section of this handbook.

Teachers and other school personnel will report suspected substance-abuse violations to an administrator who will immediately investigate. The principal may seek outside agency assistance, including the Lexington County Sheriff's Department's drug-sniffing dogs. The school will routinely use drug-sniffing dogs for random patrols of classrooms, hallways and parking lots during the school day.

In the event the use of drugs by a student on school property creates a medical emergency, the principal will summon emergency medical assistance and notify the parent/guardian immediately, then take appropriate disciplinary action as described.

In every case where a student does knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind, the principal will:

- advise the parent/guardian;
- suspend the student from school for up to four days;
- recommend expulsion; and
- file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to that agency at the time the report is made.

In addition, the student may be referred to an intervention treatment program with the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC) or an alternate intervention treatment program as approved by the principal. The student or parent/guardian is responsible for the cost of the program. Failure to complete an intervention program may result in expulsion.

Threats

(S.C. CODE 16-3-1040) It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on a teacher, principal or their immediate families. Any person violating this law must, upon conviction, be punished by a term of imprisonment of no more than five years.

Visitors

Parents/guardians and other community members are welcomed to volunteer in or visit MMC classrooms. All visitors and volunteers must wear a name badge in plain sight at all times while on school grounds or at school-related events or activities and follow MTC guidelines for social distancing and wearing of masks. Each visitor must check in and out with the main office. To maintain the highest commitment to the health and safety of our staff and students, anyone wishing to visit must make an appointment with our office to ensure we are maintaining safe numbers of individuals in our school.

Weapons

State laws (S.C. Codes 16-23-430 and 59-63-235) prohibit public school students from bringing any item capable of injuring another person or property on to school property or to any school-sponsored or school-related activities on or off school property. This includes any type of firearm, knife, other sharp object or any object that could be considered a weapon, including items that look like weapons (water guns, etc.). Students who possess, handle or transmit a knife, firearm or other object that can be considered a weapon will be recommended for expulsion. In addition, the principal will file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to

that law enforcement agency. The school will not provide educational services in an alternative setting to students expelled for firearms violations.

DISCIPLINE

While most student misbehavior is generally minor and can be corrected through one-on-one conferences with the student and/or a phone call to a parent, some student offenses are serious and require disciplinary consequences. The MMC Board will direct the MMC administration to maintain rules and regulations necessary to preserve conditions essential to the orderly operation of the school. The Board will authorize the principal to employ suspension and recommend expulsion, if necessary.

Lunch Detention

Lunch detention is typically held two days per week. Students assigned lunch detention are expected to arrive at the designated location on time, bring a prepared lunch, place all belongings at the front of the room, and quietly remain seated throughout the detention. Failure to meet these expectations will result in an additional discipline referral.

Restorative Conferences

The purpose of restorative conferences is for students to reflect on the reasons for their behavior and how it impacts others within the school community. These meetings are restorative in nature, focusing on making amends for negative choices. Failure to meet the requirements of this intervention may result in additional disciplinary consequences.

Suspension

It is the policy of MMC to provide due process of law to students through procedures for the suspension of students which are consistent with federal law, state law and regulation and local policy. Suspension is the exclusion of a student from school and school activities for a period of time not to exceed ten (10) school days for any one offense or thirty days in a school year. An administrator may suspend a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations. An administrator may also suspend a student when the presence of the student is detrimental to the best interest of the school. Review of suspension will be discretionary with an administrator. However, an administrator must review suspensions that occur within the last ten (10) days of the school year which would make a student ineligible to receive credit for the school year. The exception to Board approval is if the presence of the student constitutes an actual threat to a class or a school or a hearing is granted within twenty-four (24) hours of the suspension.

Prior to suspending a student from class or school, an administrator will give an oral statement of the charges and, if the student denies them, an explanation of the evidence. The student will have an opportunity to present his or her version of what happened.

When a student is suspended, an administrator will attempt to contact the parent/guardian to request that the parent/guardian pick the student up from school. Otherwise the student will stay in school until the end of the school day. Occasionally, an administrator will ask a student to leave immediately and that student may be removed from school grounds immediately.

An administrator will notify the parent/guardian in writing, giving the reason for such suspension and

setting a time and place for a conference. If, after the conference, the parent/guardian believes the suspension was unjustified, they may appeal to the MMC Board.

An administrator will advise the parent/legal guardian of the right to appeal the administrator's decision to the Board. The parent/legal guardian must give to an administrator the notice of intent to appeal. An administrator, upon receipt of the notice, will promptly contact the Board and schedule a date for the appeal. The Board will promptly schedule a parental conference to review the appeal with the parent/legal guardian. The Board may vacate or revise an administrator's suspension action if the Board believes such action to be appropriate. The Board will inform the parent/legal guardian of the decision, either orally at the time of the conference or in writing after the conference and will provide an administrator of any written response. Should the MMC Board reject an administrative recommendation for suspension or should a court of final disposition reverse the suspension, an administrator will excuse all student absences resulting from said action.

A suspended student may not enter the school or school grounds, attend any day or night school function, or attend MTC classes. Students who have been suspended will have the opportunity to make up all work missed.

Expulsion

Students who are either a threat to the safety and welfare of other students or have exhibited behavior which is disruptive to the school may be recommended for expulsion from MMC. When a student is expelled, the student cannot attend school (except for scheduled conferences), cannot come on any school grounds, cannot attend any program at school during the day or night, cannot attend MTC classes, and cannot attend any school-sponsored or school-related activity on or off school property. If a student's behavior or actions warrant possible expulsion, an administrator suspends the student for at least four (4) days and recommends to the Board that the student be expelled. The school notifies the student's parent/guardian, in writing, of the alleged infraction(s) and provides a summary of the evidence against the student, the time and place of a hearing, and the rights of the parent/guardian and student.

An administrator or his/her representative, student, parent/guardian and an individual who represents the student (such as an attorney) may attend the hearing. An administrator and the student (or representatives) may present witnesses or witnesses' statements, within the discretion of the Board. The hearing will take place within ten (10) days of the written notification at a time and place designated by the administrator, and a decision will be rendered within ten days of the hearing. The student and/or guardian may appeal the action of the administrator to the MMC Board. It is the Board's usual practice not to grant a personal appearance, but may do so at its discretion.

Conduct Which May Result in a Recommendation for Expulsion

- Causing or intending to cause disruption or obstruction of school by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other similar conduct
- Damaging, destroying or stealing school or private property while on school grounds or during a school activity, function or event off school grounds
- Causing, attempting to cause or threatening to cause physical injury or behaving in such a way that could cause physical injury to any person
- Possessing, handling or using fireworks on school property or at any school-sponsored activity
- Repeated failing to obey school rules or to obey teachers, administrators, or other school personnel
- Coming on school grounds or attending extracurricular activities/school events while

suspended

- Joining a group when he/she knows or should know that the group is engaged in or is preparing to engage in an activity prohibited by school rules or the law
- Distributing unauthorized, non-school-sponsored materials
- Using extortion, blackmail or coercion to obtain money or property from anyone and/or attempting to force anyone to do something against his/her will
- Using obscene/vulgar language/gestures and/or showing marked disrespect to any school employee
- Being suspended 10 or more times in a school year or five or more times during a semester
- Intentionally touching anyone in an offensive or sexually provocative manner and/or making offensive or sexually provocative comments or gestures
- Committing an act of harassment, intimidation, or bullying

Conduct Which Will Result in a Recommendation for Expulsion

- Possessing, handling, or transmitting a knife, gun/firearm or any other object that can be considered a weapon (including a look-alike weapon). A student who brings a firearm to school will be recommended for expulsion for at least one calendar year (S.C. Code 59-63-236) and will be referred to law enforcement.
- Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc.
- Participating in gang activity/secret societies

Discipline of Students with Disabilities

Whenever a student who is classified as disabled commits an offense that should result in suspension or expulsion, the Principal or his/her designee will confer with the SCPCSD Director of Special Services before initiating any disciplinary procedures. If there is expulsion with change of placement, Free Appropriate Public Education (FAPE) will be provided.

MMC policies on suspension and expulsion of students with disabilities will adhere to the specific procedures for the disciplinary actions that involve students with disabilities as outlined in the Individuals with Disabilities in Education Act ("IDEA"), Section 504 of the Americans with Disabilities Act ("ADA"), and applicable amendments. A school official can remove a child with a disability, including suspending or expelling for behavior that is not a manifestation of the child's disability, to the same extent as is done for students without disabilities, for the same behavior. Prior to initiating any disciplinary action, a manifestation determination hearing will be held. A school official can report crimes to appropriate law enforcement and judicial authorities. A school official may request a court for a temporary restraining order in order to protect children or adults from harmful behaviors.

A school official can remove a student with a disability for up to ten (10) days, cumulatively, for the year, for violation(s) of the school code of conduct, to the same extent applied to children without disabilities. However, a student with a disability who is removed for more than ten (10) days cumulative for the year would be provided with continual services in an alternative setting.

A school official can also order a change of placement for a student with a disability to an appropriate alternative setting for up to forty-five (45) days for possession of weapons or drugs or the solicitation or sale of controlled substances while at school and school functions.

If a school official believes that a student is a danger to himself or others, he/she can ask a hearing officer in an expedited process hearing to remove a student to an interim educational setting for up to

forty-five (45) days. Forty-five-(45) day interim alternative educational placements can be extended in additional forty-five-day increments if the hearing officer agrees that the student continues to be substantially likely to injure himself or others if returned to his prior educational placement.

Student/Parent Concerns, Complaints, and Grievances

MMC recognizes the value of student and parental participation in decision-making for the school. Parents will participate in the nomination and election process for the Board and may choose to campaign for a seat on the Board. MMC intends that school personnel and the MMC Board will encourage parents and students to attend Board meetings and take part in the public participation periods. Parents and students should share with the Board, school administrator, and the faculty the responsibility for developing a climate in the school that is conducive to wholesome learning and living. Both parents and students will be encouraged to offer recommendations regarding student privileges and activities to the Principal and the Board.

MMC school personnel and the MMC Board also recognize the value of a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by school personnel. These grievances may arise from allegations of violations of student legal rights or school policy. In addition, MMC school personnel and the Board recognize that the school could improve and that parents and students should have some means by which they can effectively express their concerns. The school will resolve complaints and grievances through orderly processes and at the lowest possible level.

A teacher will provide any student or his/her parent/guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair. If the incident remains unresolved, the student, his/her parent/guardian or the teacher may bring the matter to an administrator's attention for consideration and action. The student may also bring the matter to the attention of student leaders for possible presentation to an administrator. If the matter is still unresolved, the complaining party may bring it in writing for the Board to review.

Regarding Title IX complaints, students who believe that they have been discriminated against on the basis of their sex should immediately notify a school employee. The Title IX Coordinator will work with the student to discuss the availability of supportive measures and explain to the complainant the process for filing a formal complaint. If the student is not satisfied with the decision at the school level, he/she may appeal to the Board and/or to the District.

Regarding Section 504 complaints, students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to the Principal. If the student is not satisfied with the decision, he/she may appeal to the Board. The Principal will schedule appeals to the Board.