



HAND MIDDLE SCHOOL

2020-2021 **EXCELLENCE AT HAND** 2020-2021

Serving Every Child Every Day



Address..... 1600 Wheat St. Columbia SC 20205

Telephone (803) 343-2947

Fax (803) 733-6173

<http://hand.richlandone.org>

@Hand Middle SC

PRINCIPAL

Dr. Patrice T. Green

ASSISTANT PRINCIPALS

6th Grade Don Butler
7th Grade Devin Robinson
8th Grade Joshua Dunder
Assistant Principal of Instruction Tara Mitchell

SCHOOL COUNSELORS

6th Grade Shanquel Young
7th Grade Bruce Davis
8th Grade Quinandria Lee

CURRICULUM RESOURCE TEACHER

Canisha Fletcher

Hand's Alma Mater

Hand in Hand we honor you
Wearing proudly gold and blue.
As we journey near and far
You remain our guiding star.
We see your footprints through our lives
As we travel far and wide.
Wearing proudly gold and blue
Hand we stand to honor you.

Richland School District One Mission Statement

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

WE BELIEVE ...

- Fostering relationships is the foundation to children reaching their fullest potential in an environment conducive for learning;
- Elevating expectations is the foundation for children developing honorable character, achieving academic success, and becoming productive citizens in an environment conducive for learning;
- Promoting Pride in each other and in our school, is the foundation to educating the whole child.

BUILDING GOOD STUDY HABITS

“We are what we repeatedly do. Excellence, then, is not an act but a habit.” -Aristotle

IN CLASS

- Write down any homework assignments. Be sure to write down the due date.
- Listen carefully in class and take notes on important facts you need to remember.
- Ask questions in class about things you do not understand.

AT HOME

- Check off each homework assignment as you finish it.
- Give time each evening to review notes, complete homework, and prepare for class.
- Approach your subjects in order of difficulty, starting with the most challenging.
- Allow more study time for subjects that are harder for you.
- For longer projects and assignments, including studying for a test, do a little each day.
- Find a quiet place to study, free from distractions like your cell phone.
- Make a study kit of pens, pencils, erasers, paper, note cards, and highlighters.

READING TO LEARN

- Think about the subject and ask yourself if you understand what you are reading.
- If the section is difficult to understand, re-read the section slowly; looking up new words.
- Look at included charts, maps, and illustrations to help you grasp the reading material.
- The more you read, the easier and more enjoyable reading will become.

Richland School District One Calendar 2019-2020

Independence Day Holiday	July 6
Teacher Workday (PK-8 Teachers)	August 17
Professional Development (PK-8 Teachers)	August 18-20
Teacher Workday(PK-8 Teachers)	August 21
Teacher Workday(9-12 Teachers)	August 24
Professional Development (9-12 Teachers)	August 25-27
Teacher Workday (9-12 Teachers)	August 28
LEAP Week (PK-8 Students/Teachers)	August 24-28
First Day for Students (All)	August 31
Labor Day Holiday	September 7
Professional Development Day (Early release for students)	September 25
Professional Development Day	November 2
Election Day; Student/Staff Holiday	November 3
End of First Nine Weeks (45th day)	November 4
Report Cards Issued	November 11
Parent-Teacher Conferences	November 12
Thanksgiving Break November 25-27	November 25-27
Professional Development Day (Early release for students)	December 4
Winter Break	December 21-Jan. 1
Students/Staff Return from Winter Break	January 4
Martin Luther King Jr. Holiday	January 18
End of Second Nine Weeks (90th Day)	January 26
Teacher Workday	January 29
Report Cards Issued	February 2
Professional Development Day (Early release for students)	February 5
Professional Development Day	February 15
Professional Development Day (Early release for students)	March 26
End of Third Nine Weeks (135th Day)	April 1
Spring Break	April 5-9
Report Cards Issued	April 15
Parent-Teacher Conferences	April 22
Memorial Day Holiday	May 31
End of Fourth Nine Weeks (180th Day)	June 11
Last Day for Students (Early release for students)	June 11
Teacher Workday	June 14-15
Last Day for Teachers	June 15
Report Cards Issued (Mailed)	June 18

GENERAL INFORMATION
SCHOOL HOURS: 8:50 A.M. - 3:45 P.M.

BUILDING HOURS FOR STUDENTS

Classes start at 8:50. They are tardy if they arrive at class after this time. In the afternoon, all students should be picked up prior to 4:00 P.M. All car riders must be dropped off for school in the morning on Woodrow Street near the field. It is essential that all cars pull over to the side of the street, out of traffic, near the field. Students must never exit or enter vehicles from the traffic/street side of their vehicles. All students crossing the street to or from their point of destination in the mornings or afternoons must cross using the Wilmot Street and Woodrow Street crosswalks. It is important that students only cross the street at the crosswalk. Dismissal protocol: If a student needs to be dismissed prior to 3:45, early dismissals end at 3:15. There will be no dismissals during grade-wide events.

TRANSPORTATION

State law and the State Department of Education regulations govern the operation of school buses. School bus transportation is provided for students to the school to which they are regularly assigned provided they live at least one and a half miles from that school. Bus stops must be at least two tenths of a mile apart and no bus stop may be changed unless a student lives more than one-half mile from the bus stop. The transportation supervisor at Lower Richland High School is in charge of bus routes, drivers, and bus regulations for Hand Middle School's attendance area. Questions about transportation for Hand students may be addressed to the transportation office at 695-5505.

In order to ensure the safe and orderly operation of school buses, it is important for students to observe certain rules. These rules include but are not limited to:

- ☐ Keep hands, feet, and possessions within your seat and out of the aisles.
- ☐ Sit in your assigned seat and remain seated while the bus is moving.
- ☐ Refrain from making loud or distracting noises, using profane or obscene language or gestures.
- ☐ Students must ride their regularly assigned buses.

Students are expected to follow the bus driver's instructions at all times. Infractions of bus or school rules while on a bus will result in penalties as outlined in the Richland One Discipline Code.

Serious violations which could result in endangering the safety of others will result in immediate referral to the school administration and suspension of bus privileges.

NOTE: Safety is the first priority while transporting students to and from school. While on a school bus, the bus driver is the school official who has control of the students. In 1979, South Carolina passed a law against misbehaving on school buses and disobeying orders of school bus drivers. Students who misbehave on school buses will be punished by the rules in the Richland School District One Discipline Code book.

SCHOOL BUS TRANSPORTATION REQUEST

With proper notice, Richland School District One students may ride an alternate bus route on a particular day to and from school. A parent must submit a request in writing to the Hand Community Center, room 108. This request is forwarded to the Transportation Office for approval. All decisions are based on space availability. All requests need to be presented to the school at least 48 business hours before the requested date.

STUDENT BEHAVIOR

Students are expected to read and be familiar with the rules and regulations established in *The Richland One Code of Conduct* book. This document presents the basic discipline procedures adopted by the Board of Commissioners of Richland County School District One and governs the general

behavior of Hand students. In addition, the following guidelines will be in effect for Hand Middle School:

On the School Grounds

1. Students on the grounds during the school day must be under the direct supervision of a teacher or other staff member and must follow the instructions of the responsible adult.
2. Students are requested to use sidewalks and other paved areas as much as possible to protect shrubs, grass, and trees.
3. No hard or sharp objects may be thrown on school property. Hard balls are prohibited at school.

In the Halls

1. Students should enter the building through their assigned doors, hallways, and stairwells.
2. Students are expected to move through the halls in a quiet and orderly manner.
3. Students should walk on the right side of the hall or stairs.
4. Students may not be in the halls during class time without a pass from a teacher or an administrator.
5. Lockers may be visited only at designated times.

CELL PHONE POLICY

When a cell phone is visible or audible anywhere on campus grounds, from the morning show announcement until 3:45 p.m., the following steps will be implemented by an administrator.

First offense: The phone is kept for remainder of the day and returned to student with a call home to parents.

Second offense: The phone is kept for the remainder of the day and must be picked up by the parent/guardian before 4:30 PM or the next day from 7:30 AM – 4:30 PM.

Third offense: The phone will be kept for the remainder of the quarter and a conference with parent/guardian.

Fourth offense: The phone will be kept for the remainder of the semester and a conference with parent/guardian.

Fifth offense: The phone will be kept for the remainder of the school year and conference with parent/guardian.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

To ensure a safe and civil school environment where our students may learn and achieve high academic standards, the South Carolina General Assembly passed the Safe Schools Climate Act on June 12, 2006. The purpose of the legislation is to protect the health and welfare of school children in South Carolina and to improve their learning environment. Harassment, intimidation, and bullying not only disrupt a student's ability to learn but also interfere with a school's ability to educate its students in an environment conducive to learning.

Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either 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
- *Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

DISCIPLINE PROCEDURES

Teachers establish classroom rules and consequences for infractions and communicate those to students and parents at the beginning of the school year. Minor or infrequent infractions will be

addressed by the teacher, who may enlist the assistance of parents in improving student behavior. It is not possible to address all situations that may occur. Those not included in this book will be handled in a manner consistent with the *The Richland One Code of Conduct* book. The following violations will result in disciplinary action which may consist of detention, suspension, or other consequences:

1. Repeated violations of classroom rules and procedures
2. Excessive tardiness to school or class
3. Violations of safety rules
4. Possession of inappropriate items
5. Inappropriate dress
6. Presence in an unauthorized area of the campus before, during, or after school
7. Inappropriate displays of affection between students
8. Unauthorized sale of items on school grounds
9. Cutting class, school, or assembly
10. Leaving class or the school grounds without permission
11. Deliberate refusal to obey a member of the staff
12. Failure to identify oneself when requested to do so by a member of the staff
13. Distribution or sale of unauthorized materials

The following major infractions will result in immediate referral to an administrator and will subject the student to disciplinary action which will include suspension and/or recommendation for expulsion:

1. Smoking on school grounds or on school buses
2. Fighting and/or physically abusing a student or member of the school staff
3. The use of obscene, profane, or disrespectful language or gestures to a teacher/staff member
4. Theft
5. Creating or causing a disturbance within the classroom or on the school grounds which interferes with the operation of the school
6. Vandalism or other willful destruction of school property
7. Possession or use of fireworks or other explosive devices
8. Tampering with fire alarm or fire extinguishers
9. Bomb threats
10. Blackmailing, threatening, or otherwise intimidating any student or staff member
11. Possession of a weapon
12. Possession of an illegal substance
13. Other unlawful activities

Note: A student who is suspended out-of-school may not attend any Richland District One event during daytime or at night, cannot ride a school bus, may not be present at any school district facility or activity, and may not participate in extracurricular activities.

HONOR CODE, CHEATING AND PLAGIARISM

Students are expected to do their own work on tests, exams, projects, papers and homework. Responsible students do not seek assistance from others or provide assistance to others when sharing information may affect a student's grade. Cheating or plagiarism will carry academic and disciplinary consequences. When an incident of cheating cannot be resolved between the teacher and the student(s) involved, the principal or designee will be involved in investigating the matter.

1st Offense: Parents will be contacted by the teacher. A guidance referral will be forwarded to the grade-level counselor. Student will be allowed the opportunity to redo the work.

2nd Offense: The student will be referred to administrator/designee. Parents will be contacted and the student will be assigned to In School Suspension. Student will be allowed the opportunity to redo the work.

3rd Offense: The student will be referred to administrator/designee. Parents will be contacted and the student will be suspended. Student will be assigned a grade of zero.

STANDARDS FOR DRESS CODE

Students' dress often influences behavior and self-image. Positive attitudes are reflected in appropriate student attire. Student attire should comply with health and safety requirements and should not detract from the school setting. The following guidelines will assist you in choosing appropriate school attire:

1. Shoes must be worn at all times. No cleats in the building.
2. No Headgear (hats, caps, beanies, skullies, bandannas, do-rags, hair wraps, tiaras, and curlers).
3. Sunglasses may be worn indoors only with a doctor's excuse.
4. Clothing items and possessions that are extreme, unusual, overly suggestive, or cause any disruption will not be permitted. Bathing suits, sleeping wear (such as pajamas, bedroom slippers, blankets, and/or pillows unless medically prescribed), muscle shirts, sleeveless- athletic shirts, racer-back shirts, halter-tops, spaghetti straps, tank tops, yoga pants, short shorts, mini-skirts, bare midriff, see through shirts or blouses are not appropriate for school. Clothing with vulgar, obscene, or otherwise inappropriate or suggestive language or symbols, including drug or alcohol related phrases or symbols will not be permitted. No undergarment should be visible at any time.
5. Students are expected to wear pants on the waist. No undergarment should be visible at any time.
6. Young ladies' shorts and skirts shall be long enough that they reach the mid-thigh. All holes in pants exposing skin must reach the mid-thigh. Fingertip rule will apply.
7. Special dress or costumes may be worn for special occasions when approved by the principal. Athletic shorts are not appropriate dress for routine wear. Warm-up uniform pants are acceptable.
8. Leggings should be covered with a top the length of your mid-thigh.
9. Repeated violations of the standards for dress will result in suspension.

****Students found in violation of any of the dress codes above, will not be permitted to attend class until the dress code violation has been corrected.**

BOOKS AND SUPPLIES

There will be no fees or charges for instructional courses during the 2020-2021. Charges will, however, be assessed for lost and damaged books, materials, supplies, equipment and property in accordance with established replacement or repair cost. Textbooks must be paid for in order to receive a replacement copy.

LOCKERS

Students are permitted to use lockers before and after school and at assigned times. Locks and/or combinations will be issued to students by their homeroom teacher or assigned personnel. Only school-owned locks may be used on lockers. Students may not change lockers without permission from the administration. Students are not permitted to share or exchange lockers once they are assigned. Any violation of locker rules may result in disciplinary action. The cost of a lost or damaged lock is \$7. Phones are to be placed in the lockers from 8:40-3:45pm.

FOOD

With the exception of water, food and drinks are only to be eaten in the cafeteria at designated times (unless otherwise approved by administration). There will be no delivery of lunches or any other food items to students. Our hot lunch program is free. If your student does not want the provided school

lunch, please send the student with a packed lunch in the morning.

PERSONAL PROPERTY

Mopeds, motorcycles, scooters, skates, and skateboards should not be brought onto campus. Students who ride bicycles to school are reminded they may not ride them on campus. Bicycles must be locked on the provided racks during the school day. Students should refrain from bringing personal athletic items (footballs, basketballs, etc.) not required for district-sponsored sporting events.

Students are reminded that School Board policy must be followed for all personal devices, including cell phones. Schools will not be responsible for lost, stolen or damaged devices. If cell phones are brought to school, they are not to be seen during school hours 8:40-3:45. Cell phones are to be placed in student lockers.

MAKE-UP ASSIGNMENTS

Students are responsible for securing make-up assignments on the day they return. Students must take personal responsibility and request their work from their teachers. All work missed due to an excused absence must be made up within **three days** upon the student's return to school. All assignments that are not made up will be reflected in the student's grade. Late work policies will be outlined at the beginning of the year in each course.

MEDIA CENTER

The media center is a place for study, research, and reading. All patrons are expected to adhere to the rules and procedures that have been established by the media center staff. Hours of operation: Monday through Friday from 8:00 A.M. until 4:00 P.M. To use the media center during regular school hours, a student must have a media center pass or be accompanied by a teacher. Students who wish to use the media center before the first bell in the morning must obtain a pass from the media center specialist or a teacher on the previous day.

SALE OF ITEMS ON SCHOOL PROPERTY

Students may not sell any item including tickets, food, candy, gum, etc., on school property. Violating this offense will result in disciplinary action. Only the sale of items associated with official school related fund-raising efforts is permitted. All sales require the approval of the principal.

CARE OF SCHOOL PROPERTY

Students should take pride in being members of the Hand family and should at all times do their best to keep the building, grounds, furniture and equipment looking their best. Students who deface or damage school property will be required to pay for the repair or replacement of damaged items. Disciplinary action will be taken against students who willfully destroy or damage school property.

HIGH SCHOOL CREDIT

When approved by the principal and parents, a student promoted to the seventh or eighth grade who has shown evidence of superior achievement or ability may enroll in a maximum of four courses that carry high school credit. At Hand, those courses are in the areas of Algebra I, Geometry, English I, Spanish I and II, Latin I and II, Computer Based Applications, financial literacy. Credit may be in accordance with the provisions outlined in the Defined Minimum Program of Study for South Carolina Public Schools. In order for students to be awarded one unit of credit or half unit of credit for an academic standards-based course they must a minimum of 120 hours or 60 hours, respectively of instruction and achieve a final grade of 60 or higher to receive credit for the course.

END OF COURSE EXAMS

End of course exams are administered in Algebra 1 and English 1 (20% of the student's final grade.)

GRADING SYSTEM/HONOR ROLL

The following grading scale has been adopted by Richland District One for all students:

A	90-100	Principal's Honor Roll	4.0
B	80-89	Achievement Honor Roll	3.5-3.9
C	70-79		
D	60-69		
F	0-59		

To qualify for honor roll, a student may not have any Ds or Fs for that nine weeks period or the final grade. Excluding Algebra 1 and English 1, a student's final grade in a course is the numerical average of the four nine weeks' grades. The numerical average is converted to the letter grade.

REPORT CARDS

Students receive report cards at the end of each nine weeks' grading period. Final reports are mailed after the close of school. Report cards will be issued in accordance with the annual school calendar.

All students receive interim reports midway through each reporting period. Parents are encouraged to contact the school to schedule a conference when interim reports indicate students are experiencing academic difficulties.

PROMOTION STANDARDS

Students must pass all four (4) core academic subjects for promotion to the next grade. The core academic courses are English Language Arts, Mathematics, Science, and Social studies. Eighth grade students must pass all courses, including related arts classes, in order to participate in the promotion ceremony at the end of the school year.

ATTENDANCE REGULATIONS

The **South Carolina Compulsory School Attendance Law** details strict attendance requirements for South Carolina public school students. The following guidelines were developed in accordance with the provisions of this law. A student may be excused from school for:

1. Personal illness.
2. Doctors' or dentists' appointments,
3. Death in the family. A maximum of three days may be excused with the principal's approval.
4. Recognized religious holidays.
5. School-related activities such as field trips, approved in advance by the principal.
6. Court appearances.
8. Special circumstances must be approved by the principal in advance of the absence.
9. The law considers suspensions absences for truancy purposes.

A note from a parent or legal guardian, physician, dentist, or other recognized licensed/certified medical practitioner or legal officer is required for each absence. The note must include the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent or guardian, and the required signature. Notes must be turned in within 48 hours of returning from the absence and given to attendance office.

SC READY Scoring Guidelines for Text-Dependent Analysis (Grades 3–8)

4 – Demonstrates effective analysis of text and skillful writing	3 – Demonstrates adequate analysis of text and appropriate	2 – Demonstrates limited analysis of text and inconsistent writing	1 – Demonstrates minimal analysis of text and inadequate writing
<ul style="list-style-type: none"> Effectively addresses all parts of the task to demonstrate an in-depth understanding of the text(s) Strong organizational structure and focus on the task with logically grouped and related ideas, including an effective introduction, development, and conclusion Thorough analysis based on explicit and implicit meanings from the text(s) to support claims, opinions, and ideas Substantial, accurate, and direct reference to the text(s) using an effective combination of details, examples, quotes, and/or facts Substantial reference to the main ideas and relevant key details of the text(s) Skillful use of transitions to link ideas within categories of textual and supporting information Effective use of precise language and domain-specific vocabulary drawn from the text(s) Few errors, if any, are present in sentence formation, grammar, usage, spelling, capitalization, and punctuation; errors present do not interfere with meaning 	<ul style="list-style-type: none"> Adequately addresses all parts of the task to demonstrate a sufficient understanding of the text(s) Appropriate organizational structure and focus on the task with logically grouped and related ideas, including a clear introduction, development, and conclusion Clear analysis based on explicit and implicit meanings from the text(s) to support claims, opinions, and ideas Sufficient, accurate, and direct reference to the text(s) using an appropriate combination of details, examples, quotes, and/or facts Sufficient reference to the main ideas and relevant key details of the text(s) Appropriate use of transitions to link ideas within categories of textual and supporting information Appropriate use of precise language and domain-specific vocabulary drawn from the text(s) Some errors may be present in sentence formation, grammar, usage, spelling, capitalization, and punctuation; errors present seldom interfere with meaning 	<ul style="list-style-type: none"> Inconsistently addresses some parts of the task to demonstrate a partial understanding of the text(s) Weak organizational structure and focus on the task with ineffectively grouped ideas, including a weak introduction, development, and/or conclusion Inconsistent analysis based on explicit and/or implicit meanings from the text(s) that ineffectively supports claims, opinions, and ideas Limited and/or vague reference to the text(s) using some details, examples, quotes, and/or facts Limited reference to the main ideas and relevant details of the text(s) Limited use of transitions to link ideas within categories of textual and supporting information Inconsistent use of precise language and domain-specific vocabulary drawn from the text(s) Errors may be present in sentence formation, grammar, usage, spelling, capitalization, and punctuation; errors present may interfere with meaning 	<ul style="list-style-type: none"> Minimally addresses part(s) of the task to demonstrate an inadequate understanding of the text(s) Minimal evidence of an organizational structure and focus on the task with arbitrarily grouped ideas that may or may not include an introduction, development, and/or conclusion Minimal analysis based on the text(s) that may or may not support claims, opinions, and ideas Insufficient reference to the text(s) using few details, examples, quotes, and/or facts Minimal reference to the main ideas and relevant details of the text(s) Few, if any, transitions to link ideas Little or no use of precise language or domain-specific vocabulary drawn from the text(s) Many errors may be present in sentence formation, grammar, usage, spelling, capitalization, and punctuation; errors present often interfere with meaning

GOAL SETTING FORM 2020-2021

WRITE AND PLOT YOUR ELA SCORE

Does Not Meet	Approaches	Meets	Exceeds

Goal:

Improvement/Maintenance Strategies:

WRITE AND PLOT YOUR MATH SCORE

Does Not Meet	Approaches	Meets	Exceeds

Goal:

Improvement/Maintenance Strategies:

WRITE AND PLOT YOUR SCIENCE OR SOCIAL STUDIES SCORE

Does Not Meet	Approaches	Meets	Exceeds

Goal:

Improvement/Maintenance Strategies:

WRITE AND PLOT YOUR READING INVENTORY SCORE

Does Not Meet	Approaches	Meets	Exceeds

Goal:

Improvement/Maintenance Strategies:

WRITE AND PLOT YOUR MATH INVENTORY SCORE

Does Not Meet	Approaches	Meets	Exceeds

Goal:

Improvement/Maintenance Strategies:

BEHAVIORAL GOAL(S):

This school year, I will _____

For all Virtual Resources please visit

<https://www.richlandone.org/domain/2768>

Welcome Back!

Let's make sure you are ready to use your computer.
Follow these steps closely, and if you run into issues, let us know!



1

Log in to your computer! Look at the Yellow Stickee!!

- Remember, your username is the first 3 letters of your first name ‘.’ the 3 letters of your last name, then 4 numbers generated- refer to the yellow stickee. **Ex: jon.smi1234** (no @rlstudent.com to log into your computer, only for your email)
- Your password has been **reset** and will be: **HAND**, then **last 4 digits of your student ID number** – refer to the yellow stickee. **Ex: HAND2345**

2

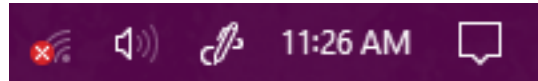
Test your internet connection!

Click on any **browser** (Chrome, Edge...) and make sure you can access the **internet**.

- If not, take a look at the bottom right and make sure you

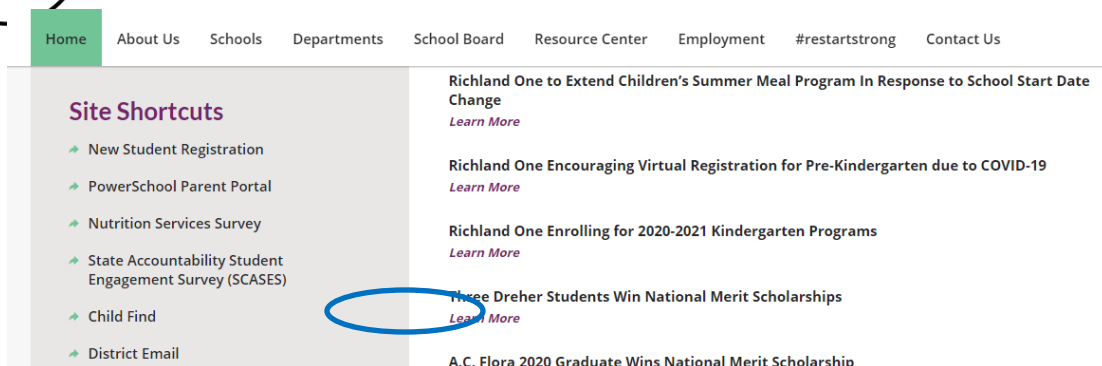
see the white Wifi symbol, if it's greyed out, then click and try to connect to RCSD1 or HOME WIFI.

- Practice: Click Chrome. In the address bar type hand.richlandone.org. Explore Hand's website.



3

Find your email!



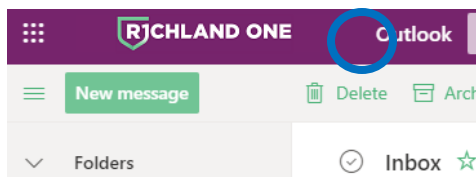
- Your browser homepage should be Richlandone.org, if not go there! Scroll down and find the district email link on the **left**.
- Log in to your email: Username ex: Jon.smi1234@rlstudent.org Password *Same as Computer*

4

Find Microsoft Teams!

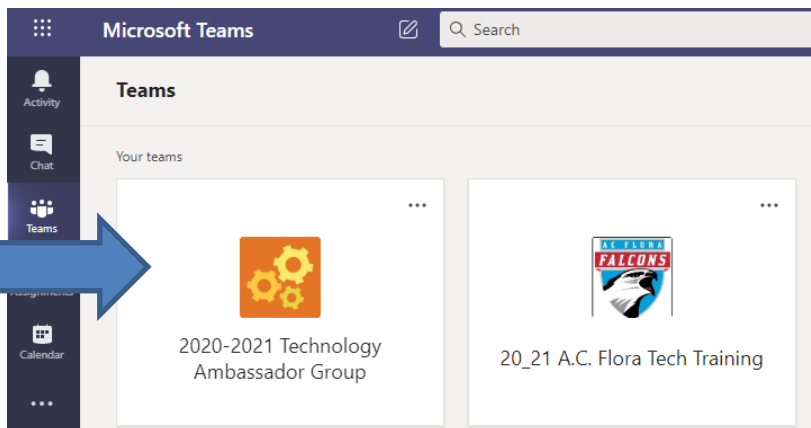
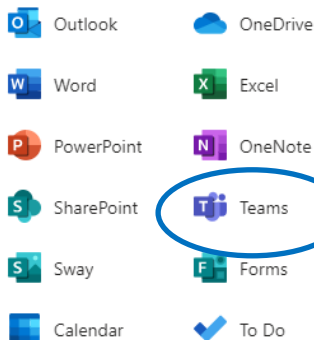
All classes will be accessed through Teams, so make sure you get comfortable with it!

- From your email, click on the grid menu in the top right.
- Find Teams and make sure you can open it like below!
- Check your email by August 29 for Teams join codes from your teachers.





Apps



5 QUESTIONS



We know
the [Hand](#)

eLearning for helpful videos and links! Available by August 31.

- Computer issues →

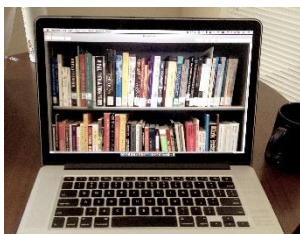
Contact **Mrs. Pinckney**, media specialist, at 803-343-2947 ext. 3002 if during school hours

Contact **the R1 District Help Desk** at (803) 231-7464 if after school hours

- Need your password reset →

Contact **Mrs. Pinckney**, media specialist, at 803-343-2947 ext. 3002 if during school hours

Please note you will need to be on a Richland One campus to reset your password.



**Online Textbook access information
will be shared within the 1st week of
school during your classroom
instructional period.**

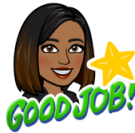


MICROSOFT TEAMS EXPECTATIONS



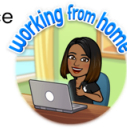
BE ON TIME

Wake up early
Log on a few
minutes before
class



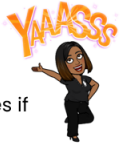
Location, Location

Find a quiet place
Check your
surroundings



BE PREPARED

Computer is
charged
Camera is on
Use headphones if
you have them



PRESENTATION

Wear school
appropriate
clothing
Sit up straight
Be in camera view



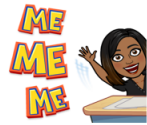
MUTE YOURSELF

Mute yourself
when your teacher
or another student
is talking



PARTICIPATION

Be focused
Be attentive
Be an active
participant



CHAT RESPONSIBLY

Raise your hand to
speak
Type your question
in the chat box
No Private Chatting



COMMUNICATION

Speak clearly
Look up when
speaking
Stay on topic
(No side conversations)



BE RESPECTFUL

R-E-S-P-E-C-T
Be kind
Be considerate



ACCEPTABLE USE POLICY

Hand Middle School provides many electronic communication opportunities for your child. Along with these opportunities, comes responsibility. It is important you and your child read the acceptable use policy together and discuss these requirements. Inappropriate use will result in discipline action.

1. Keep your user ID and password private.
2. Use your password to log on to the computer.
3. Check your own grades, no one else's.
4. Do not delete or alter anyone else's work.
5. Leave any existing computer equipment and computer settings or software configurations the way you found them.
6. Do not add or delete software including file-sharing programs, games, and music players without permission from the school technology committee.
7. Do not play Internet games that are not approved by administration.
8. Do not download music, screensavers, inappropriate pictures, or software that is not strictly for educational purposes.
9. Use resources such as paper, data storage space, time online, etc. sparingly.
10. Use appropriate language while typing on the computer.
11. All work must be the student's own. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours, including works that you find on the Internet or any other resources, such as CD ROM based information.
12. Do not intentionally search for, view and/or distribute inappropriate materials on the Internet.
13. Do not give out personal information on the Internet.
14. Teachers will preview any sites used for classroom instruction.
15. Before leaving a workstation, you must log out.
16. Students will be supervised while using the Internet.

I have read and understand the policies and procedures of Hand Middle School as presented in this agenda book and the Use Policy. I understand my failure to comply with the Acceptable Use Policy will result in loss of my network privileges as well as more serious disciplinary and/or legal action.

Student Signature _____ Date _____

Parent/Guardian Permission

I have read and understand the policies and procedures of Hand Middle School as presented in this agenda book and the Acceptable Use Policy. I also understand this access is designed for education purposes and that school personnel will make every effort to properly supervise my child's use of network services. Although the school does use a program to block out undesirable sites, I understand that since it is technically impossible to restrict access to ALL controversial material, I will not hold them responsible for any materials.

Parent Signature _____ Date _____