

# **Greer Middle School**

**3032 East Gap Creek Road**

**Greer, SC 29651**

**864-355-5800 (Phone)**

**864-355-5880 (Fax)**

Dear Parents and Students:

Greetings! To those returning to school and those joining the school family for the first time--- welcome to Greer Middle! I know that we are going to have a great year, and I'm excited that you are here. It will be a great year filled with learning and fun!

This handbook contains essential information regarding our school and school rules. I hope that you find it a helpful resource.

At Greer Middle, we strive to build a family atmosphere where students feel safe. In this environment, students can thrive academically and socially and be their best. It takes a focused team effort to provide children with the quality instruction that they deserve and to ensure that all students are successful. Parents – you are a key part of this team. We look forward to partnering with you to help OUR children be their best. Encourage your children often and have regular conversations with them about school and their work. Make sure that your child is at school and on time each day. Parental involvement with high expectations shows children that school is important and that you are committed to their success. I encourage you to communicate regularly with your child's teachers. Our staff will provide the quality instruction that the students deserve and that the parents expect. Together, we can accomplish amazing things!

As stated in our school promise, we are all part of the Greer Middle School team. We focus on learning, and we will achieve our greatest success by supporting one another in a respectful and caring environment. I'm glad that you are a part of the Greer Middle team, and I know that each child will have a wonderful educational experience this year.

Sincerely,

Stephanie Lackey, Principal

## **Greer Middle School Mission Statement**

The mission of Greer Middle School is to empower students to become independent, productive learners who exemplify good character in an increasingly global society.

### **We believe our students should:**

- feel safe both emotionally and physically in and out of the classroom
- give and be given respect
- be constantly challenged with standards driven curriculum and instruction
- share the accountability for education with parents, teachers, and the community
- receive curriculum, instruction, and assessment aligned to meet their individual needs
- be able to communicate effectively and solve problems

### **Academic Information**

Providing rigorous academic learning opportunities is the primary function of Greer Middle School. To accomplish this objective, we believe our school should:

- have high expectations for all students
- involve families as partners
- challenge all students to use their minds to their full potential
- be developmentally responsive and sensitive to the unique challenges of middle school students

### **Students will reach their fullest potential by:**

- attending school each day (depending on the attendance plan)
- bringing the proper materials to class
- actively engaging in the learning process

### **Academic Grading Policy**

A=90-100	B=80-89	C=70-79
D=60-69	F=50-59	

Students will receive a numeric grade for each subject based on the grading scale. The numeric grade and category of the course determine the quality points earned for each subject. Middle school courses, except those taken for high school credit, earn the base weight. Academic honor rolls will be established with grades from the core content areas (Math, ELA, Social Studies, Science), as well as Related Arts classes.

### **Attendance**

South Carolina Law requires the regular attendance of all pupils. The School District of Greenville County Schools has adopted uniform rules to assure that students attend school regularly.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) day must be lawful and will be excused if they fall within the following guidelines:

### **Lawful Absences**

Personal illness of a child verified by a statement from a physician within two (2) days of the students' return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement. (This includes doctor's appointments.) Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school. Absences for religious holidays when approved in advance. Requests must be made to the Principal in writing. Absences for extreme hardships must be approved by the Principal. Such approval should be pre arranged when possible.

### **Unlawful Absences**

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence, shall be counted as unlawful and will not be excused. When a student returns to school from being absent he/she should bring a note explaining why he/she was absent. The note should be signed by a parent/guardian and dated. Students should present parent excuses to the Front

Office on the day they return to school. This should be done before the 8:30 a.m. bell.

### **Procedures for Makeup Work**

In order to receive full credit for make-up work, all work must be submitted within five days, immediately following the absence. In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work. Work assigned before the absence or field trip will be due the day the student returns. Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher. If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days. In general, work is to be made up before or after school in order not to miss more class time. Students are encouraged to check teacher websites, google classroom, and google calendars for assignments during any absence.

### **Redo/Retake Policy**

Greer Middle School is implementing a Redo/Retake Plan as a strategy to help ensure the mastery of content for our students and encourage our students to have a growth mindset regarding their academic work. Mastery is considered 80 percent or higher. Our guidelines for a redo/retake plan have been designed with input from teachers, administrators, parents, and students to ensure consistent implementation school-wide.

When are students allowed to redo/retake?

Only assignments that are categorized as major grades in the gradebook are available for redo/retake.

#### **Redo/Retake Information**

- The student, parent, and teacher must sign Redo/Retake Request Form
- The student must submit the Redo/Retake Request Form within three (3) school days of the grades being posted in Backpack.
- The higher of the two grades will be recorded in the Gradebook.
- Redo/Retake assessments will cover the same standards, but the format and questions will be determined by the teacher. Alternative assignments may be required at the teacher's discretion.

#### **Redo/Retake Steps**

- The student must complete and submit the Redo/Retake Request Form (found under Student tab on Greer Middle Website) within three (3) school days of the grades being posted in Backpack.
- Students must complete the Relearning Tasks assigned by their teacher on the Redo/Retake Request Form by the deadline given by the teacher.
- If a student will be retaking a test, they must take it at the pre-arranged date/time; if a student will be redoing an assignment that it is not a test, they must turn it in by the redo deadline.
- If students miss the deadline and/or pre-arranged date/time, the redo/retake will not be allowed. If there are extenuating circumstances, contact the grade-level administrator.

<https://drive.google.com/file/d/1WryDjDnXxWv9kUwcU06qQwQucMKenvZi/view>

### **Student ID's**

For safety reasons, all Greenville County middle school students are required to wear ID Badges while on campus. At the beginning of the school year, all students will be issued an ID Badge and lanyard at no cost. If the badge is lost, stolen, damaged, or defaced; the student must pay \$5 to purchase a replacement. ID Badges must be in possession of the student to whom it was issued. Students are also encouraged to purchase an extra ID Badge for \$5 and leave it in their locker as a backup in the event they fail to bring their ID Badge to school.

Each morning, staff members on duty and 1<sup>st</sup> Period teachers will complete an ID Check to ensure all students have the ID Badge. If a student does not have their ID Badge, they will report to Ms. Williams to receive a temporary badge in the office on the flag hallway. This temporary badge must be worn all day in place of the ID Badge. The consequence for not bringing an ID Badge will be Lunch Detention that day in addition to wearing the temporary badge. After five (5) Lunch Detentions per semester for failure to bring an ID Badge to school, students will be sent to ISS for the entire day.

If a student fails to bring their ID Badge, but they have \$5 to purchase a replacement, they can do so between 8:00 and 8:25 in the office on the flag hallway. No consequence will be given. Students must have exact change or pay with a check made out to Greer Middle School. ID's will not be sold at any other time during the school day.

Students will be counted as having their ID if brought in by a parent before the end of 1st period.

### **Tardiness**

School begins at 8:30 for all grades. Students not in 1<sup>st</sup> Period at 8:30 are **tardy**. If a student arrives after 8:30, he/she must report to the lobby for an admittance slip to be admitted to class. Class tardies are covered in the discipline code on page 10.

### **Skipping School/Class**

Students will not leave the school grounds during the day without permission from an administrator. Students who leave the school grounds without permission, or students who are absent without the consent of parents or guardian, shall be considered truant and shall be liable for suspension from school.

### **Exams**

End of Course exams are required in Algebra I, Geometry, Spanish I. These exams count 20 percent of the final grade. Students may not be exempt from End of Course Exams.

### **Benchmark Tests**

Benchmark Tests are given in the four academic content areas each nine weeks. These tests are used to determine mastery of content taught during the nine weeks.

### **Bullying and Harassment**

Greer Middle School administration takes a very strong stand against students participating in any bullying or harassment. If a student feels they are a victim of bullying or harassment, they should complete the Bullying/Harassment form (available from the front office, the guidance department, or any GMS teacher), get a parent signature, and return the form to the front office or Guidance Department. All forms turned in will be investigated and appropriate actions will be taken. Results of such an investigation vary depending on the severity of the situation and the circumstances. A signed copy of the form with a documented response from the principal or the principal's designee will be returned to the student.

### **Report Cards**

Report cards will be given to students at the end of each of these nine-week periods: Oct. 29th, Jan. 21st, and April 1st. The last nine weeks report card will be mailed June 14, 2021. Students are responsible for providing a self-addressed stamped envelope.

It is the student's responsibility to give report cards to parents. Students and parents are invited to contact the teachers, counselors, and grade level administrators for a discussion of any problems related to student academic performance.

### **School Day**

The school day for Greer Middle School will be from 8:30 to 3:10 pm. The school will be opened to students at 7:30 a.m. and no student can be dropped off prior to 7:30 a.m. Students are expected to be seated in their first period class when it begins at 8:30. Students should be picked up in the afternoon no later than 3:45 pm.

### **Sports Participation**

In order to participate in athletics, students must meet the minimum criteria stated by the High School League. Students wishing to participate must be in 7<sup>th</sup> or 8<sup>th</sup> grade and have an overall passing average in each of their academic classes. They must maintain a passing average while participating. Each athlete is expected to conduct himself/herself in an honorable way at all times-in school and in the community. In addition, students who have been suspended from school or serve an in school suspension the day of a game may be ineligible for participation. Students must also provide the required forms to participate.

### **Textbooks**

Students are expected to care for textbooks as if they were their own. **ALL LOST OR DAMAGED TEXTBOOKS MUST BE PAID FOR.** Students are asked to do the following to protect textbooks:

- Do not leave books outside
- Do not loan books to classmates

### **Transfers and Withdrawals**

Parent/guardians must come into Greer Middle School to transfer or withdraw a student. Students must return all textbooks. Students must get clearance from the media center and the cafeteria regarding any unpaid fees.

## GENERAL INFORMATION

The following information is provided as general guidelines of normal procedures at GMS. Some of the information is based on policy and other important guiding principles. If you have any questions, contact the office for further clarification.

### **Health Room**

A student who needs to go to the health room must obtain a pass from his classroom teacher. Students reporting to the nurse for illness must remain in the health room until released by the nurse to return to class or go home. If the health room is not open, the office staff will call the parent or send the student back to class. All medication needs to be brought in by a parent/guardian with appropriate forms. Students are not to be in possession of any medication.

### **Accidents, Emergencies, Medical Conditions**

Every effort is made to prevent accidents. If an accident occurs, school officials will administer first aid as appropriate and the parents will be contacted as necessary. Any injured or ill child will be sent to the Nurse's office. The Nurse is responsible for contacting parents and following District Policy if a child requires transportation for emergency care. **It is critical that contact information is up to date.**

### **Cafeteria**

Students may deposit money into their cafeteria account on Mondays in the cafeteria or online at the address listed below. Students wishing to pay on a daily basis may pay the cashier. Money for extra milk should be paid to the cashier. Free and Reduced Meal applications must be completed, annually.

*(All prices subject to change)*

Daily Lunch Cost	\$2.50
Weekly Lunch Cost	\$12.50
Reduced Lunch Cost	\$.40
Weekly Reduced Lunch Cost	\$2.00
Daily Breakfast Cost	FREE
Extra Milk	\$.65

*Lunch accounts may be managed online at:*

<https://www.myschoolbucks.com/>

Lunch will be served in the classrooms for the 2020-2021 School Year.

### **Communication**

Communication between parents and the school is critical to student success. The success of our program is the result of a cooperative effort between students, parents and staff. Parents can arrange an appointment by contacting the school at 355-5800. Teachers are required to contact parents frequently by their website, phone, note or email. Please visit our website for links to teacher web pages at [www.greenville.k12.sc.us/greerms/index.asp](http://www.greenville.k12.sc.us/greerms/index.asp)

### **Debts**

Students are responsible for all supplies, materials or equipment checked out in their name. Parents will be notified about cafeteria debts. Media Center overdue notices will be sent to teachers and periodic checks for textbooks will be conducted to ensure textbooks are returned or fines are paid.

### **Early Dismissal**

Parents who wish to get their student out of school early must report to the main office and sign their student out of school. Please send a note in advance of the time that you want to sign out your student. This will make it faster and easier for you to sign out your student. The last early dismissal of the day will be at 2:30 p.m. Any early dismissals after 2:30 must have preapproval from Mrs. Lackey or your grade-level administrator.

### **Dismissal**

ALL students are to remain in their 6th period class until the car-line monitoring system has notified each student that their ride is here. The only exception will be, bus riders that have instruments in either band or strings will be dismissed to Mr. Gill, Ms. Laird and Mrs. Hutton at 3:10 pm with a band or strings pass. Those students should remain with them until their ride arrives at Greer Middle. ALL students found in the hallway or in the car pickup areas before their car/bus has been called will be disciplined by the administration. 6<sup>th</sup>

Graders should be picked up in the front car loading area. 7<sup>th</sup> and 8<sup>th</sup> graders should be picked up in the back car loading area. It is the responsibility of the student to look for parents in the car lines and enter the car in a timely manner to ensure a quick and safe car loading process. Students are not allowed to walk to Greer High School unless they are participating in an after school event at Greer High. All other GMS students should be picked up on GMS property.

### **Electronic Devices**

Cameras, audio recorders, TVs, laser lights, electronic games, or cartridges for these games, etc., are not to be brought to school without permission. All unauthorized items will be confiscated. Cell phones should remain in students' bookbags throughout the entire school day.

### **Emergency Drills**

State law requires schools to conduct emergency drills each month. Drills may occur at any time during the day. The main objective of drills is to practice in case of a real emergency situation. Instructions are posted in classrooms and discussed as part of classroom procedures. Students must follow teacher directions and cooperate with all requests to ensure their safety. An announcement will be made when it is safe to re-enter the building.

### **Insurance**

Insurance will be offered to students for school-time protection and for twenty-four hour protection. Receipts for premiums should be kept to show hospitals and physicians. Parents are encouraged to purchase school insurance for their children. School insurance does not cover students playing sports.

### **Identification of Personal Belongings**

Students are strongly urged to put their name or some identifying mark on all personal belongings (i.e. coats, shoes, notebooks, lunch bags, etc). This mark should be in an inconspicuous place.

### **Loitering after School**

At the close of the school day, students are expected to leave the school grounds and return home. No student is to be at school after 3:45 p.m. unless he/she is being supervised by a teacher, coach, sponsor, administrator or parent. If a student is a car rider, they should be picked up from school no later than 4:00 pm unless they have a pass from a teacher for after school assistance. This time will be strictly enforced by administration. If a parent cannot pick up the child before 4:00 pm, the student should ride the bus home.

### **Lost and Found**

Any articles found on the school grounds should be turned into the office. Students losing any item can have it returned by checking in lost and found, and making proper identification.

### **Parental Involvement**

Parents are encouraged to become involved in the life of our school by joining the PTSA or participating on the School Improvement Committee. These parent-centered organizations represent your voice in our school. In addition to participation in these important organizations, volunteers are always needed to participate as chaperones at dances and other school events such as our pageants or assist with fundraising activities. You may sign up by contacting the school for the Volunteer Chairperson's name and contact information.

### **PTSA**

Greer Middle School's goal is to have strong parental involvement in school activities. The PTSA will have active members and be involved in a number of events designed to support our school. Parents may obtain information about the PTSA at Open House and by contacting the school.

### **School Improvement Council**

The School Improvement Council is an organization composed of teachers, parents, administrators and other citizens elected and/or appointed by the Principal. These council members work as a team to assist the administration in determining present and future needs of our schools.

### **Selling/Buying**

The selling or buying of any goods while on school grounds is prohibited.

### **Valuables**

Students are cautioned to never leave money or other possessions unprotected at any time on the campus. The school does not assume any

responsibility for lost articles. Students are asked not to bring large sums of money, valuable jewelry, or cell phones, etc. to school.

### **Behavior Information**

Each Greer Middle School student is expected to conduct himself/herself in an honorable way at all times-in school, at home, and in the community by:

- Respecting the rights, opinions, and property of all other persons
- Displaying good manners with every individual in school
- Treating others as one would like to be treated
- Maintaining a respectful attitude toward all people

### **Code of Conduct**

Education is too important to be the sole responsibility of the schools. The success of school discipline depends on a collaborative effort among home, school, and community. By working together we can achieve the goals we all want – safe, orderly schools and a quality education for your child.

Listed on the following pages are sections of the Greenville County Schools Code of Conduct which has been approved by the board of trustees. The entire code of conduct is located on the school district website.

Discipline policies included in this publication are based on information a time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August. You may visit the Greenville County Schools website at <http://www.greenville.k12.sc.us/> for updated discipline policies.

### **Dress Code**

The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or when representing the school. Personal appearance should not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sexual content.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats, hoods, bandanas, do-rags, and sunglasses may not be worn in the building.
- Attire must not show evidence of membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. (Flip flops, slides, slippers, bedroom shoes, shower shoes are not permitted). All shoes must have a back strap.
- Pajamas are not permitted to be worn with the exception on Specified Pajama Days.
- Skirts and shorts must be at least mid-thigh length.
- Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place. If a student is in need of a belt at school and does not have one, a zip tie may be provided for the student.
- Shirts cannot be low-cut or show cleavage.
- See-through shirts will not be allowed.
- Sleeveless shirts and tank tops are permitted as long as the strap is at least three fingers in width.
- Clothing must cover waist, shoulders, back, and sides with no skin showing between the top garment and bottom garment.
- Clothing cannot expose undergarments.
- Holes in pants above the knee will not be permitted unless worn with leggings or another garment that covers the holes. Holes cannot be covered by tape, paper towels, sticky notes, or other various school/household items.
- If leggings, jeggings, tights, or yoga pants are worn, they must be worn with a shirt that reaches mid-thigh.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will require the student to change and will inform the student not to wear the garment to school again. Students who are unable to receive a change of clothes will be placed in ISS for the remainder of the school day. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **Trespass and Student Threats**

It is unlawful for any person to willfully or unnecessarily interfere with or to disturb in any way or in any place the students or teachers of any school in this state, to loiter about the school premises or to act in an obnoxious manner, or for any person to enter any school premises except on business without the permission of the principal.

### **Suspensions**

Suspension is the temporary removal of a student from school or class to correct unacceptable behavior.

In-School-Suspension will be conducted at Greer Middle School. Students will arrive and depart from school as normal, but will be isolated in the ISS Room to complete their school work.

Out-of-School Suspension means a student will not be allowed on campus at any time during the school day or after school functions (sporting events, dances, etc.).

### **Expulsion**

Disruptive or disorderly student conduct may result in removal from school.

In accordance with its discipline code set forth in Policy JD, the Board authorizes the administration to initiate expulsion proceedings against any student. In most cases expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year. Please see Greenville County Schools web site at <http://www.greenville.k12.sc.us/> for more details.

### **Criminal Prosecution**

Any student committing a breach of the Disciplinary code that may also constitute a crime will, in addition to District disciplinary action, also be referred to appropriate law enforcement officials for possible criminal prosecution. No plea bargain or other type of agreement arising from such a referral, regardless of the assent of any District employee, will be binding on the Board.

### **Firearms on District Property**

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. For disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis. Consequence: Student will be recommended for expulsion.

### **Discipline Policy**

Greer Middle School will be a safe and orderly school to ensure that all students have the opportunity to learn. Acts that impair the ability of the school staff, teachers, and administrators to maintain a safe school environment will result in consequences. The discipline policy at Greer Middle School will reflect the Code of Conduct that has been approved by the Greenville County School Board.

**Principals will reserve the right to adjust consequences based on the severity of the incident. However, the consequences below will represent the minimum consequences for particular offenses.**

### **Discipline Abbreviation Index**

- |            |  |
|------------|--|
| <b>PD</b>  | <b>Principal Detention.</b> PD will be held on Wednesday mornings from 7:30-8:10 a.m. in the designated ISS room. Parents must have child at school by 7:30 a.m.   |
| <b>TD</b>  | <b>Teacher Detention.</b> TD will be held on Tuesday and Thursday mornings from 7:30-8:10 in the designated grade level classroom. Parents must have their child at school by 7:30 a.m.  |
| <b>ISS</b> | <b>In-School-Suspension.</b> Students will report to a predetermined room and remain the entire school day (including lunch). Students will be given assignments from their classes to work on. Students will not be allowed to talk, sleep, or work on computers (unless for school purposes). Students will be taken to the cafeteria for lunch separate from all other grade levels or a bag lunch will be provided for them in the ISS room. Disruptions in ISS will automatically result in students being sent home for an OSS consequence. ISS does not count against student attendance. |
| <b>OSS</b> | <b>Out-Of-School-Suspension.</b> Students will not be allowed on campus (including Greer High School campus) during OSS. That includes times during the school day and during after school events (sporting events, dances, talent shows, etc.). OSS on a Friday will also mean that students are not allowed on campus for Friday night football games and/or weekend activities at the school or at Greer High School. OSS does not count against student attendance.  |

**\*\*Teacher Detention or Principal Detention will not be held during attendance plan 0, 1, or 2.**



### **Cell Phone Policy**

There is no reason for middle school students to use a cell phone during school hours at GMS. This includes calling or texting parents during the school day without permission from administration. Students who choose to bring cell phones to school must keep them in their bookbag. During school hours while on school grounds, no student may use, or have turned on a cell phone without the prior permission of the principal.

Neither the school nor the district will be responsible for any lost, stolen, or damaged cell phone brought onto school property. A student in possession of a cell phone is in violation of this policy, and will be referred to the school's administration.

We will no longer confiscate student phones; instead, if a student is using their cell phone at Greer Middle School, a teacher should direct the student to put the phone away. If the student complies, a referral is to be written for "phone violation." and we will follow the matrix below:

**First offense** – 1 day In School Suspension (ISS).

**Second offense**-1 day Out School Suspension (OSS).

**Third and subsequent offenses** - 2 days Out of School Suspension (OSS).

If the student refuses to put the device/phone away, after the teacher has directed the student to do so, a referral is to be written for "refusal to obey." Refusal to put away the device/phone will result in an automatic 3 day out of school suspension from school.

### **Tardies**

Students that are late to school cause major disruptions to the school day for office personnel and classroom instruction. Excuses for tardies to school will not be accepted unless they are accompanied by a doctor's note. All students are given three warnings for tardies (without a consequence) that allow for unusual circumstances (wreck that slowed traffic, oversleeping, car breaks down, etc.). All other tardies will (unless accompanied by a medical excuse) be deemed "unexcused" and fall into the 3<sup>rd</sup> Offense category as listed below.

There is no reason for a student to be tardy to class once they arrive at Greer Middle School. Students are allowed 5 minutes to change classes (8 minutes when moving to a Related Arts class), which is ample time to leave one class and arrive at their next class. Students late to a particular class will also follow the guidelines below with three warnings and then subsequent consequences.

### **Tardy Consequences**

**First offense** – Verbal warning by the teacher.

**Second and Third offense** – Verbal warning by the teacher, parent contacted by the teacher.

**Fourth offense** – Referral to appropriate Principal and Principal Detention assigned. Failure to attend Principal Detention will result in ISS.

**Fifth offense** -- Referral to appropriate Principal and ISS will be assigned.

**Sixth offense (plus)** – Referral to appropriate Principal and Out of School Suspension assigned.

**\*\*Teacher Detention or Principal Detention will not be held during attendance plan 0, 1, or 2.**

### **Maximum Number of Consequences**

Consequences for offenses vary depending on the severity of the action. Students that continue to disrupt school and receive consequences are subject to "maxing out" of a particular consequence. Below are the maximum times a student can receive a particular consequence. If a student exceeds this number, the next highest consequence will be given.

**Principal Detention** - 3 Days Maximum

**ISS** - 3 Days Maximum

**OSS**- 3 suspendable offenses Maximum

**\*\*Teacher Detention or Principal Detention will not be held during attendance plan 0, 1, or 2.**

***If a student reaches their maximum number of the above detentions, the consequence will roll over to the next highest consequence. Once the maximum number of Principal Detentions, and ISS days have been consumed, all referrals will result in out-of-school***

***suspension. Once a student has reached their maximum out of school suspension days, they will be placed on school probation. The next violation at the level two or higher will result in a recommendation to the alternative school.***

### **Level I-Disorderly Conduct**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Classroom and/or school tardiness	See tardy policy on Page 10			
Failure To Have ID Badge	3rd - Parent Contact 4th - 6th LD 7th and additional PD			
Cutting class	PD	1 Day ISS	1 Day OSS	2 Days OSS
Leaving campus without signing out properly	1 Day OSS	2 Day OSS	3 Days OSS	4 Days OSS
Walking out of class without permission	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Acting in a manner so as to interfere with the instructional process in the classroom	PD	1 Day ISS	1 Day OSS	2 Days OSS
Excessive talking that interferes with the instructional process in the classroom	PD	ISS	1 Day OSS	2 Day OSS
Possession of electronic devices at school w/out, or in violation of, the PED agreement	Adhere to the Cell Phone Policy (See page 10-11)			
Failure to attend a Teacher Detention	ISS	ISS	ISS	1 Day OSS
Failure to attend a Principal Detention	ISS	ISS	ISS	1 Day OSS
Refusing to attend ISS	1 Day OSS	2 Day OSS	3 Day OSS	4 Day OSS
Disruptive behavior and/or refusing to work in ISS	1 Day OSS	2 Day OSS	3 Day OSS	4 Day OSS
Abusive language/gestures/written communication between or among students, to include profane language	Consequences range from ISS to 5 Days OSS depending on severity			
Being in an unauthorized area	ISS	ISS	OSS	2 Days OSS
Violation of Dress Code	Change to appropriate dress. If unable to change, student will serve an ISS			
Possession of food or drink in the hallways or classrooms	PD	PD	ISS	ISS
Leaving trash or food in the building	PD	PD	ISS	ISS
Misuse of lunch account	Handled at the discretion of the principals			
Cheating	50 on Assignment PD	50 on Assignment ISS	50 on Assignment 1 OSS	50 on Assignment 2 OSS
Use of forged notes or excuses	ISS	1 Day OSS	2 Day OSS	3 Days OSS
Giving false information to school official (lying)	PD	ISS	OSS	2 Days OSS

**\*\*Teacher Detention or Principal Detention will not be held during attendance plan 0, 1, or 2.**

### **Level II-Disruptive Conduct**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the

consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Inciting a fight (including passing notes and conversations)	1-10 Days OSS			
Possession or use of unauthorized substances, including tobacco and tobacco products including juuls, vapes, njoys, etc., non-prescription drugs, “look alike” drugs, and drug paraphernalia, including rolling papers	3 Day OSS	5 Days OSS	5 Days OSS	10 Days OSS
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature.	ISS	ISS	1 Day OSS	2 Days OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.	Range from ISS to 10 days OSS Or possible recommendation for expulsion, Alternative School, or referral to law enforcement authorities			
Misuse of District technology resources	Range from PD to 10 days OSS Technology privileges revoked for school year			
Horseplay (Including running, physical contact, and “necking”)	Range from ISS to 5 days OSS			
Stealing	1-10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities			
Gambling on school property	1-5 Days OSS			
Unlawful assembly	1-10 Days OSS			
Vandalism (minor)	1-10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities			
Verbal Confrontation	3 Days OSS	4 Days OSS	5 Days OSS	7 Days OSS
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	1-5 Days OSS			
Inappropriate behavior resulting in removal from class by a Principal	1 Day ISS to 5 Days OSS			
Threats, harassment, intimidation, or bullying	1-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Deliberate refusal to obey school personnel or agents whose responsibilities include supervision of students.	1 Day OSS	2 Days OSS	3 Days OSS	5 Days OSS
Refusal to wear mask	Conference with student and parent	Conference with student and parent	Student sent home for the day, recommendation to parent for virtual program	2 Days of OSS, given the option of enrolling in Virtual Program. Additional offense will result in enrollment in Virtual Program
On campus while under suspension (trespass)	1-10 Days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion			
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	5-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Fighting (Fighting is defined as any physical contact in an aggressive manner)	5-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal	1-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			

\*\*Teacher Detention or Principal Detention will not be held during attendance plans 0, 1, or 2.

### **Level III-Criminal Conduct**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board. Acts of criminal conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Bomb threat	10 Days OSS, recommendation for expulsion and/or referral to law enforcement			
Possession, use, or transfer of "look alike" weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion			
Theft and/or possession of stolen property	1-10 Days OSS Restitution and possible referral to law enforcement authorities			
Possession, use, or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death)	10 Days OSS Recommendation for expulsion and/or referral to law enforcement			
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS Recommendation for expulsion and/or referral to law enforcement			
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	5-10 Days OSS Recommendation for expulsion and/or referral to law enforcement			
Disturbing school	1-10 Days OSS, referral to law enforcement, possible recommendation for expulsion			
Sexual offenses (forced) Sexual offenses (non-forced)	10 Days OSS, referral to law enforcement, possible recommendation for expulsion			
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion			
Ganging. A "gang" shall consist of two or more persons acting together for an with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang	10 Days OSS, referral to law enforcement, possible recommendation for expulsion			
Assault, Simple Assault, Aggravated	10 Days OSS, referral to law enforcement, possible recommendation for expulsion			

### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

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

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

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

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

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

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

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAg, Administrative Rule JCDAg, or the report form from your school upon request.

### **Masks**

- Masks will be worn to create a safe environment for students and staff. Students will be required to wear a face covering/mask unless a suitable social distance can be established.
- Though they will be allowed to wear them, masks are not required for students in 3K, 4K, 5K, 1st grade, or those with a medical exemption (documented by doctor). Some Special Education students will also be exempted, but we will work to train the students in wearing the masks when possible.

- Students are to provide their own mask. A student with an economic hardship should share their need for a mask with a school administrator.
- During transitions and movements, students must wear a mask/ face covering at all times unless there is a medical exemption due to a documented health concern/issue. A doctor's note is required to verify a student's medical exemption.
- Self-provided face masks shall not be a distraction to the environment (images, styles, etc.) and must conform to the wearing guidelines.

#### **Student Face Mask Compliance Expectations and Handling Guidelines**

This information must be distributed as an addendum to the Student Handbook for 2020-2021

All students must wear a mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless a student has a disability that would prevent the wearing of a mask or a student in K3, K4, K5 or 1<sup>st</sup> grade who is unable to wear a mask as a result of that child's age. Students may also submit medical documentation to the school's administration, and any medical exemption will be considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.

Schools should work with students who inadvertently fail to wear a mask to teach them of the importance of wearing a mask and to remind those students of the requirement for masks to be worn around others. If a student demonstrates a pattern or continual failure of wearing a mask then the following process should be followed:

1. If a student is not wearing a mask, the staff member observing should address and direct the student to put on his/her mask. The incident must be documented with the appropriate administrator and the parent/guardian must be notified.
2. On the second offense the same process will be followed
3. On the 3rd offense, the student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.
4. On the 4th offense the student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling in the virtual program for the remainder of the semester.
5. A 5th offense will result in assignment to the virtual program for the remainder of the semester.

A decision by the school to assign a student to the virtual program may be appealed to the Executive Director of Student Services within 5 school days of that decision. The Executive Director of Student Services will review that appeal, which will include the reasons the student is challenging the decision, and obtain any necessary information from the school. A decision will be rendered in writing by the Executive Director of Student Services within 5 school days of the date of the appeal. Any further appeal must be directed in writing within 3 school days to the Superintendent. A final decision will be rendered in writing within 5 school days of receipt of that appeal by the Superintendent or his designee.

#### Attendance during eLearning

The following is a list of requirements for attendance:

1. Students are required to login and work every day unless pre-arranged and approved by the teacher. If the student is sick and unable to log in due to illness, a parent email or phone call to the teacher will count as contact
2. Teachers will maintain logs/records of student engagement in google meets and other activities during eLearning days.
3. Failure to login and work each day will be counted as an absence for that day. If a student is absent:
  - a. The teacher will attempt to contact the parents/student and document the methods and dates/times.
  - b. After two consecutive days of no contact with the student, teacher will refer to the administrator
  - c. Once notified by teachers, the administrator will attempt to make contact with the parent/guardian and document those attempts.
4. If contact with the parent/guardian is successful, the administrator will discuss reasons for non-compliance and document the contact.
5. If the administrator cannot make contact or if the student does not respond after contact with the parent/guardian by logging in and completing work, the student will be referred to the Student Services Department for suspected truancy.
6. The administrator will contact the Student Services Department and submit records of attempted contacts with dates, times, and other pertinent information. Schools will keep records of all attempts made to reach students and contact with parents/guardians. These records will be used to determine compliance with eLearning during the year and for reporting possible truancy issue. This process should occur between 24-48 hours after a student missed a class meeting on eLearning days.

## SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

### Safety Instructions and Behavior Rules for School Bus Riders

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students riding buses are held to the same standards of conduct that apply to the school or classroom setting. Safety concerns dictate that passengers on school buses and school district operated vehicles display their best behavior at all times.

Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver.

**The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.**

- Be on time at the bus stop or loading station. The bus will not wait for those who are tardy. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- Wait for the bus to come to a complete stop before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped. Always cross at least ten (10) feet in front of the bus, whether boarding or departing.
- After boarding the bus, sit down and remain seated until the bus reaches your stop or your school. If the driver assigns seats, students are required to sit in the seats assigned to them.
- Any hostile physical conflict between individuals is forbidden on the school bus. Pushing, tripping, kicking, etc. will not be tolerated on the bus.
- Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a controlled substance or medication or intoxicating inhalants is prohibited. Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.
- Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on the school bus.
- Sitting in a seat on the bus that is already at capacity is not permitted.
- Keep all parts of your body in the bus at all times.
- Throwing anything in or out of the bus windows is forbidden.
- Eating or drinking is not permitted on the bus.
- Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- Possession of any kind of weapon is not permitted on the bus. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion.
- Treat the school bus with respect. Vandalizing, damaging, or destroying of buses, is forbidden. The student may lose privileges, be suspended, be required to re-imburse the school district for damages and receive other disciplinary sanctions.
- Keep the aisle clear. Store personal items on your lap.
- Keep the bus clean. A waste container is provided at the front of the bus for all waste or refuse. Use this container when boarding or departing the bus only.
- Use handrails when boarding or departing the bus.
- Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.
- In the morning, students will be discharged only at their regularly designated school stop.
- In the afternoon, students will be discharged only at their homes or regularly designated stop.
- Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them are forbidden. Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- Consensual participation in any sex act involving physical contact is forbidden. Students will be suspended from the bus and recommended for expulsion.
- No student should be subject to harassment and/or bullying. This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.
- In summary, no distracting or dangerous activity will be allowed on the bus. Please be reminded that all bus riders are subject to the same rules and guidelines established in the school district's discipline policy and student code of conduct.

### **Transportation Procedure-Discipline Process**

In order to insure the safety of all students riding school buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is part of the school day and is an extension of the classroom. The same premise applies while students are transported to and from extracurricular activities. Students are expected to comply with the same Code of Conduct on the bus that is expected in the classroom. The issue of safety requires the student to be on his/her best behavior while on school buses or school system vehicles.

**The School District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while a student may lose the privilege to ride the bus due to his or her misconduct on the bus, based on the seriousness of the misconduct, the student may also be disciplined according to the District's Student Behavior Code, up to and including suspension or recommendation for expulsion.** Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed. The driver should generally follow the steps listed below for routine student misconduct that may appropriately be addressed with steps. Should a student's conduct warrant an immediate referral to an administrator, the driver should move immediately to step 3 and notify the appropriate administrator of the conduct for handling by the administration. In following the steps set forth below, the driver shall explain to the student the offending behavior and what behavior is expected.

#### **Video Camera Systems**

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff.

Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

#### **Driver Responsibilities**

**Step 1 -- Verbal Warning.** Verbal warning will be documented and retained by the bus driver.

**Step 2 -- Seating Change.** Driver will relocate student to another seat either temporarily or permanently and will document on the Student Behavior Profile and Disciplinary Report.

**Step 3 -- Student Referral.** If student progress is not satisfactory after the driver has taken steps 1 through 2 or in the case of a student who engages in more severe misconduct as a first offense, the driver will submit the completed School Bus Disciplinary Report (form 130-07) to the school administration. The driver will note on this form what corrective action taken with the student prior to submitting this form, when applicable.

#### **School Responsibilities**

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

#### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.



*\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

#### **Level I Consequences**

- **1<sup>st</sup> Referral** -- Warning and parent contact
- **2<sup>nd</sup> Referral** -- In school punishment, parent contact and/or one (1) day bus suspension
- **3<sup>rd</sup> Referral** -- Suspended from bus three (3) days and parent conference
- **4<sup>th</sup> Referral** -- Suspended from bus up to five (5) days and parent conference
- **Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense**

*\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

#### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

#### **Level II Consequences**

- **1<sup>st</sup> Referral** -- Suspension from bus up to ten (10) days and parent conference
- **2<sup>nd</sup> Referral** -- Suspension from bus ten (10) days and parent conference
- **3<sup>rd</sup> Referral** -- Suspension from bus thirty (30) days, possible removal and parent conference

#### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

#### **Level III Consequences**

- **Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of the school year and parent conference.**

#### **Discipline of Disabled Students**

Students with disabilities will be disciplined in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

#### **Alternate Transportation**

In case of suspension or termination of bus service, the parents must provide the student with transportation to and from school.

#### **Review of Suspensions**

Requests for review of school bus suspensions may be made to the Parent Resource Representative, then to the Superintendent's designee.

#### **School Bus Disciplinary Report Distribution Procedure**

The white, canary, and pink copies will be hand delivered to the school by the driver. The driver will retain the gold copy and turn it into his or her supervisor no later than the next school day.

After appropriate action has been taken the school administrator will distribute the white copy to the parent, retain the canary copy in the student's folder and place the pink copy in an appropriate location at the school for pick up by a transportation department representative. The pink copy will be hand delivered to the supervisor.