



Dr. Phinnize J. Fisher
Middle School

Dr. Phinnize J. Fisher Middle School
Student/Parent Handbook
2017-2018

Dear Parents and Students,

Welcome to Dr. Phinnize J. Fisher Middle School. We are looking forward to an exciting second year!

Our goal is to create an environment of inclusion, engagement of learning, and exploration, where all children are encouraged to succeed. Through this interdisciplinary, hands on approach, our students will be given the necessary tools and nurturing so they may grow individually and ultimately reach their highest potential.

This student handbook will be a road map for a successful transition to middle school. It provides clear expectations, policies, and procedures for our students. Additionally, it is a guide for parents as they navigate this next step in their children's education.

Students will have opportunities to review the handbook with their teachers during the first week of school. I encourage parents to read through it and become familiar with its content, as well. Our expectation is that we will work together to achieve our goals for the benefit of all our stakeholders.

Please do not hesitate to contact us if you need any additional information. It is going to be an amazing year!

Sincerely,



Jane Garraux

Fisher Middle School
700 Millennium Blvd.
Greenville, SC 29607
Phone: (864) 452-0800 Fax: (864) 452-0890
www.greenville.k12.sc.us/fisher

Principal: Jane Garraux	452-0810
Asst. Principal: Michael Parker	452-0800
Asst. Principal: Tracy Burns	452-0894
Program Director: Matt Critell	452-0805
Secretary: Janene Jackson	452-0801

Guidance: Michelle Kirby	452-0811
Betty Quarshie	452-0893
Gretchen Fox	452-0931
Media Center: Joy Rohrbaugh	452-0812

To reach the following, please call the main office at 452-0800:

Attendance Clerk: Lisa Horvath
Cafeteria: Yvette McCoy
Nurse: Deanne Parker

Resource Officer: John Prain

Your Handbook

This Student/Parent Handbook will outline expectations and procedures for a successful school year. Please review its contents with your parents. You can also view this handbook on our website at www.greenville.k12.sc.us/fisher.

PJFMS Bell Schedule 2017-2018

PERIOD	TIME	LUNCH
Warning Bell	8:20	
Homeroom 1A/1B	8:25-9:55	
Announcements 2A/2B	9:59-10:06 10:06-11:36	
3A/3B	11:40-1:41	
		(6) 11:40-12:15
		(7) 12:15-12:55
		(8) 12:55-1:35
4A/4B	1:45-3:15	
Dismissal	3:15-3:30	

PJFMS 2 Hour Delay Bell Schedule 2017-2018

PERIOD	TIME	LUNCH
Warning Bell	10:20	
Homeroom	10:25-10:30	
1A/1B	10:30-11:20	
2A/2B	11:25-1:15	
		(6) 11:30-12:05
		(7) 12:05-12:40
		(8) 12:40-1:15
3A/3B	1:20-2:15	

4A/4B	2:20-3:15	
Dismissal	3:15-3:30	

Key Personnel

Guidance Counselor: If you need to see the counselor about class schedules or any other concerns, ask your teacher for an appointment form so that you can meet with her. Forms are also located in the Attendance Office.

Nurse: If you need to see the nurse, you must get a pass from your teacher. Nurse Parker is in the Health Room across from the main office.

Administrators: To report any bullying incident or any other concern, please speak with Mr. Parker, Mrs. Burns, or Mr. Critell. Either of them will be happy to help.

Textbooks: If you have any problems with your textbooks, see Mr. Critell or Mrs. Rohrbaugh.

Transportation: For any transportation questions or concerns, see Mr. Parker.

Laptops: For any problems with your laptop, see Mrs. Rohrbaugh.

Tardies/Early Dismissals: The main office staff can answer any questions between 7:30 am and 4:30 pm.

Expectations and Daily Routines

School is a place to learn, achieve, and prepare for the world of college and career. Our school has clear expectations for the classroom and common areas of the campus, so that students can reach their goals.

Expected Behavior in ALL Areas of the School:

- Arrive to school and class on time and prepared to learn
- Show respect and kindness for others
- Follow school rules and procedures
- Follow directions the first time they are given

Area-specific behavioral expectations are outlined throughout this handbook and will be

posted in appropriate places to support student compliance.

Classes meet from 8:25 am until 3:15 pm. Students must be in their first block classes by the 8:25 bell. Specific calls for dismissal begin at 3:15.

The school provides supervision for students beginning at 7:30 am and until 4:00 pm. No student should arrive before 7:30 am.

Students arriving between 7:30 and 8:10 am will report directly to the designated area. Seventh and eighth grade students will report to the gym and sixth grade reports to the cafeteria. Students may report to the Media Center if they have a pass. Due to the size, only a limited number of students are permitted. Passes are available in the lobby as students enter the building.

All students will be directed to their classrooms beginning at 8:15 am.

Student ID Badge Policy

As part of Greenville County Schools' continuing efforts to provide a safe learning environment, all middle and high school students and staff are required to wear photo ID badges. Students will be provided with a free ID badge at the beginning of the school year to wear on a lanyard. Student ID badges will also be used to purchase lunch and check out media books and textbooks. **Students are responsible for keeping up with their ID badges and wearing them every day.**

- The photo side of the ID is required to be visible **at all times**, using a lanyard around the neck.
- Students must wear their ID badges whenever they are **on campus, on field trips, or attending school functions**.
- The school will provide each student with a lanyard at the beginning of the school year. Replacements can be purchased from the school for \$1.00. Lanyards are required to be break-away for safety purposes.
- ID badges **may not be altered or defaced** in any way (stickers, Sharpie

markers, buttons, etc.) Lost, stolen, or defaced ID badges must be **replaced at a cost of \$5**.

- Each morning, homeroom teachers will check to be sure students are wearing their ID badges. If a student is not wearing an ID badge, he/she will be sent to the Main Office so that an administrator can issue a temporary badge and appropriate consequences.
- During the first week of school administrators and teachers will remind students if their ID badges are not properly displayed. **After this orientation period, any student not wearing an ID badge will face disciplinary action.**

Expected Behavior for the Cafeteria Area:

- Go directly to the serving line when you enter and maintain your place in a straight line
- Sit in your assigned area/table and refrain from "saving" seats
- Once seated, raise your hand if you need to get up or if you need assistance
- Speak at a conversational level with those at your table
- Clean up after yourself

A note from the teacher must be presented to the morning supervisor if a student needs to go to the classroom for help prior to 8:20 am.

Opening Activity and Announcements

Students collectively participate in the Pledge of Allegiance and a Minute of Silence at the start of each school day. Any student who chooses to abstain is expected to remain quiet and respect the rights of others to participate.

Announcements are provided each morning and afternoon by TV monitor or the Public Address system. TV monitors display updates during lunch. Students should listen carefully and note items requiring attention.

Announcements are also posted to the schools webpage and many events are advertised via calls to students' homes through the School

Messenger system, as well.

Daily Schedule

Students attend 4 block classes every day. Students report for lunch with one of their classroom teachers and return with the same teacher.

At the end of the day, all students stay in their last block class until their specific group, car number, or bus number is called.

Expectations for After School Dismissal:

- Know how you are leaving school for the day.
- Remain seated until dismissed by the adult.
- Move promptly and directly to your designated area.

Hallway Travel Procedures—Unescorted

Students are permitted to be in the hall, unescorted and moving to a specific destination, under these circumstances:

- Take the most direct route to your next destination
- Walk on the right hand side of the hallway and stairs
- Speak at a conversational level
- Computers, phones, headphones, and other devices and materials are to be in your book bag

Students may use the restroom or water fountain during class changes as long as they are not tardy to class. **Only 5 students may be in the restroom at the same time.** Anyone waiting for a turn in the restroom or at the water fountain must stand in line against the closest long wall.

All staff members have the authority to correct students in the hallways, restrooms, or other common areas. A student must comply with the instructions of any adult when addressed by name, gesture or eye contact. Students who are disorderly in the hall, disturb classes, or ignore an adult's directive will face disciplinary action.

Students may carry a book bag to organize their

books, materials, and laptops, and to hold gym clothes.

Traveling Across Courtyard

Students are asked to maintain the courtyard attractiveness by staying on the sidewalks and not walking on the grass during arrival, dismissal and class changes. Please note that students may only use the two main entrances and exterior doors that are marked with a PJFMS sticker. Doors leading to the courtyard that do not have a sticker will remain locked and may not be accessed during the school day.

Use of Stairs

The two main staircases (blue and green) may be used by all students for access to all floors.. The stairs are color coded: gray is for up only and blue is for down only. The stairwell enclosed in glass and in front of the project galleries is designated as an up stairwell only. The middle (red) stairwell (between the red and green learning communities) is for down access only.

Academic Requirements and Assessments

Fisher Middle School presents a curriculum that is aligned with the state's grade level content standards. These standards increase in complexity every year. Performance in middle school has a direct effect on high school placement, opportunity, and success.

Students select three Related Arts classes each year. These courses encourage student interest, develop a variety of talents, and foster healthy, fulfilling lifestyles. Physical Education is a semester class required of all students each year.

Students may select from a variety of special interest courses in a three-year period. Each should take at least one Fine Arts class – Art, Chorus, Music, Band, or Strings within the middle school experience.

Homework Policy

Homework assignments reinforce and extend classroom learning. It allows the student and teacher to check understanding of a concept or skill while the unit is progressing. Failure to do homework will impact progress and skill attainment in classes and negatively impact

course grades.

We expect students to participate as learners and to excel. Failure to stay on task or to produce classwork or homework can result in limited privileges or disciplinary consequences.

Uniform Grading System

The State Board of Education requires all schools to follow a statewide uniform grading scale. Middle school course averages have a floor of 61 for each grading period. High school credit courses have a floor of 50 after the first semester.

Interim progress reports will show actual numerical grade averages, including those below 61. Teachers will contact parents when a student receives a failing progress report.

Grading values are:

90-100	A
80-89	B
70-79	C
60-69	D
50 or less	F

Grade reporting

Parents and students should keep a current record of students' progress. All are encouraged to view and discuss grades frequently. Parents may use their previously secured password or secure one through the guidance office. This password allows access to the online grade book and other resources.

The school sends a printed grade report to the home at least 8 times per year. Students are responsible to give grade reports to parents. Parents must take care to review the grades and comments and are encouraged to contact teachers if there are concerns.

Interim Reports	Quarter Ends	Report Cards
September 21	October 26	November 6
November 29	January 16	January 23
February 20	March 23	March 29
May 3	June 6	June 8 (mailed home)

Academic Probation

At the end of every nine weeks, student's core class GPA will be monitored. If a student has below a 2.0 GPA in their English, Math, Science, and Social Studies classes, they will be placed on academic probation.

The first time and each subsequent time this occurs, a parent/teacher conference will be scheduled and the student will be unable to participate in after school activities until academic probation is lifted.

Other interventions, such as tutoring, may be put into place while on probation in an effort to support the student's success.

Academic probation will be lifted when the core GPA is above a 2.0.

Promotion and Retention Policy

Students must pass all required academic subjects in order to be promoted to the next grade level. The required academic subjects are English Language Arts, Math, Science, and Social Studies.

Students who fail required academic subjects or miss more than 10 days of school may be retained or required to attend summer school for promotion.

A student who fails the semester in any course, to include any Related Arts class, is ineligible for school sports in the next semester.

Media Center

Fisher Middle School has a well-equipped and active Media Center. Students are welcome to use this space to read, study, and do research as part of a class or with a pass from a teacher. The Media Center is open from 7:45 am to 3:00 each day.

Students may check out books as long as they have no late or lost books. If a desired book is not available, request that the Media Specialist put that book on reserve for you so that you will be contacted when it becomes available.

Most materials are checked out for two weeks. Reference books do not circulate. No overdue fines are charged at Fisher, but students must return late books or pay for lost books before

Assemblies and Special Programs

Classes will assemble in large groups for special school programs, to hear guest speakers, and to celebrate together. Teachers will escort students to and from these programs.

Attendance Regulations

South Carolina Compulsory School Attendance Law outlines uniform rules to ensure that students regularly attend school. Students are counted present only when they are actually in school, on home-bound instruction, or are present at an activity authorized by the school principal.

The school year contains 180 days. To earn credit, students must attend at least 85 days of each 90-day (semester) course and at least 170 days of each 180-day course. Any absence in excess of 10 days may cause the loss of credit for the year.

Because 170 days are the minimum required by the state, the first 10 absences may be lawful, unlawful, or a combination. All absences beginning with the 11th must be lawful and can be excused only if they fall within the following guidelines:

Lawful Absences

1. Absences caused by a student's illness and whose attendance in school would endanger his/her health or the health of others. These absences must be verified by a physician's statement within two (2) days of the student's return to school.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such request must be made in writing to the principal.
4. Absences for students whose parent/guardian is an active duty

member of the uniformed armed services and has been called to duty, is on leave, or immediately returned from deployment to a combat zone, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his/her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.

5. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged, when possible.

Unlawful Absences

1. Absences of a student without the knowledge of the parents.
2. Absences of a student without acceptable cause with the knowledge of the parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

The Greenville County Schools automated phone system informs parents of absences and late arrivals each day. If you have questions about an absence or tardy, please call the attendance clerk at 452-0800.

Perfect Attendance

Middle Schools in Greenville County have developed a uniform policy for perfect attendance. Please note the change in order to achieve the standard. The definition of an absence at a Greenville County Middle School is missing more than one half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled during a school day. An absence in any part of the school day for a minimum of more than one half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have perfect attendance.

Returning After an Absence

Upon return to school, the student must bring a

note to the front office upon arrival to school. The note should contain the following:

- Student's full name
- Date(s) of absence
- Reason for absence
- Parent or guardian's signature

Procedures for Makeup Work

- All work missed during any absence must be completed and returned to the teacher within five (5) days of the students return to school.
- Students are responsible to get makeup work from their teacher(s).
- Provisions to make up school work missed during extended absences can be worked out with the teacher(s) concerned.

Excuse from Physical Education Class

If it is medically necessary for a student to limit physical activity, the student must have a written note. In case of a long-term excuse from physical education, students must submit a physician's note to the school nurse.

Early Dismissals

Early dismissals are either excused or unexcused. The following are considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved by an administrator.

Early dismissals count against class attendance records, and repeated early dismissals can cause loss of credit. Students must be in school 3.5 hours to be counted present for the school day.

Pre-arranged Early Dismissal

- Parents who must take a student out of school during the day should send a note with the student's name, the time for needed dismissal, and a phone number where the school can reach the parent.
- On arrival in the morning, the student will bring the note to the main office to get an Early Dismissal pass.

- At the time arranged in the note, the student will show the dismissal pass to the teacher and report to the main office.
- The parent will come into the office and sign the student out on the computer.

No early dismissals will be granted after 2:45 pm. If parents come to sign out students after 2:45, they will need to speak with an administrator.

In an emergency situation, an administrator will consult with the parent before walking with the parent to class to get the student.

In every case, the parent is required to sign for the release of the student in **School Check-In**.

Arriving Late to School

Students who arrive after 8:25 am must get a Late Permit from the office. Tardiness will be excused for doctor or dentist appointments of for a late bus. Other late arrivals are unexcused.

If a student is on the hall before the 1st block bell, but does not get to class on time, he/she must go to the classroom door, to be admitted by the teacher.

A student is tardy if he/she is not in class when the tardy bell rings.

Consequences of Class or School Tardiness

- A warning is issued for the first tardy.
- After 2 tardies, the parent will be contacted.
- 3 tardies will result in after-school detention.
- 4 tardies will result in a disciplinary referral. An administrator will contact the parent and assign the appropriate consequence.
- Students who have ongoing problems with late arrival to school or to class are subject to further disciplinary action.

Late Buses

Students who arrive on a late bus will report to the main office, unless an administrator gives different instructions. Students will get a pass

directly to class or get a pass after they eat breakfast.

Travel to and from School

Students Who Walk to School

Students who walk to school should be alert to traffic. Walk on the left side of the road facing traffic or on the side with a sidewalk. Behavior should be orderly and safe. If any student encounters a problem on the way to or from school, report it to an adult.

All walkers enter school in the morning through the front entrance next to the Main Office.

Students Who Ride Cars to School

All vehicles enter the campus at the driveway on Millennium Blvd. This is a one-way traffic circle.

At the front sidewalk, pull as far toward the orange cone as possible. The drop off zone is from the orange cone back to the cross walk. Students may not be dropped off in the rear or at the sides of the school.

Please park in the front parking lot if you are coming into the school.

Students Who Ride Buses to School

Bus riders arrive at school in the rear driveway. Students move directly to the cafeteria for breakfast.

Afternoon Dismissal From School

Afternoon Dismissal From School All students stay in 4th block classes at the end of the day. Specific calls for dismissal begin at 3:15. Car Pick-up -- All students will board vehicles on school property under the supervision of our staff. Drivers arriving for pick up will double-stack in the parent loop until the designated location where the car line goes into a single lane. All drivers must pull forward in the lanes as directed by staff. Beginning at 3:05, a staff member will walk the car lines, record student numbers from dashboard, and email the list to the staff. 1. Student names and numbers post to classroom boards beginning at 3:15. The front office will release students in "zones" of approximately 50 cars in three minute increments. 2. All students

must be picked up in the front driveway or in the designated carpool line in the adjacent parking lot. Students exit the building next to the office, and find their car in the line of cars next to the curb. 3. Once a child is safely in the vehicle, parents will exit the line to the left and exit the car loop. 5. If your rider has not boarded with the release of his/her group you are to pull up in the circle, remaining next to the curb, to a location designated by the faculty member on duty. Your student will then be directed to the car once they arrive at the curb. 6. At 3:30, staff will post the release of all remaining car riders, who will report to the designated pickup area.

Walkers

1. After the first week of school, walkers are released along with the first car numbers at 3:15.
2. All walkers exit through the door next to the front office and turn down the sidewalk.
3. Walkers must leave the campus at the crosswalk on Millennium Blvd.

Bus Transportation

Release of Bus Riders

1. Bus riders are called as buses arrive, and will exit to the rear of the school.
2. All bus riders remaining after 3:30 will be called to an after school supervision area, and will sit together by bus number.

Change of Transportation

If a student must change his/her means of transportation from school, a written note must be presented in the Main Office informing them of the change and the length of time the change will be in effect.

Express lane car riders will use the green stairwell only. All regular car rider, bus riders, van riders, and walkers will use the blue stairwell. The glass stairwell and red stairwell are not used during dismissal.

Student Messages and Calls

Parents are encouraged to make clear arrangements with students for transportation, early dismissals, after school lessons and practices before school. The administration will notify the 4th block teacher when approved.

In an emergency, school staff will bring a student to the office to use the telephone. The student will make the call under the supervision of an administrator, teacher, or counselor.

Parents may leave messages for students that office staff will relay through classroom teachers. Most messages are posted to the TV during the day. Changes in transportation will also be included in the dismissal email that is sent out prior to releasing students at 3:15.

CAFETERIA INFORMATION AND PROCEDURES

These prices are subject to change and will be announced through the public media.

Meal Prices for 2017-2018

Breakfast	Free for all Students
Adult Breakfast	\$2.10/day
Lunch	\$2.40/day
Reduced Lunch	\$0.40/day
Adult Lunch	\$3.70/day

Eligibility for Free and Reduced Meal Prices

Students who were eligible for free and reduced priced meals at the end of the previous year will begin the school year under that same arrangement. Students must **submit a new subsidized meals application within the first week of school for a review of eligibility**. Failure to submit this application in a timely manner can result in unnecessary charges to the student's lunch account. These charges cannot be removed, even if the student is later approved for free or reduced meal prices.

Expected Behavior in the Cafeteria

- Go directly to the serving line when you enter and maintain your place in a straight line
- Sit in your assigned area/table and refrain from "saving" seats
- Once seated, raise your hand if you need to get up or if you need assistance
- Speak at a conversational level with those at your table
- Clean up after yourself

When lunchroom procedures are well-

established, students may be granted **"free-sit"** privileges, as long as cafeteria behavior and cleanliness can support it. Free sit privileges are at the discretion of the teachers and can be suspended without warning.

Charged Meals

Charged meals will be allowed as follows: All students will be offered a reimbursable meal. Only reimbursable meals may be charged; no extra sale items may be charged. For all students that owe money on their cafeteria, account a letter will be sent home to the parent notifying them of the charges. These letters will be sent home with students weekly.

SNACKS AND DRINKS

All food and drink must be consumed in the cafeteria during breakfast and lunch. Students are not allowed to consume food and drinks elsewhere in the building or on school grounds. Students may carry a plastic (not glass), water bottle with them. Water bottles can be used during class at the teacher's discretion, but are not to be used elsewhere in the building.

GUIDANCE AND COUNSELING

The comprehensive guidance program provides services to students, parents, and staff. This service is consistent with identified student needs in academic, career, and personal/social areas. The counselors provide consulting, referral, and intervention to support student success.

Permission to see the Guidance Counselor and/or an Administrator may be granted by a teacher. If there is an emergency, the teacher will call the front office for help. For non-emergencies, the request will be passed on to the specified person who will find the student as soon as possible.

Special programs of counseling and character development at Fisher Middle School include: bullying prevention, transition services, small group and individual counseling, Red Ribbon Week activities, career assessments, Career Center visits, and job shadowing.

Eighth grade students develop an Individual

Graduation Plan (IGP) in a conference held with each student and his parents.

Parent – Teacher Conferences

Parent-teacher conferences may be scheduled by contacting the individual teacher.

Conferences are generally scheduled during teacher planning times.

If you are requesting a conference with more than one teacher, please contact the Guidance Counselor or an Administrator to schedule.

CHANGE OF ADDRESS OR PHONE

It is very important that the school has current emergency contact information, and that parents notify the school immediately of any changes to personal data including address and telephone.

TRANSFER/WITHDRAWAL POLICY

When a student is leaving Fisher Middle to attend another school a parent or guardian must contact the guidance clerk to complete and sign a withdrawal form. This will ensure that grades at withdrawal are up to date and that all student obligation have been met.

EMERGENCY FORMS

Emergency Contact forms are sent home with students at the beginning of the year. **It is very important, in case of a medical emergency, that these forms are kept current with the school nurse.** They must contain working emergency numbers and student's chronic medical conditions and allergies. Return these forms promptly to the nurse and keep the school informed of phone number changes.

HEALTH SERVICES

All School Nurses are licensed and attend a minimum of 12 hours annually in service education directly related to student services. All are also Red Cross certified in First Aid and CPR.

Fisher Middle School is a certified Heart Safe Facility with two defibrillators and ten certified First Aid Responders.

Medication Policy

All prescription and over-the counter-medication must be delivered to the school nurse or other designated school employees by the student's parent, legal guardian or a previously designated adult. MEDICAL FORM # 1 must be filled out before any medication can be left at school.

It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained by the Health Room. Violations of the medication policy are dealt with appropriately. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal.

For your student's safety please remember:

- Absolutely no medication will be given without the written permission from the parent.
- Prescription medications also require a written Physician's authorization. These forms are available through the school nurse.
- School nurses may not administer the first dose of any medication. The first dose must be given at home and the student must be monitored for at least two hours for a reaction before coming to school.
- If your child must self-administer medication at school, parents must fill out MEDICAL FORM – 2 before bringing the medication to school.
- School nurses are legally required to administer FDA approved medications only.
- All prescription medication must be administered as labeled.
- OTC medication may not exceed package directions and the parent must provide written authorization on MEDICAL FORM – 3 for the medication to be kept in the health room.
- ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.
- Any medication given every day for longer than TWO WEEKS must have

written Physician's authorization. This includes Tylenol, Ibuprofen, etc.

- No medication containing ASPRIN OR PPA can be given at school without a doctor's authorization. This includes but is not limited to Pepto-Bismol, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- No narcotic pain medications can be given at school (ex: Lortab, Darvocet, Tylox, etc).

Illnesses and Injuries

If a student becomes ill or is injured, he should speak to the teacher. The teacher will use his/her discretion and may write a pass that permits the student to go to the Health Room. Students may be sent with another student if the teacher feels the student needs extra help.

If the student comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent is notified. Please keep your contact numbers current!

If the student has an emergency situation or needs immediate care that cannot be provided at school, those contacts listed on the Emergency Contact forms will be called if we cannot reach a parent first.

Students who have been ill with a fever or upset stomach must remain symptom free for 24 hours before returning to school.

MONEY AND PROPERTY RESPONSIBILITIES

Textbooks and Class Supplies

Books and related materials will be issued to students in most classes. Students must provide other materials such as notebooks, paper, pencils, pens, and folders that are needed for success in the classroom. Students must bring assigned laptops, workbooks, and necessary materials each day.

Students must take care of the school equipment and material provided for their use. Willful damage to school property or that of others will result in required restitution, and may require further disciplinary action.

Students who have lost laptops, books, or other school property, no matter the circumstances, will be ineligible to participate in special school events until their debts have been cleared. School debts can consist of but are not limited to: textbooks owed, lunch money, lost library books, NSF checks, P.E. locks, or lost athletic uniforms.

Students who participate in PTA or school fundraisers must turn in the money received for all items sold and present a balanced accounting of product received and money owed.

Students must not bring large amounts of money or items of significant dollar or sentimental value to school.

Field Trips

At times, teachers will arrange to take students on field trips that directly relate to the curriculum. Students who demonstrate responsible school behavior may represent our school on class trips. All students must bring a permission slip signed by the parent and any required payment by the designated due date.

INCLEMENT WEATHER

The District Administration communicates closings or delayed school openings for inclement weather or other emergencies through local television and radio stations. The District customer service number is 355-3100.

SAFETY AND EMERGENCY PROCEDURES

Fire drills are held once a month. Severe weather drills and other safety drills are also held during the school year.

Expected Behavior for Emergencies

- Follow practiced procedures quickly.
- Remain silent.
- Go straight to your designated location.

- Look for and follow teacher directions immediately.
- Stand in a single file line with the appropriate teacher.
- Control yourself so that others can remain safe.

Fisher Middle School has detailed safety procedures to follow in case of intruders or other acts that would impact the safety of the students and staff. All teachers have a copy of these procedures and are instructed on how to implement these plans.

Any student who notices an unfamiliar person on campus or in the building without a visitor's badge should immediately report their presence to the closest adult.

VISITORS AND SCHOOL SAFETY

Parents are always welcome, but are encouraged to make an appointment to see a teacher or administrator. Teachers and administrators may be **unavailable for conferences between 7:45-8:35 am and 3:15-3:45 pm**, due to supervising students and managing school procedures.

For security and safety, **all visitors**, including school volunteers, must **use the main entrance, sign in**, note the purpose(s) for the visit, and receive a **nametag**.

An administrator or a counselor must approve your **request to visit the classroom**. The school will consult with the teacher before approval. Allow 24 hours for this arrangement.

Students and staff members are not allowed to open any door for visitors to enter other than the Main Office door.

Visitors must wait for someone to escort them unless directed otherwise by the office clerk. **Your nametag must be visible at all times**. This regulation is for student safety and the orderly operation of our school.

Visitors on campus who do not check in at the

main office may be determined to be **trespassing**.

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

Expected Behavior On or Around Buses

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

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

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

**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 Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus ten (10) days and parent conference
- 3rd 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 school year and parent conference.

Discipline of Disabled Students:

Students with disabilities will be discipline 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.

STUDENT BEHAVIOR CODE, Policy JCDA, Revised August 25, 2015

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its schools to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to

enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Application of this policy

The following rules regarding student conduct are in effect during the following times and in the following places.

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

Student conduct away from school grounds or school activities

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based

on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following.

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

Levels of offenses

Students who engage in an ongoing pattern of

behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

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.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following.

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

Disruptive conduct - Level II

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.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following.

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any

function of the school beyond attending class, riding buses and participating in the school District's food service program)

- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

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 or to the security of District resources. 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.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense).
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110

through 44-53-270. (See Policy JCDAC)

- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not tolerated. A "gang" shall consist of two or more persons acting together for and 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.)
- unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school

authorities

· other sanctions as approved by the Board or administration

Extenuating, mitigating or aggravating circumstances

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of disabled students

Students with disabilities will be disciplined in accordance with federal and 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.

Alcohol Use/Drug Use, Policy JCDAC, Revised June 24, 2008

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

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- in route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of

alcohol/controlled substance consumed.

No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any controlled substance or alcohol by any other student or students in any of the circumstances listed above.

No student will possess, market or distribute any substance which is represented to be or which is substantially similar in color, shape, size or markings to a controlled substance or to alcohol in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances.

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

Student Concerns, Complaints and Grievances, Policy JCDAG, Revised December 13, 2011

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or

not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in

harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1)

makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False

Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Gang Activity or Association, Policy JCDAE, Revised June 24, 2008

Greenville County School District will maintain conditions on school property and at school-sponsored events that provide for a safe environment for students and staff in accordance with law and the standards set by the Board. In establishing such standards, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The Board believes that gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the

presence of any apparel, jewelry, accessory, or manner of dress which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objective of the Greenville County School District and creates an atmosphere where unlawful acts or violation of District or school rules may occur.

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation resulting in physical or mental harm to students or staff are prohibited.

In accordance with this policy, the following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities,

detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the District has determined to be a gang indicator.

ELECTRONIC DEVICE POLICY

Fisher Middle School has implemented a **Bring Your Own Device** policy, which allows students to bring their own cell phones, tablets, or laptops to school.

- Student use of these devices in the classroom is at the discretion of the teacher.
- During school hours outside of the classroom, students may use their devices as long as they abide by the Acceptable Use Policy they signed at the beginning of the year.
- Devices must be kept silent at all times unless a teacher gives permission for the sound to be turned on.
- Students may not place calls using their personal phone during the school day unless asked to do so by a teacher.
- Students who choose to bring personal devices to school are responsible for the safety and use of those devices. Fisher Middle School will not be held liable for any loss of or damage to devices which are brought to school.
- Students who stay after school for athletics or activities must ask permission of the coach or sponsor to use a cell phone to check on a ride home.

STUDENT ACCEPTABLE USE

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The Internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops,

desktops and portable storage; and

3. The District's network and supporting systems and data transmitted by and stored on these systems.

A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for

commercial purposes.

2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

D. Agreement of Use

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

E. Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

IV. GCS INTERNET SAFETY AND OTHER TERMS OF USE

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Education, Supervision, and Monitoring

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

C. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students,

employees, and other individuals.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

***Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access email or web-based programs that teachers may be using in class. The majority of student textbooks will also be accessed online, as well as most of the media center's book collection.**

DRESS CODE

Our groundbreaking school will be a catalyst for learning innovations across Greenville County Schools, integrating fine arts and project-based learning into the more conventional science, technology, engineering, and math curriculum. Students at Dr. Phinnize J. Fisher Middle School will be exposed to unprecedented educational opportunities and are expected to dress and groom themselves accordingly.

Shirts, Collared Dresses, and Jumpers: Red, Gray, White, Navy Blue, Black, Green (grass green or darker)--SOLID COLORS

- Polo-/golf-style or Oxford-style collared shirts, short or long-sleeved.
- Shirts and collared dresses must be buttoned appropriately, and shirts with tails must be tucked in.
- The only logos allowed on shirts are small logos that reflect the maker of the shirt and can be no larger than two square inches.
- Shirts must cover all of the mid-section when hands are raised above the head, and may be no longer than fingertip length when arms are held to the sides.

Pants, Shorts, and Skirts: Navy Blue, Khaki, Gray, Black (SOLID COLORS)

- Docker-/Chino-style, non-denim long pants, shorts, or skirts worn at the natural waistline with no undergarments visible. Cargo pants and shorts with 6 or fewer pockets are acceptable. Pants, shorts, and slacks must not bag, sag, or drag.
- Shorts, skirts, and dresses must be no shorter than the vertical length of the student's ID badge above the knee, and must assure modesty when seated, traveling the stairs, or managing daily activities.
- Sweatpants, yoga pants, jeggings, athletic pants, and athletic shorts are not allowed for ladies or gentlemen. Holes or slits in pants, shorts, or skirts are unacceptable even if patched.
- Leggings of dress code pants color may

be worn only under skirts. Leggings and tights are considered undergarments. The shorts, skirts, shirts, or dresses worn over them must be mid-thigh when a student is seated.

- Belts are optional.

Footwear:

- Proper shoes must be worn at all times. Students may wear sandals as long as they have backs. No bedroom shoes, shower shoes, mesh type slippers, or shoes without backs are allowed. For safety reasons, students may not wear shoes with heels higher than 2.5 inches, and all shoelaces must be tied.
- Athletic shoes and designated gym clothes must be worn for PE.

Outerwear:

- Sweaters, sweatshirts, fleece, and jackets of dress-code shirt color may be worn in the classroom.
- The only logos allowed on such outwear are small logos that reflect the maker of the shirt and can be no larger than two square inch.

Dress-down Days:

- The principal will allow multiple opportunities for students to wear jeans and other, more casual attire throughout the year. These days will serve as rewards for the students, incentives, or school spirit days.
- Special attire days and other dress code exceptions are at the Principal's discretion.

General:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed by the administration to be distracting, revealing, overly suggestive, or otherwise disruptive will not be permitted.

- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed. No facial jewelry other than earrings may be worn.
- No head covering is allowed while in the building or classroom. This includes hats, caps, toboggans, earmuffs, headbands, hairnets, or hoods of any type. (No do rags or hair wraps)
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Pajamas, bedroom slippers, and similar lounge wear may not be worn.
- Headphones/earbuds are not allowed at any time while in the building, except when a teacher gives permission for their use in the classroom. Students may also use headphones/earbuds in the mornings before school until they are released to report to their first period class.
- This dress code is in effect inside the school building, on school buses, and all school functions.

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 that lead to or may 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 inform the student not to wear the garment to school again. Additionally the administration may require the student to change, issue a

detention, or place the student in ISS until a change of clothing is available or for the remainder of the day.

Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code and will result in school suspension.

DISCIPLINARY PROCEDURES

Cooperation with School Staff

Fisher Middle School will provide an environment that is orderly, safe, and free from disruption. Teachers will fulfill their obligation to teach, and protect the rights of the class to learn. Students, when corrected by an adult, must not argue or respond in a manner that extends the disruption to the lesson. Respect the learning of others, comply, and remain silent.

Consequences for violation of the discipline code:

Phone Calls and Conferences with parents may or may not involve the presence of the student.

Teacher Detentions may be held in the mornings, afternoons, or at lunch, held as needed during the school week. Teachers will contact parents at least 24 hours prior to the day of detention. The school does not provide transportation home.

A **Disciplinary Referral** is a **report of behaviors** that the adult has seen or heard, or that have been reported. A student who receives a referral will have the opportunity to tell the Assistant Principal his or her version of the event. The Administrator will assess the incident and respond accordingly.

In-School-Suspension (ISS): Students will report to the ISS Room and remain the entire school day (including lunch). Students will complete class assignments. Students will remain on task, and may not talk or put their head down. Disruptions in ISS will result in further disciplinary action. ISS does not count against student attendance.

Out of School Suspension means a student **cannot attend school** or be on the school grounds, **nor attend any program at the school during the day or at night** and cannot ride a school bus. OSS does not count against student attendance.

OSS pending Expulsion involves a hearing to determine the disposition of a particular offense. Prior to the hearing, the student will remain out of school.

Expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year.

Criminal Prosecution: Any student committing a breach of the Disciplinary code that may also constitute a crime will, in addition to District disciplinary action, be referred to appropriate law enforcement officials for possible criminal prosecution.

School Safety Act of 1996

State law requires that students handbook contain this notice: Any student who commits an aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes". Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

Please see the following pages for a description of levels of offenses and disciplinary consequences.

Fisher Technology Summary Guide

Technology Appropriate Use Guidelines		
	Personal Device and Accessories (headphones, etc.)	School Device
Before School	<ul style="list-style-type: none"> Allowed for school use Allowed for personal use* 	<ul style="list-style-type: none"> Allowed for school use in designated area only
Class Changes	NOT ALLOWED	NOT ALLOWED
During Class	<ul style="list-style-type: none"> Allowed for school use with teacher permission only 	<ul style="list-style-type: none"> Allowed for school use with teacher permission only
Dismissal (Classroom)	NOT ALLOWED	NOT ALLOWED
After School (Carline, Bus Line, Express Lane)	<ul style="list-style-type: none"> Allowed for school use Allowed for personal use* 	NOT ALLOWED

*Personal use must meet the guidelines of the school technology agreement. Personal devices may only access the internet through GCSGuest.

Note: With the exception of before school, no device should be used for music.

Personal Video and Photography

Video and photography on any device should only be used with teacher permission for school use only. Taking any video or photography on school grounds without teacher or administrator consent will result in disciplinary action.

Personal Communications

Students should not text, call, email, or access social media on personal devices during school hours. Parents should not call or text their student during school hours. If an emergency arises, students and parents may contact each other through the school office.

Dr. Phinnize J. Fisher Middle School Honor Code

Cheating -*Cheating includes the unauthorized use of any information other than one's own work and/or original thoughts. When cheating occurs, teachers are unable to accurately assess an individual student's mastery of a subject.*

- I promise that I will do my own work and will not allow other students to copy my work.
- I will not talk, sign, or text during assignments.
- I will keep the content of tests private and will not discuss test questions with other students outside of class.
- I will only use study aids/notes/books/data/phones/electronic devices, etc., if I have the teacher's express permission to do so.

Plagiarism -*Plagiarizing is defined as presenting someone else's work as your own, in whole or in part. Students must understand how to properly acknowledge the work of others.*

- I promise that my work will represent my own individual thoughts and ideas.
- If I use another person's language structure, programming, computer code, ideas, and/or thoughts I will properly cite or acknowledge their work.
- I will not copy information word for word without using quotation marks or giving credit to the source of the material.
- I will always complete my own assignments, never submitting work which another person has completed for me.

Falsifying/Lying -*Students at Fisher Middle School are expected to be honorable and truthful, always setting a good example for other students.*

- I will always endeavor to be truthful and will not make untrue statements either verbally or in writing.
- I will not forge the signature of another person.
- I will not add, delete, or manipulate information on academic work or assessments, or tamper with official records or other administrative documents.
- I will always give honest and complete information to school personnel.

Stealing/Theft/Vandalism -*Fisher Middle School students do not steal or deface school or personal property.*

- I will respect the personal property of others.
- I will not intentionally take any property from an individual or from the school without the owner's consent.
- I will care for the property of others just as I would my own.

I have read and acknowledge receipt of the Dr. Phinnize J. Fisher Middle honor code.
I understand the actions which violate the code, responsibilities,
and the consequences of code violations.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature