



**HUGHES ACADEMY
OF SCIENCE & TECHNOLOGY**

**STUDENT HANDBOOK
2018-2019**

Jordan Finlay, Principal
Caroline Bohnenberger, 6th Grade Administrator
Nanette Davis, 7th Grade Administrator
Kevin Morgan, 8th Grade Administrator

One Team, One Vision, One Hughes

This agenda belongs to:

Name _____ **Advisory Teacher:** _____

Bus #: _____

Academic Record

	PR	1 st	PR	2 nd	Sem	PR	3 rd	PR	Final
Reading									
Writing									
Math									
Science									
Social Studies									
RA:									
RA:									
RA:									
RA:									

Students are encouraged to write their grades in each column.

Strategies I will use to maintain my grades:

1. _____
2. _____
3. _____
4. _____
5. _____

**Hughes Academy of Science and Technology
Student Goals Form 2018-2019**

Mastery Connect Benchmark Scores			
	Benchmark 1	Benchmark 2	Benchmark 3
Reading			
Writing			
Math			
Social Studies			
Science			

I. ACADEMICS

Grading Policy:

Students will receive numeric grades for all subjects using the grading scale below:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Progress Reports will be issued at the mid-point of each nine weeks. Parents are encouraged to contact their child's teacher(s) to arrange a conference at any point in the grading period if there is a concern.

Progress Report Dates: Sept. 17, Nov. 27, Feb. 13, and April 30.

Report Cards will be sent to parents at the end of each nine week period.

Report Card Dates: Oct. 30, Jan. 23, April 2, and June 7.

Promotion and Retention: Students who do not pass all required academic subjects (English/Language Arts, Math, Science and Social Studies) or who miss more than ten unexcused days of school, may be required to take one or two courses in summer school to meet promotion requirements or retake the class the following school year.

Homework: Homework may be assigned daily in academic subjects. It may be assigned to review and strengthen class work or to help students learn how to study independently. Some assignments may be spread out over a longer period of time so that students can show they are able to gather and present information.

Homework and daily assignments will be posted on websites and/or Google Classroom for access by both students and parents.

Make-up Work:

When a student is absent, school policy allows five days after returning to school to complete make-up work. Students are responsible for contacting each teacher for missed work. The request should be made immediately upon returning to school. A parent may request make-up work for extended absences. This request should include student locker number and locker combination. Make-up work may be accessed online, provided via email or picked up in the front office after making arrangements with school staff.

Cheating or Plagiarism:

The School District of Greenville County expects students to maintain integrity in all school work and refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

Consequences:

- Parent notification is required.
- The students will be counseled by the teacher or other school personnel.
- Additional disciplinary actions may be applied.
- Student may be required to repeat the assignment.

Protocol for testing:

The following items will be at the discretion of the teacher/proctor. Disciplinary action may include academic action (test re-take) and/or disciplinary actions (including in-school or out-of-school suspension):

- Both of the student's hands are to be visible at all times during the exam/testing.
- Students are to face the front of the room during the exam/testing time.
- Students are not to communicate with anyone verbally or non-verbally during the exam/testing period.
- If a student needs something from their pocket, purse or backpack, then they must first obtain permission from the teacher or proctor.
- The student may not leave their seat or the room without permission from the teacher or proctor.

- Only the items required for the exam/testing should be visible on the desk.
- When the student has finished the exam/test, the student may ask permission to obtain reading material, put their head down, or remain quiet.

Chromebooks: Each student will be issued a Chromebook provided by Greenville County Schools. The Chromebooks are permitted to go home with students for educational use. However, they will be responsible for maintaining their good condition and returning the Chromebooks at the end of the school year. Students will also be responsible for ensuring their Chromebook is charged for school each day.

Misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions as well as loss of Chromebook privileges. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps that are not in Self-Service without receiving permission.
- Leaving Chromebook unattended.
- Removal of student ID from Chromebook case.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

Chromebook Technology Fee:

Students will be charged a \$25 technology fee to help cover the cost of one cracked screen repair and an additional minor repair (cracked hinge covering or a non-functioning touchpad). Students who qualify for reduced lunch will have a reduced technology fee of \$15 and a \$5 fee will be charged for students qualifying for free lunch. One accidental damage or one screen repair is covered by the yearly technology fee. Any additional repairs per year are not covered. Students will be required to pay for additional damages. A new Chromebook will not be issued unless the charge of the repair or the full price of the Chromebook is paid. Please note accidental damage also does not cover the replacement for a lost or missing Chromebook or Chromebook charger.

Textbooks: Each classroom will be issued a set of textbooks provided by the state of South Carolina. These books are to stay in the classroom for student use. Students may be issued individual books by their administrator if needed. However, they will be responsible for maintaining their good condition and returning the books at the end of the school year.

Lost or damaged books (beyond normal wear and tear) will be the responsibility of the student and replacement will be expected. Price is subject to change annually based on specific book titles and years in publication. The school will refund students for found textbooks provided they have the receipt.

II. ATHLETICS

Students in the seventh and eighth grades must meet the following requirements to participate in Middle School sports. Students in the 6th grade may not participate, try-out, or attend conditioning at any level until after they have completed the 6th grade. Students must meet the following requirements to play on an athletics team.

1. Athletes must follow the same guidelines that School Club Members follow as well as the guidelines below. Please see School Club Guidelines on page 15 for more information.

2. If a student is suspended due to behavior, they may not participate in any practice, games, or contests during the duration of their suspension. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.
3. Students must meet all criteria set by Greenville County Schools and the South Carolina High School League.
4. Students may not participate in middle school sports if he/she becomes 15 before July 1.
5. Students must have a current physical form on file dated on or after April 1, 2018.
6. Students must pay all required athletic fees.
7. Students must have transportation to and from practices.
8. Students must be in attendance at least one-half of the instructional day to play in a game or attend practice unless a doctor's note is presented.

Students may bring athletic equipment to school for sports such as lacrosse, basketball, soccer, softball, and baseball. Students are not to bring or carry any sort of sports balls (basketball, soccer, etc...) in school or on school grounds.

Please visit GCSD's athletic webpage to retrieve more detailed information. <https://greenvilleathletics.planeths.com>

III. ATTENDANCE

Arriving Late to School

- All students arriving in the building after 8:30 A.M. should report to the front office for a tardy pass.
- Bus riders will receive a "Late Bus" pass and will have four minutes from the time on the pass to get to their first class.
- Car riders will receive an "unexcused" or "excused" tardy pass. Unexcused tardies may result in disciplinary actions.

Attendance

- In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six (6) years of age on or before the first day of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.
- In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. 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. A student is considered in attendance when present for at least three (3) hours of the school day.
- Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- A. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- B. 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 to school.

C. Absences due to a recognized holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.

D. Absences for students whose parents/guardians are experiencing a military deployment, specifically when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, 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 or her parent or guardian relative to such leave or deployment of the parent or legal guardian.

E. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be pre-arranged when possible.

Unlawful Absences

A. Absences of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

Approval of Absences in Excess of Ten (10) Days

The school year consists of 180 school days. Students are allowed ten (10) excused absences covered by a parent note each school year. After that point, the absences will only be excused provided that there is a medical excuse provided by a healthcare provider. If a medical excuse is not provided, the absence will be entered as an unexcused/unlawful absence. Please see the attached document pertaining to the SC Compulsory School Attendance Law where the amount of unexcused/unlawful absences is monitored and therefore a student/parents could face legal action.

Early Dismissals

The student who needs an early dismissal must bring a note written and signed by the parent or guardian to the main office before 1st period. The note must contain the following information: date, name of student to include first and last name, time of dismissal, reason for the dismissal, name of the person picking up the student,

telephone number where the parent can be reached for verification and signature of the parent. The parent or guardian will be required to come into the office to sign the early dismissal sheet. Identification will be necessary before the student is permitted to leave. No early dismissals are allowed after 2:45 P.M.

Perfect Attendance Criteria

In order to qualify for 12-Year Perfect Attendance recognition from the South Carolina State Department of Education, a student must not have accumulated **any absences –Excused or Unexcused** since being enrolled in a public school as a first-grade student. A student cannot have had any type of absence including bereavement, medical, court order, etc., during the 12 years of public school attendance. The only exception to this would be a school sponsored Field Trip/College Visit, both of which would be coordinated through the school with prior approval from the Principal. The definition of an absence at a Greenville County Middle School is missing any singular class period a student is enrolled in, or multiple class periods a student is enrolled in, during a school day. Absence in any part of the school day for a minimum of one class period, even if the student was present for other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

IV. DRESSCODE

Students will be expected to dress in an appropriate manner while on school property and while participating in school-related activities. We encourage our students to take pride in their personal appearance, such that it does not disrupt student work or school order, become distracting to others, or violate health and safety guidelines. Students must adhere to the uniform dress code set forth by the school principal while on campus during the school day. If attending a school function in the evening, students must comply with the dress code of Greenville County Schools.

Hughes Academy's guidelines are as follows:

Shirts: BLUE, RED, BLACK, GRAY, KHAKI, PINK OR WHITE (SOLIDS ONLY)

- Shirts may have a small appropriate logo over the pocket area.
- All shirts must have a collar and sleeves.
- Shirts made of 100% Lycra or Spandex are not permitted.
- Shirts may not have stripes on the collar or on the sleeves.
- All shirt tails must be long enough and tucked in at all times while on campus or on field trips.
- Turtlenecks and mock turtlenecks are permitted.
- Long or short-sleeved t-shirts or tank top camisoles in the same colors (blue, red, black, khaki, pink, gray or white) are permitted, but they must be worn underneath the collared shirt.
- Only sweaters, sweater vests, sweatshirts, and light jackets that are of solid dress code colors may be worn on top of the collared shirt. No other items may be worn over the collared shirt.
 - **Girls:**
 - No cleavage showing.
 - Tight fitting shirts, shorts, or pants are not permitted.
 - See-through shirts showing undergarments are not permitted.
 - **Boys:**
 - Jumpers are not permitted.

Pants, shorts, skirts, and dresses: NAVY BLUE, GRAY, BLACK OR KHAKI

- Denim of any color is not permitted (rivets normally indicate denim).
- Pants/shorts with only a drawstring, sweatpants, or overalls, may not be worn.
- The length of skirts, shorts, skorts, dresses, and jumpers must be 4 inches or less when measured from the top of the knee to the bottom of the fabric.
- Slits in the skirts, jumpers, or dresses must only be no more than 4 inches above the top of the knee.
- All pants and shorts must be hemmed (No cut-offs allowed).
- Pant legs may not be tucked into socks or drag on the floor.
- A collared shirt must be worn under jumpers.
- Dresses must have a collar.
- Dresses made of 100% Lycra or Spandex are not allowed.

- Undergarments should not be visible.
- Tights or leggings cannot be worn without a dress code length skirt or dress over them. No “fishnet” type stockings are permitted. Leggings and tights must be solid dress code colors.
- Jogger style pants and shorts are not allowed (pants/shorts with elastic waist and or elastic around the ankle).
- Tying items of clothing around the waist is not permitted.
- Pants, shorts and skirts must be worn with the waistline above the hips at all times.
- Oversized garments may not be worn.

Outerwear:

- Coats may be worn to school but must be placed in a locker immediately upon arrival to school.
- Sweaters and sweatshirts (no hoods) may be worn in class, but must be of the 7 solid colors (blue, red, black, gray, khaki, pink or white) and have no writing or stripes.
- Lightweight jackets/pullovers may be worn in class but must be of the 7 solid colors (blue, red, black, gray, khaki, pink or white).
- Outerwear items may be excessively long, and may not have a hood or logo other than pocket logos.
- A dress code shirt collar must be visible under outer garment.
- No hooded garments may be worn.
- Students may wear Hughes Academy sweatshirts but not t-shirts over a collared shirt.
- Students may wear Hughes Academy (only) team sporting apparel unless it has a hood.

Shoes:

- Slides, flip-flops, shower shoes or bedroom shoes are not permitted.
- Shoes with heels over 2 1/2 inches may not be worn.
- The only extra pair of shoes brought to school should be those used for PE.
- Sandals may be worn if they have the strap in place at the heel.
- Shoe-laces must be tied at all times.
- Shoes with lights and/or wheels are not permitted.

Jewelry and Accessories:

- Sweatbands or headbands worn around the forehead are not permitted.
- Headbands must be less than 2 inch wide and worn above the hairline.
- No hats of any kind, skullies, sunglasses, "do-rags", bandanas, or headbands created from a bandana may not be worn.
- Facial, nose and/or tongue rings are not permitted.
- Mouth pieces are not permitted.
- Spiked necklaces and/or bracelets are not permitted. This includes chokers, wristbands, dog leashes, chains, etc.
- Jelly bands/Silly Bandz are not permitted.
- Make-up that is disruptive to the educational setting is not permitted.
- Decorative symbols/shapes shaved into the head and/or slits shaved into eyebrows are not permitted. Students will be assigned ISS or OSS until the symbols or shapes are removed.
- Feather hair extensions are not permitted.
- Natural or artificial hair of non-human color is not permitted. Students will be assigned ISS or OSS until the non-human color hair is removed.
- Mardi Gras style beads are not permitted.
- Earring studs must measure a diameter of no more than ¼ inches.
- Necklaces longer than 18 inches are not permitted (shouldn't hit beyond the sternum).
- Large hoop earrings are not permitted.
- Non-prescription contacts or glasses are not permitted.
- Sunglasses or masks covering the eyes or face may not be worn
- Scarves may be worn to school but must be placed in the locker upon arrival.
- .Curlers, combs, and picks may not be worn in the hair.
- Items that could be used as a weapon may not be worn or brought to school.

Belts:

- Belts must be worn by all students if the item of clothing is made with belt loops.
- Belt loops may not be cut off to avoid wearing a belt.
- No belts with large buckles. The belt and buckle may not contains words.

- Ribbon belts and scarves are permitted provided they have loops and/or buckles.
- All belts must be worn at the waistline.
- An extra belt must be kept in your locker or backpack. This is a school supply requirement.
- Suspenders are not permitted.

Students may not write on their arms, legs, or any visible part of their body with ink/paint, or cut themselves with blades to create a design. Also no visible stickers or appliques are allowed on the body. No visible tattoos.

There will be certain dates throughout the school year where students will have the opportunity to wear Greenville County Dress code. On those dates, the following dress code applies:

- Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related may not be worn or brought to school.

Pants/Shorts/Skirts/Skorts:

- Must be worn at the waistline. No sagging (wearing below the waist) will be allowed. If worn properly, pants, shorts, skirts/skorts should not need to be held in place by the student's hands.
- The length of properly worn shorts, skirts, and skorts must meet the length requirement of 4" above the knee.
- Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt, shorts, skirt, or sweater must be long enough to meet the length of 4" above the knee.
- No holes above the knees. All holes above the knee must be patched before arriving to school.

Shirts/Blouses/Dresses:

- No tube tops, halter tops, tank tops, or spaghetti strap tops.
- Sheer or see-through shirts are not allowed.
- Blouses or dresses should not expose the midriff and/or cleavage while standing or seated.
- Dresses must meet the length of 4" above the knee.

- Bra straps and bra sides must not be visible.

- Third Offense: Repeat offenders will be addressed by the administrative team and referred to ISS/OSS.

Physical Education Dress Code:

Students are required to dress out every day in a physical education uniform. Dressing out for PE is a requirement due to safety and hygiene purposes.

- Students must wear a solid red or red Hughes Academy (short or long sleeve) t-shirt along with gray shorts or sweatpants.
 - Shorts may NOT be tight or spandex
 - Basketball shorts must be a mesh material
 - Sleeveless shirts and polo button down shirts are NOT permitted
 - Tights or Yoga pants must have shorts over the top of them
- Tennis shoes or sneakers with socks are required.
 - No boots, crocs, or open toed shoes
- No jewelry

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 either require the student to change, request that the student be placed in ISS until a change of clothing is available or for the remainder of the school day.

Book bags: Book bags are to be stored in the student’s assigned locker before first period. Locker breaks will be scheduled during the school day. Students may carry a small bag to class, but the bag cannot be worn on the back.

Consequences for dress code violations:

- First Offense: Documented Warning
- Second Offense: Referral to Grade Level Administrator

ID Badges: As part of our school district’s continuing efforts to provide a safe learning environment, all middle school students and staff will be required to wear Photo ID badges.

- Students must wear their ID badge whenever they are on campus, on field trips, or school functions. The photo side of the ID should be visible at all times.
- Students who do not have their ID badges visible when they arrive in the morning will be directed to enter through the front office to receive a temporary ID and document the offense.
- Students should make every effort to keep up with their ID badge and must wear it every day. Lost, stolen, or defaced ID badges must be replaced at a cost of \$5.00 (new lanyard included). Students are not allowed to wear any items on their ID badge other than a house key.
- Stickers, writing, or other defacing of the ID badge will not be permitted.
- An ID badge and lanyard will be provided to all students at the beginning of the school year. Imprinted lanyards may be purchased from the school. No other lanyards are allowed. All lanyards are break-away for safety purposes.
- Student ID badges will also be used to purchase lunch and check out media books as well as textbooks.
- During the first week of school, administrators will remind students if their ID is not properly displayed. After this orientation period, students not wearing their ID badge will be subject to disciplinary action.

School Agenda: All students are provided an agenda upon arrival at Hughes. Replacement cost is \$5.00. Students must carry their agendas with them to each class period as well as any time they leave the classroom (i.e. nurse, restroom, counselor).

Consequences:

- Any student who does not have their school badge, lanyard, or school agenda by 8:30 a.m. will be assigned lunch detention each day the ID

badge is not properly worn or if the school agenda is not present.

- After five assigned lunch detentions, administration will assign In School Suspension.

It is the student's responsibility to secure a temporary ID badge prior to entering the building. Students who remove/lose the IDs or do not inform a staff member that they need one will be subject to a ROCK disciplinary infraction and will need to report to the front office to obtain another temporary ID. Temporary IDs must be worn on the upper left or right side of shirt.

V. PROCEDURES

Arrival:

School instruction begins each day at 8:30 a.m. and ends at 3:15 p.m. each day. The first bell rings at 8:20, second bell at 8:25, and tardy/late bell at 8:30 a.m. Students should be in class and ready to learn by 8:30.

There will be no supervision prior to 7:30 a.m. Students arriving prior to 7:30 a.m. will not be permitted into the building. From 7:30 to 7:45, students will sit in the cafeteria. Breakfast will be served at 7:45. Any student who is eating breakfast will follow breakfast procedures, while students who are not will report to their respective hallways. Once students have reported to their hallway, they are not permitted to leave. No student will be admitted to other parts of the building without a previously obtained pass from a teacher.

- **Bus Riders** are to enter the school through the door on the left side of the building, which is closest to the cafeteria.
- **Car riders** should be dropped-off and picked-up in the traffic circle only. The traffic circle is located on the right side of the building closest to the technology wing. No students are to be dropped-off or picked-up in the teacher/visitor parking lot located in the front of the school or in the bus circle. Students are to exit their vehicle on the curbside only.
- **Walkers** are to remain on the curb or sidewalk. Walkers are to enter school through the door on the left side of the building, which is closest to the cafeteria. Walkers should never cross in front of car line vehicles while on school property.

- **Student-driven vehicles** are not permitted. No student at Hughes Academy may drive any motorized vehicle to school.

Cafeteria:

Students may prepay for lunches in the cafeteria on Monday mornings from 7:45 a.m. until 8:15 a.m. Students may pay cash daily, but parents are encouraged to send a check for a weekly lunch purchase. Students must present ID badge to be scanned in order to purchase a lunch.

“Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary schools and middle schools are allowed to charge meals on an emergency basis only. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your school cafeteria manager.”

Outside food may not be delivered to students. Parents who wish to eat lunch with their child will be allowed to eat in a designated location.

Breakfast Procedures:

- Students may enter the cafeteria for breakfast at 7:45 a.m.
- Students must have IDs and will sit down silently once they enter the cafeteria.
- All electronics and headsets must be put away before entering the cafeteria.
- Each grade level sits at designated table.
- Students should fill in all seats on one side beginning with the first seat.
- If one side of the table fills up then the students begin sitting on the opposite side of the table.
- Once students are finished with their food, they need to pick up all trash, put it in the trash can and leave the cafeteria.
- Breakfast is to be eaten in silence.
- Only late bus riders will be allowed to eat after 8:15 a.m.
- All food is to be eaten in the cafeteria. No food or drinks can be taken out of the cafeteria including food items from the school store.

Lunch Procedures:

- Remain in a line walking to lunch and while waiting for lunch.
- Remain seated during lunch and facing forward. Students are not allowed to turn around and speak to students at other tables.
- Once students are seated, they may not get up unless given permission by a teacher or administrator.
- Refrain from making excessive noise.
- All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria. Once they enter the cafeteria they may not leave to return to the machines.
- Keep cafeteria as clean as possible.
- Students are expected to remove food, napkins, or other items from the tables and the floor around them.
- All litter is to be deposited in the designated trash cans.
- Students shall not leave the cafeteria until dismissed by a teacher.
- Bringing in cupcakes or other birthday/special occasion treats is not allowed.

Change of Address:

The school should be notified immediately of any changes in personal data including address and telephone and/or cell phone numbers. If it comes to our attention that a student has moved, the parent will be required to show proof of address. Any changes in name or address must be made through our attendance clerk at 355-6201.

Dismissal:

Students are to leave their classrooms only when announced.

- **Buses** are posted on the school-wide television monitors in the order in which they arrive on campus. Bus riders are to exit through either the front door or the bus door. Students who leave their 7th period classroom before their bus is posted will be subject to disciplinary action.
- **Car riders** on the 7th and 8th grade wings should exit through the back doors at the end of that hallway. 6th grade car riders will exit out the side door. Walkers and car-riders are dismissed at 3:15 p.m. All car riders must find a seat and stay seated until their transportation arrives.

- **Walkers** travelling up Rice Street will exit through the side doors located near the technology wing. Walkers going up DeOyley will exit through the bus door. No student is to be picked up off campus or in front of the building. Only students who have permission in PowerSchool to walk will be permitted to leave campus with walkers.
- Students not involved in extracurricular activities, sponsored by Hughes Academy should be picked up by 3:45 p.m. There is no supervision provided after 3:45 p.m. If you have special circumstances that prevent you from being here by 3:45 p.m. to pick up your child, then you will need to make arrangements with the main office.
- If a student is consistently picked-up after 3:45, then the parent will be notified and provided information for the school's extended day program.
- **Messages** will not be delivered to students regarding changes in transportation unless it is an emergency. Parents should remind their child of any change in transportation for that day before arriving at school. Delivering messages to students causes interruptions during instructional time.

Early Dismissals: Students who need to leave school early must present a note written by a parent or legal guardian to the front office upon arrival to school. There will be no early dismissals after 2:45 p.m. (on the final 3 half days of school there will be no dismissals after 12:00 p.m.). The note must include the following: student's name, specific reason for early dismissal, specific time for dismissal, name of person transporting the student, and a telephone number where a parent can be reached or for verification. The student will not be called from class. The student is to notify the teacher of when he/she is to leave. When the time comes the student should come to the front office.

The parent or guardian must come into the front office and sign the student out. You must know the child's birthdate and be authorized to pick the child up from school (photo ID will be required). If anyone other than the parent or guardian picks up

the student, identification may be necessary before the student is permitted to leave.

Financial Transactions:

When submitting payment to the school staff, the cash/check/money order must be submitted before 12:00 p.m.

Guidance Services: Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupations information, career information, study help, help with home, school and/or social concerns, or any other questions the student would like to discuss with a counselor. Students must have an appointment and/or pass to meet with the counselor.

School Counselors:

- Carrie McCain, 6th Grade
- Amy Torlay, 7th Grade
- Lauren Tenholder, 8th Grade
- Courtney Lilliston, 8th Grade

Health Room: The health room is merely an emergency station and is not equipped to take care of any serious illness. Students will only be dismissed from school in case of illness from the Health Room. A parent or doctor's note is required upon the return of the child who was dismissed from the Health Room. Students may not contact parents regarding illness using personal cell phones or a classroom phone. If a student becomes ill at school, he/she must go to the Health Room where the nurse will evaluate whether or not that student needs to go home. Parents are to notify the school nurse, in writing, if any health conditions pertinent to the child's wellbeing such as asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc..

Immunizations: The state requires that each student present the school with a valid South Carolina Certificate of Immunization or Certification of Exemption. Students who do not have immunization records on file with the school will not be provided a schedule. Please provide the above information to the front office.

Medication: Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before

written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to school and provide Form Med-1 before any prescriptions medication may be left at the school
- If your child must self-administer medication at school, Form Med-2 is required before medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using Form Med-3.

All Health Services procedures/guidelines and above mentioned forms can be found online at <http://www.greenville.k12.us/gcsd/depts/stuserv/health.asp>

Inclement Weather: Should inclement weather threaten the normal school schedule, students and parents should tune in to their local television or radio station for announcements about school openings and closings. When weather creates a delayed opening of school, students are to report according to the delayed time.

Locks and Lockers: Lockers are school property and may be inspected at any time. All students will be issued lockers at the beginning of the school year. Locks are the responsibility of the student. There is a \$5.00 fine for locks that are not returned. Students may provide their own locks but must provide administration with the combination (keyed locks are not allowed unless special permission is given). Students should not provide their lock combinations to any other student. Students may not share lockers with other students. Students are required to secure lockers at all times. Coats and bookbags are to remain in the locker during the school day.

Lost and Found: Any articles found on the school grounds should be turned in to the front office. All unclaimed items are donated to a charitable organization at Winter Break and by mid-June. Please see office personnel to gain access to the lost and found.

Media Center: All school rules apply in the media center. The media center is open from 8:00 a.m. to 3:30

p.m. Students may come with their classes or individually with a pass from a teacher.

Books may be checked out for a period of two weeks and may be renewed once for an additional two weeks. Periodicals may be checked out overnight. Media materials not returned on or before the due date are considered overdue, and a fine of five cents per school day after the due date is charged. Students are responsible for lost media materials.

Pledge of Allegiance: Hughes Academy students will collectively participate in the Pledge of Allegiance and moment of silence. These activities will take place at the beginning of the school day. Any individual who chooses to abstain should remain quiet and respect the rights of others to participate.

Safety Drills are held at regular intervals throughout the school year. Practicing these drills in an orderly fashion promotes safety in case of a real emergency. To ensure safety, remember these basic rules:

- Check instructions in each classroom for emergency procedures (posted near door).
- Move quickly and quietly to designated areas.
- Listen for teacher instruction.
- Misbehavior during a safety drill will result in a disciplinary infraction.

Social Clubs: Students who are members of social clubs, fraternities, sororities, and other non-school sanctioned organizations are not permitted to carry on sales, initiations, or other club activities. Any sort of club-related “hazing” or intimidation is not allowed.

Student Responsibilities: A responsibility is an obligation one has to ensure the rights of all are protected.

All students have the responsibility to:

- Attend school to receive an education daily unless ill or legally excused
 - Schools cannot educate students who do not attend school.
 - South Carolina law requires a student to attend school until his/her 17th birthday.
- Be on time for all classes
 - Students who enter a classroom after a lesson has begun are interfering with the

rights of other to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

- Come to class with necessary materials
 - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments as well as meet deadlines
 - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete the outside assignments.
- Obey school rules and school personnel
 - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.
- Cooperate with school staff
 - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the people and their property
 - Treat people and their property with respect.
- Respect public property
 - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home
 - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, report cards, attendance information and by delivering home any school correspondence.

School Telephone: Students are to use the phone in the office for special circumstances only with permission

from a member of the Hughes staff. The phone is not for travel arrangements or to retrieve forgotten articles.

Visitors: Visitors must secure administrative approval before being allowed in any part of the building. All visitors, including parents, must report to the office, obtain permission, sign-in, and receive a name tag before reporting to any other area in the school. If you wish to visit a classroom, you must make arrangements, in writing, to the teacher, office clerk and grade level administrator at least 24 hours in advance.

VI. STUDENT BEHAVIOR

Discipline: Conduct of Students: All students at Hughes Academy will be required to conduct themselves in a manner that will be in the best interest of the school and its students. Improper conduct will not be tolerated.

At the beginning of the school year, teachers will review Hughes Academy's school discipline program, ROCK (Respect, Order, Communication and Kindness), which promotes positive student behavior while also providing consistency for the teachers and students should a discipline problem arise.

Please see the quarterly ROCK cards located in the back of the agenda as a reference to what steps will be utilized for minor infractions.

Teachers will keep an electronic discipline record on every student. The infractions will be recorded daily, should a student choose to violate the discipline code. Violations will be handled utilizing any one or several of the following interventions:

- Warning, silent lunch, no outside free time, parent phone calls, parent conferences, In-Class Suspension (ICS), In School Suspension (ISS), Out of School Suspension (OSS) and/or referral to administration.
- For major offenses, an administrative referral may be the first step.

Students who misbehave in ISS will receive OSS

Referral: There are many discipline issues that will result in immediate referrals. Examples of these types of offenses include but are not limited to fighting, profanity, disrespect, student removal from class, etc.... A student receiving a referral will see an administrator and appropriate action will be taken. Administrative actions may include: parent conferences, in-school suspension, out-of-school suspension, referral for alternative placement, or recommendation for expulsion.

Suspension and Expulsion: Student conduct that significantly disrupts class work, or involves disobedience will result in a referral. The school district will make every reasonable effort to keep students within the school's sphere of influence. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for suspension and/or expulsion of students.

Actions that could lead to suspension or expulsion include but are not limited the following:

- Bomb threat
- Theft
- Profane, vulgar, suggestive, or obscene profane language or gestures
- Gross disobedience or insubordination (this includes refusing to identify yourself or lying about your identity).
- Unauthorized walk-outs, cutting school or class, or being in unauthorized areas of the campus
- Fighting, pushing, or striking other students, staff, or faculty members.
- Ganging or participation as a member of a gang in inflicting harm or threatening another person (A gang shall consist of two or more persons acting together) Participation may include any act that interferes with or hinders a staff member from stopping threats or the infliction of bodily injury that was taking place.
- Threatening a staff or faculty member in any way
- Blackmail, gambling, extortion, or other threats
- Possession of weapons such as knives, guns, blackjacks, pipes or any other item construed as a weapon, including fireworks
- Unauthorized use of mobile devices (Mobile devices are not permitted in the cafeteria at any time).

- Unauthorized distribution of material
- Property destruction
- Misbehavior or repeated offenses of misbehavior, including loud, disruptive behavior anywhere on the school campus
- Conduct off campus during school related activities that is detrimental to the best interest of the school
- Possession, sale, consumption, or being under the influence of illegal or controlled substances such as drugs, alcoholic beverages, or toxic substances
- Possession of drug paraphernalia
- Smoking on the school campus
- Repeated violations of school rules and policies; disturbing school
- Refusal to comply with school assigned discipline actions
- Possession or use of mace or pepper spray
- Possession of e-cigarettes or e-cigarette paraphernalia

Students who are suspended or expelled will not be allowed on any GCS school grounds or school buses, to interfere with students or district staff, to disturb school in any way, or participate in any school event.

Prohibited Items:

Electronic devices, including recording devices, radios, CD players, DVD players, TV’s, laser pointers, etc. are not to be brought to school. Items such as playing cards of any type (baseball, game, etc.), toys, candy, gum, etc. are also prohibited. Students who are in possession of the items will be subject to disciplinary action.

Students are permitted to possess electronic devices on school property, school buses, and while attending school-sponsored and school-related activities. The use of electronic devices are restricted to before and after school hours only. Electronic devices must be turned off and out of sight throughout the school hours of 8:15 to 3:15. Students may not use, or have turned on, an electronic device without prior permission of an administrator, as set forth below. “Turned on” includes an electronic device that is activated, set or programmed to ring, vibrate, or otherwise receive a signal or message. A person, who finds a student in possession or use of an electronic device in violation of this policy, must issue a disciplinary action. Students using the electronic devices

to video other students/faculty or post photographs of students/faculty without permission may lead to suspension and/or expulsion.

Students are permitted to bring water bottles; however, the bottle must be clear/translucent and the container should only contain water. No other beverages beside water is permitted.

Off Campus Behavior:

Administrators will 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.

School Events (Dances, Field Day, Etc...):

Students must not have more than two (2) in school suspensions and/or no out of school suspensions 30 school days prior to a dance, field day, etc... to be able to participate.

Hughes Academy Reward Day:

Students are rewarded for success in their academics as well as their positive behavior. At the end of each grading period, students who are passing all classes with a 60 or above and have not received ISS or OSS are rewarded with an activity period (weather permitting). The time period for eligibility for both academics and behavior will follow district grading period dates.

School Clubs:

Each club will have an application process that will require teacher recommendations and parent signatures.

After School Club Participants will be required to follow the guidelines listed below:

- A student may not have more than two absences from any meeting or practice.
- If a student is picked up from a meeting or practice late more than twice, then they will be dismissed from the club and or sports team.
- No failing grades on report cards.
- No discipline issues within the club and or sports team.
- If a student is suspended due to behavior, they may not participate in any club practice, club meeting, club field trip, etc... during the duration of their suspension. The participants

may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.

It is the responsibility of any student in Greenville County to be aware of the code of conduct for the district. A complete list of the behavior code can be found on the GCSD webpage under the School Board link:

District's Discipline Code: www.greenville.k12.sc.us

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.

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, even handed 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.

Please see below for information regarding technology access for students in Greenville County Schools:

Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

See Full Version at
<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

A. Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These

requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. 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 for federal law or regulation, board policy or administrative rule.

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

D. Consequences

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

III. 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. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

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.

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.

State Law requires that student handbooks contain this notice:

School Safety Act of 1996 State law requires that student 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.

VII. Transportation

The following is taken directly from The School District of Greenville County's Code of Conduct regarding school bus safety.

Greenville County Schools Code of Conduct on School 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.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

A complete copy of these guidelines can be found on the district's website under the Transportation Department at <http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp>.

SPECIAL NOTICE

Administration reserves the right to make changes to this handbook in order to maintain safety and security for all students, faculty, and staff at Hughes Academy. Any changes to current policies will be posted on the Hughes Academy website.

Visit www.greenville.k12.sc.us/hughes for additional information.