

SEVIER MIDDLE SCHOOL STUDENT PLANNER & PARENT-STUDENT HANDBOOK

2014-2015

August 19, 2014

Dear Parents and Students,

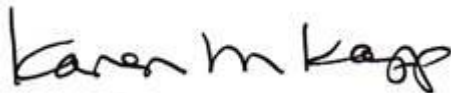
Welcome to the 2014-2015 school year! Sevier educates the brightest and most creative students in Greenville County! We greatly enjoy working with students, parents, and the community to create a vibrant and innovative school experience for everyone.

Our mission is to provide a safe and challenging learning environment where all students become competent, curious and creative citizens who pursue personal excellence and contribute to their community.

We appreciate caring and involved parent support as together we challenge students to stretch their minds, work together successfully with others, and achieve high academic standards.

Please use this handbook and agenda as a tool for organization and exchange of information. We appreciate your partnership as together we educate your children. Let's enjoy a great school year!

Respectfully yours,



Karen M. Kapp
Principal
(864) 355-8210

Sevier Middle School
1000 Piedmont Park Road
Greenville, South Carolina 29609
Phone: (864) 355-8200 Fax: (864) 355-8255
www.greenville.k12.sc.us/sevier

| | | | |
|---------------------------------|--------------------------------|---------------------------------|----------|
| Attendance Clerk: Ms. Greggs | 355-8201 | Media Center: Ms. Murphy | 355-8205 |
| Athletic Director: Coach Cruell | 355-8228 | Nurse: Ms. Waters | 355-8207 |
| Cafeteria: Ms. Mitchell | 355-8208 | Resource Officer: Dep. Carlisle | 355-8214 |
| Guidance Clerk: Ms. Howard | 355-8204 | Secretary: Ms. Stevens | 355-8202 |
| Asst. Principal: Mr. Falls | 355-8484 (Gr.6 & Gr. 7, Tm 3) | | |
| Asst. Principal: Mr. Grady | 355-8211 (Gr. 7, Tm 4 & Gr. 8) | | |
| Principal: Mrs. Kapp | 355-8210 | | |

DID YOU KNOW? You are attending school on the grounds of **Camp Sevier**, a U.S. Army training camp during World War I. More than 100,000 soldiers trained here before going abroad to fight. The Thirtieth Division – “Old Hickory,” earned more honors than nearly any other division in “The Great War.” The best of our military was trained here; now the best students in Greenville County learn here!

Name: _____ Grade _____

Career Interests: _____

| PASS - SPRING '14 | | | MAP TESTING - 2014/15 | | | | | |
|------------------------------------|-------|---------|-----------------------|-----------------|-------------------------|-------------------|------------------|------|
| MET = 600 SEVIER GOAL AVG = 632 | | | | FALL '13 RIT | TARGET SPRING '14 | SPRING '14 RIT | ACTUAL GROWTH | MET? |
| ELA | SCORE | MY GOAL | READING | | | | | |
| MATH | | | | | | | | |
| SS | | | | | | | | |
| SCI | | | MATH | | | | | |

PERSONAL GOALS and RECORD OF ACHIEVEMENT

Goal for 2014-2015:

1. Academic Goal

2. Personal Goal

Areas where I will seek help:

Activities and Honors:

YOUR PLANNER AND HANDBOOK

My Strengths; where I can help others:

Areas to Improve:

This planner and parent-student handbook will outline **expectations** and **procedures** and **help you to organize** 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/sevier.

Students must bring this planner **each day** to **every class**. Planners are required for hall passes, communication with parents, and homework assignments. In each class, students will write down the agenda and assignments. Use this planner to note materials needed, and track progress in classes. Replacement planners are **\$4.00**.

Bell Schedules 2014—2015

| Grade 6 | Start | End |
|---------|-------|-------|
| 1 | 8:30 | 9:36 |
| 2 | 9:39 | 10:42 |
| 3 | 10:47 | 11:37 |
| 4 | 11:41 | 12:31 |
| 5L | 12:35 | 1:10 |
| 5 | 1:14 | 2:17 |
| 6 | 2:21 | 3:25 |

| Grade 7 | Start | End |
|---------|-------|-------|
| 1 | 8:30 | 9:36 |
| 2 | 9:39 | 10:42 |
| 3L | 10:47 | 11:22 |
| 3 | 11:26 | 12:29 |
| 4 | 12:32 | 1:35 |
| 5 | 1:40 | 2:30 |
| 6 | 2:34 | 3:25 |

| Grade 8 | Start | End |
|---------|-------|-------|
| 1 | 8:30 | 9:23 |
| 2 | 9:27 | 10:17 |
| 3 | 10:22 | 11:25 |
| 4L | 11:28 | 12:03 |
| 4 | 12:07 | 1:10 |
| 5 | 1:14 | 2:17 |
| 6 | 2:21 | 3:25 |

ID BADGES

ID badges must be worn by all students, faculty, and staff beginning this school year. Students will be provided with a picture ID badge, lanyard, and a clip and are encouraged to purchase a back-up set for \$5.00. Students are required to wear ID badges on break-away lanyards around their necks or clipped to their collar whenever they are on campus, on field trips, or at daytime school functions. These serve as identification, but will also be used to scan purchases at lunch or check out media books and textbooks. Nothing should be hung with the ID except maybe a house key. Pictures must be clear and visible at all times. If the badge is lost, stolen, defaced, etc., the student must pay \$5.00 for a replacement. Students must bring correct change or a check written for that purchase only. ID badges must be worn by the student to whom it was issued. ID badges will be returned to the school at the end of the school year.

Each morning, first period teachers will check their students for ID compliance. Students without a

badge will report to ISS until a replacement badge is secured.

Who can help me?

- **Need to see a counselor about class schedules, worries with friends or family, or just need guidance?** – ask your teacher to email the counselors. A guidance counselor will arrange to see you.
- **Need to go to the nurse?** – get a pass from your teacher prior to visiting the nurse. Nurse Waters is in the Health Room next to the Front Office.
- **Are you a victim of or witness to someone being bullied?** – report the incident to administration (Mr. Grady or Mr. Falls). Reports are anonymous. Please report it!
- **Need to speak to an administrator?** - Mr. Falls is responsible for 6th graders and team 7-3. Mr. Grady is responsible for team 7-4 and 8th grade. Either is more than willing to help.
- **Have textbook questions?** –see Mr. Grady or Mrs. Hege in the front office.
- **Are you a walker or a bus rider and need help?** – see Mr. Grady (room 505)
- **Are you a car rider and need help with Carline?** – see Mr. Falls (room 606)
- **Are you late or have an early dismissal?** – the front office staff should be able to answer your questions between the hours of 7:45 and 4:00.
- **Have questions about lockers?** – see Mr. Grady or Mrs. Hege (front office).

EXPECTATIONS AND DAILY ROUTINES

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

Falcons that Fly with Respect, Integrity, and Responsibility Achieve Excellence!

Expected Behavior in ALL Areas of the School

- Keep your hands and feet to yourself
- Keep your voice level low
- Follow directions the first time they are given
- Speak politely and kindly to everyone
- Tell an adult if you see something that you know is wrong
- Use school appropriate language
- Help new students learn established procedures

Area-specific behavioral expectations are outlined throughout this handbook and will be posted in appropriate places to support student compliance. Classes meet from **8:30 a.m. until 3:25 p.m.** Students must be in first period class by the 8:30 bell. Specific calls for dismissal begin at 3:25.

The school provides supervision for students beginning at **7:30 a.m.** and until **4:00 p.m.** No **student should arrive before 7:30 or wait outside after 4:00.** Students who consistently remain without pick up after 4:00pm will be reassigned as bus riders or walkers until timely regular pick up can be established. Failure to consistently pick up a special permission student by 4:00 pm will result in probationary status and may lead to revocation of special permission.

Students arriving between 7:30 and 7:45 will report directly to the cafeteria. At or before 7:50, groups will be escorted to separate areas for supervision. At 8:20 supervised travel to class begins.

Expected Behavior for Morning Supervision

- Keep your area clean
- Sit quietly
- Get breakfast as soon as available
- Move orderly and quickly
- Move to next area when prompted by an adult

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.

Opening Activity & 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 (PA) system. TV monitors display updates during lunch. Students should listen carefully and note items requiring attention.

Announcements are also posted to the school's **webpage** and many events are advertised in calls to student homes through the School Messenger system. It is important that students keep a **current phone number** and **parent email address** in the Guidance Office.

Daily Schedule

Students attend **4 core academic classes** and **2 Related Arts classes** each every day. Students report for **lunch** with one of their classroom teachers and return with the same.

Wellness Break is an opportunity to walk and talk with classmates and teachers during the middle of the day.

Expected Behavior for Wellness Break

- Move quietly to & from lunch, wellness, and the classroom
- Look for and follow teacher directions immediately
- Arrive and leave with the appropriate teacher
- No screaming or horseplay is allowed

At the end of the day, all students **stay in their last period classrooms** 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
- Have your planner ready to show an adult
- Remain seated until dismissed by the adult
- Move promptly to the designated area

Hallway Travel Procedures -- Unescorted

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

- Arrival to school
- Moving to next class
- With a signed pass in their agenda
- At their designated dismissal time

Expected Behavior for Unescorted Travel

- Walk on the right
- Keep your voice low
- Keep your hands and feet to yourself
- Keep moving
- Be considerate of classes in progress

Students who are changing classes must monitor their voice levels and move directly to their destinations. Do not seek attention from or disturb classes in session.

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.

Lockers and Locks

Teachers will assign to each student a locker with a built-in lock. Students should memorize their combinations and must not give this information out to their friends. Students are permitted to use lockers at designated times determined by the team.

Expected Behavior for Using the Locker

- Be responsible to retrieve all materials needed
- Do not block others
- Be considerate of classes in progress
- Do not share lockers
- Open and close lockers quietly

All **book bags** will be placed in the student's locker upon arrival on the grade level hall, and will remain there until leaving that hallway for the day.

Students may carry a flexible **book sack** made of lightweight, thin material (string bag) to organize books and materials, and hold Gym clothes. Any **purse** that is carried must be small enough to fit in the basket beneath the desk.

Expected Behavior for Escorted Hallway Travel

Teachers will escort students to the Cafeteria, Media Center, the track, and other areas for school programs.

- Walk in a single file line to the right
- Keep your voice low
- Keep your hands and feet to yourself
- Stop and wait at teacher chosen "stop spots"
- Keep up with the class
- Be considerate of classes in progress

| |
|---|
| ACADEMIC REQUIREMENTS AND ASSESSMENT |
|---|

Sevier 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 two **Related Arts classes** each semester. These courses encourage student interest, develop a variety of talents, and foster healthy, fulfilling lifestyles. **Physical Education & Health** 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.

Expectations for All Courses:

The Sevier Middle School faculty and staff provide a high quality program that prepares each student for high school and further learning.

We expect all students to:

- Arrive on time and prepared for class
- Follow classroom procedures
- Listen carefully and follow the directions of the teacher
- Engage in class activities from bell to bell
- Stay alert in class, and focus on the lesson
- Apply sincere effort, completing class assignments and homework
- Ask questions and seek additional help, as needed
- Meet specified deadlines
- Deliver school correspondence to parents and return parent messages to teachers
- Respect the rights of others to learn
- Treat all classmates and adults with respect.

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:

- 93 – 100 A
- 85 – 92 B
- 77 – 84 C
- 70 – 76 D
- 61 -- 69 F -- middle school course
- 50 – 69 F -- high school course, Sem. 1

Grade Reporting

Parents and students should keep a current record of student's 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 18 | October 23 | October 30 |
| December 1 | January 15 | January 23 |
| February 19 | March 24 | April 8 |
| May 4 | June 4 | June 9 mailed home |

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

Sevier 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 to 3:45 each day.

Expected Behavior in the Media Center

- Have your library pass ready
- Stamp and file your pass
- Work quietly so others can work
- Follow the AUP agreement for computer work
- Follow the checkout procedure in the library
- Stamp your pass to return to class
- Walk quietly and directly back to class

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 contact you when it becomes available.

Most materials are checked out for two weeks. Reference books, encyclopedias, and magazines can be checked out beginning at 3:25 for use overnight. These must be returned by first period the next day.

No overdue fines are charged at Sevier, but students must return late books or pay for lost books before dances and field days.

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.

Expected Behavior for Assemblies

- Move quietly to and from the assembly
- Pay attention to the program or speaker
- Remain calm and quiet while speaker is speaking
- Control yourself so that others can listen
- Look for and follow teacher directions immediately

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 85 days of each 90-day (semester) course and at least 170 days of each 180-day course. Any absence in excess of ten (10) days may cause the loss of credit for the year.

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

A. Lawful Absences

1. Absences caused by a student's own illness when attendance in school would endanger his/her health or the health of others.
2. Absences verified by a physician's statement within two (2) days of the student's return.
3. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
4. 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.
5. 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.
6. 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.

B. 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 will not be reported 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 355-8201.

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

The attendance clerk will write an admit slip that must be shown to each teacher throughout the day.

Procedures for Makeup Work

- All work missed during any absence must be completed and returned to the teacher **within 5 school days**.
- **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/Health

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 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 front 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 front office.
- The parent will come into the office and sign the student out on the computer.

Early Dismissals that have not been pre-arranged:

- When the dismissal has NOT been pre-arranged, the student will be released **ONLY** at the **beginning or end of a class period**.
- An office staff member will call for the student within one (1) minute of the start or end of class or during the class change.
- If possible, the parent should call ahead to request the forgotten early dismissal, so that office staff can manage release of the student and minimize wait time. (355-8201)

Office staff will not disturb class over the intercom to get a student for dismissal.

After 2:25 p.m., the school will only release PRE-ARRANGED dismissals.

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 8:30 must get a Late Permit from the office. Tardiness will be excused for doctor or dentist appointments or for a late bus. Other late arrivals are unexcused.

Consequences for School Tardiness

- A warning is issued for the first tardy.
- After 2 tardies, the parent will be contacted.
- 4 tardies will result in a disciplinary referral. An administrator will contact the parent and assign the appropriate consequence.

ARRIVING TARDY TO CLASS

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

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

The student who is late to any class must:

- Stand quietly outside the classroom door until the teacher admits the student inside
- Enter the class **quietly**
- **Sign in** on the teacher's tardy roster
- If you have entered with a **tardy pass**, give it to the teacher
- **Take a seat**, without speaking to other students or interrupting instruction
- Follow the **class procedure** for late arrival

Consequences for Class Tardiness

- A warning is issued for the first tardy.
- After 2 tardies, the parent will be contacted.
- 3 tardies will result in after-school **teacher** detention.
- 4 tardies will result in a disciplinary referral. An administrator will contact the parent and assign the appropriate consequence.

- Students who have on-going problems with late arrival to school or to class are subject to further disciplinary action.

Late Buses

Students that arrive on a late bus will report to the front office, unless an administrator gives different instructions. Students will get a pass directly to class or get a pass after they eat breakfast. Permission to pick up breakfast is at the discretion of the administration.

TRAVEL TO AND FROM SCHOOL

Walking to and from 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. Obey crossing guards at all times. 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 doors next to the Cafeteria.

Students Who Ride Cars to School

All vehicles enter the campus at the front driveway on Piedmont Park Rd. This is a one-way traffic circle.

At the front sidewalk, **pull as far toward the crosswalk as possible**. Students **may not** be dropped off in the rear or at the sides of the school.

Please park in the 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 their designated supervision areas or to the cafeteria for breakfast.

AFTERNOON DISMISSAL FROM SCHOOL

All students stay in 6th period classes at the end of the day. Specific calls for dismissal begin at 3:25. When dismissed, students on the academic hallways may stop at lockers if needed, and then move quickly to the designated exit. Related arts students do not visit lockers at this time.

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 front driveway. All drivers must pull forward in the lane toward the crosswalk.

Beginning at 3:15, a teacher will walk the car lines, and call out student numbers from dashboard signs into the building.

1. Student names and numbers post to classroom boards beginning at 3:23. Students will dismiss to their pick up areas based on color codes and move to their cars in groups.
2. 7th and 8th grade students and those 6th graders who have 7th and 8th grade students riding with them must be picked up in the front driveway. Students exit the building next to the office, and find their car in one of 2 lines.
3. No student may cross a line of cars to reach their own ride. All enter from the center line or across the designated walkway.
4. Drivers will follow the signals of the teacher on duty before pulling away.
5. If your rider has not boarded when your lane is released, pull into the parking lot. Your student will cross at the walkway to meet you when the next group is loading. Do not stop the line to address the adult in charge.
6. **6th grade students ONLY may be picked up in the rear car line. These numbers and names will post in RED. These car riders will exit the building through our elevator door and walk down the back sidewalk toward Paris Elementary.**
7. **No car may arrive for rear drive pick-up before 2:50 in the afternoon. Drivers in the 6th grade car pick-up may pull away and exit after their students are loaded.**
8. At 3:45, staff will post the release of all remaining car riders, who will report to the Media Center to read silently awaiting pick-up.
9. **There is no student supervision after 4:00 pm**

No driver may pull to the side or rear of the school to pick up students. Do not wait for riders across the street. They will not be allowed to meet you there.

Anti-Idling Policy:

Sevier Middle School has established a voluntary “anti-idling” policy. We ask that drivers turn off their engines while waiting in their cars to pick up students, weather permitting.

Walkers

1. After the first week of school, walkers are released along with the first car numbers at 3:25.
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 Piedmont Park Rd. or to the right of the driveway toward Belvue Rd.

Students Walking to Paris Elementary

A parent who requests that their son or daughter walk to Paris Elementary School in the afternoon must submit a written request to the Sevier MS office. This request should state the purpose of the walk to Paris and include a Paris Administrator’s signature of approval.

Approved students will leave class with walkers. All report to the bus doorway for dismissal by an adult for the walk to Paris. **No student** may walk to Paris for pick-up.

Athletes

All athletes will remain in 6th period class **until 3:40**, when the group is posted to the car slides. This applies from try-outs to the end of the season. After practice and games, fall and winter season athletes are picked up in the rear driveway next to them Gym. Spring season athletes are picked up in the front parking lot.

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 3:45 will be called to an after school supervision area, and will sit together by bus number.

Riding Different or Unassigned Buses:

To ride a different bus or unassigned bus (to a friend’s house, high school, etc.) a student must bring a note signed by the parent and turn it in to the office prior to the requested day on the different bus.

The note must contain the following:

- Date
- Name of Student
- Where student is going that day
- Last period teacher’s name
- Signature of parent
- Phone number to verify parent permission

The student will not be allowed to ride until approval by the Transportation office, information is verified and seating is available.

School bus transportation is provided only for those students residing in the attendance area of the school they attend. **Students on special permission are not allowed to ride the bus.**

Students that **ride a bus to the high school** during athletic seasons must coordinate their transportation with their coach and the Taylors Bus Center, 355-7330.

Change of Transportation

If a student must change his means of transportation from school, a written note must be presented to the 6th period teacher informing them of the change and the length of time the change will be in effect.

No Sevier Middle School student is allowed to drive a motorized vehicle to or from school.

STUDENT MESSAGES AND CALLS

Parents are encouraged to make clear arrangements with students for transportation, early dismissals, after school lessons and practices before school.

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

Parents may leave messages for students to pick up at the end of the day. Most messages are posted to the TV during the day. Students will be called to the office during announcements to pick up late messages.

The school staff will any parent deliver an important message to a student. **Please do not ask your son or daughter to text or call you from their cell phone until they have left the building at the end of the day.**

CAFETERIA INFORMATION AND PROCEDURES

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

Meal Prices for 2014-2015

| | |
|-------------------|------------|
| Breakfast | \$1.00/day |
| Reduced Breakfast | \$0.30/day |
| Lunch | \$2.10/day |
| Reduced Lunch | \$0.40/day |
| Extra Milk | \$0.65 |

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 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

- Choose a line immediately and stay in place
- Wait your turn in line
- Keep your voice low, your hands and feet to yourself
- Remain seated at your table
- Tell an adult if you see something happening that you know is wrong.
- Ask your teacher for permission to leave for the restroom
- Look for your teacher to leave
- Throw away all of your trash; leave your table clean
- Enter and leave orderly and promptly.

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.

When a student owes \$8.50, the cafeteria is required to stop serving them a meal. Parents are urged to take careful notice at receipt of any letter stating that the student's meals account is overdrawn. Please contact the Food and Nutrition Services (FANS) office if you have further questions.

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 or an Administrator will be granted after a student writes a request and gives it to 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 Sevier Middle School include: Bullying prevention, Transition services, Small group and individual counseling, Red Ribbon Week activities, Career assessments, Career Center visits, Job Shadowing, and College tours.

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 our Guidance Clerk at 355-8204. She will help you set an appointment and will contact the teachers for you. Conferences are generally scheduled during teacher planning times.

If you are not sure with whom to discuss a problem either you or your student is having, please call the guidance office and we will assist you or direct you to the proper connection.

CHANGE OF ADDRESS OR PHONE

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

TRANSFER/WITHDRAWAL POLICY

A student who is unable to continue school at Sevier must notify the guidance department. The parent or guardian should send a note to school so that proper paperwork can be processed. The student will take the withdrawal form to each class throughout the day, turn in materials, and allow teachers to enter grade averages at the end of class.

Any student withdrawing and moving out of the Greenville County school district must have the parent or guardian to come in to start the above procedure.

EMERGENCY FORMS

Emergency Contact forms are sent home with students on the first day of school. **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 twelve (12) hours annual in service education directly related to student services. All are also Red Cross certified in First Aid and CPR.

Sevier Middle School is a certified Heart Safe Facility with two (2) defibrillators and ten (10) certified First Aid Responders and AED administrators located throughout the building.

Medication Policy

All prescription and over-the counter-medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult and 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 sternly. 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 (2) 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 only medications with FDA approval.

- 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.

If you think your student has an illness that can be spread to others, please keep him/her home and contact your doctor or clinic.

Please keep your student home from school if he/she has one of the conditions or illnesses listed below:

- Chicken Pox or Varicella
- Diarrhea from Salmonella or E-coli
- Fever of 101 or higher
- Fever with rash or behavior change

- Head Lice
- Hepatitis A or Yellow Jaundice
- Impetigo
- Measles, Red Measles, or 10-day Measles
- Mumps
- Pink-Eye or Conjunctivitis
- Ringworm
- Scabies
- Shingles
- Strep Throat
- Tuberculosis (TB)
- Whooping Cough or Pertussis

MONEY and PROPERTY RESPONSIBILITIES

Textbooks and Class Supplies

Books and related materials will be issued to students in many 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 textbooks, 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 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 are also held during the school year. Move quietly in a single file line to the designated area, returning in the same orderly manner when directed by the teacher.

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 other can remain safe

Sevier 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 are **unavailable for conferences between 7:45-8:35 and 3:25-3:45**, as all are supervising students and managing school procedures.

For security and safety, **all visitors**, including school volunteers, to **use the main entrance, sign in**, note the purpose(s) for your visit, and get 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 front 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

- Move quickly to your bus when dismissed
- Wait your turn to load and unload
- Move quickly to your seat, sit down, and remain seated
- Be courteous to all, particularly the driver

South Carolina Department of Education guidelines state that riding a school bus to and from school is a privilege, not a right. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations.

Compliance with the District's Student Behavior Code and Safety Guidelines herein is required of all students when being transported on school buses to and from school or school activities.

- Be on time at the bus stop or loading station. The bus will not wait for those who are tardy. **Never run after the bus** if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- Wait for the bus to come to a complete stop before trying to board or depart.** If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped. Always cross at least ten (10) feet in front of the bus, whether boarding or departing.
- After boarding the bus, sit down and remain seated until the bus reaches your stop or your school. **If the driver assigns seats, students are required to sit in the seats assigned to them.**
- Any hostile physical conflict between individuals is forbidden on the school bus.** Pushing, tripping, kicking, etc. will not be tolerated on the bus.
- Sitting in a seat on the bus that is already at capacity is not permitted.
- Keep all parts of your body in the bus at all times.
- Throwing anything in or out of the bus windows is forbidden.
- Eating or drinking** is not permitted on the bus.
- Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- Vandalizing, damaging, or destroying of buses, is forbidden. **The student may lose riding privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.**
- Keep the aisle clear.** Hold personal items on your lap.
- Keep the bus clean. A waste container is provided at the front of the bus for all waste or refuse. Use this container when boarding or departing the bus only.

- M. Use handrails when boarding or departing the bus.
- N. In the morning, students will be discharged only at their regularly designated school stop.
- O. In the afternoon, students will exit only at their regularly designated stop.
- P. Distracting or dangerous activity cannot be allowed on the bus. Please be reminded that all bus riders are subject to the same rules established in the school district's student Behavior Code.

NOTE: The bus supervisor and transportation officials have the authority to remove a student from the bus if he or she cannot comply. The student may not board the bus again until granted permission by the principal. The parent or guardian must have the student transported to school during this time.

SCHOOL-WIDE BEHAVIORAL EXPECTATIONS and PROCEDURES

Students at Sevier are expected to act with Respect, Integrity, and Responsibility.

The Sevier faculty and staff will teach students in what respect, integrity, and responsibility look like in the school setting. Our faculty and staff will also apply these same behaviors when caring for our students and working with their families. Teachers will outline a number of procedures with students as the year begins, and will review them as needed.

Our code of conduct is based on **Positive Behavioral Interventions and Support** or **PBIS**. PBIS is a system used in many Greenville County Schools, and across the United States.

Sevier's code of conduct focuses on three main ideas:

- Promoting and protecting a school environment where all students are safe and able to achieve their best.
- Rewarding students when they act with respect, integrity, and responsibility
- Teaching positive replacement behavior when students make choices that do not reflect respect, integrity and responsibility.

Students will participate in an **incentive system** that allows for rewards such as media center time, incentive events, and other privileges. Students will earn these privileges when they are observed showing respect, integrity or responsibility by any member of the staff.

Though there will be **clear consequences** when misbehavior occurs, our focus will be on **creating new patterns of behavior** that will build a stronger and safer school environment.

Expected Student Behavior at ALL times and in ALL areas:

- Keep your hands and feet to yourself
- Keep your voice level low
- Follow directions the first time they are given
- Speak politely and kindly to everyone
- Tell an adult if you see something that you know is wrong
- Use school appropriate language
- Help new students learn established procedures

STUDENT BEHAVIOR CODE -- GREENVILLE COUNTY SCHOOLS

Students must 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.

Students must 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.

Application of policy

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 Schools.

GCS Policy JCDAC

"No student...will possess, use, sell, purchase, barter, distribute, or be under the influence **of alcohol or a controlled substance...**"

"No student will **aid, abet, assist, or conceal** the possession, consumption, purchase, or distribution of any controlled substance or alcohol by **any other student...**

"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...”

Full text of the Behavior Code and related policies is available on the web at www.greenville.k12.sc.us

GCS Policy JCDA: Student Concerns, Complaints and Grievances

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.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.

3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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.

Investigations and Consequences

All reports 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 shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Greenville County Schools Policy JCDAE

"...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...

Gang Activity The following are activities and behaviors that when identified in isolation, in combination, or in a pattern may be determined to align the student with a particular gang:

- Admits to being a member of a gang
- Displaying the color(s)
- Wearing specific articles of clothing, jewelry, or other items of a specific color

- Making particular hand gestures (hand signs) to signal gang participation, affiliation or action
- Drawings/writings/spraying graffiti to advertise, present, provoke, or challenge, on but not limited to walls of buildings, notebooks, books, backpacks, etc.
- Associating with other known participants or with a specific gang
- Using vocabulary that relates to gang involvement
- Displaying hairstyles and grooming to the gang's image
- Provoking physical confrontations by joining with several gang members to defend, confront or fight rival gang members
- Yelling gang slogans or "put-downs" at others to incite a fight
- Fighting, menacing, and bullying – related to gang activity

Any student who demonstrates a pattern or mix of these behaviors will be registered with the district's gang investigator after notification to parents.

Paging devices, telecommunications devices, cell phones, and other electronic devices

Paging devices are defined as telecommunications devices, **to include mobile telephones** that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Other **electronic devices**, including I-Pods, MP3 players, CD players, walkie-talkies, and electronic games will be bound by this same regulation, and **counted the same as a paging device**.

Students who choose to bring electronic devices to school must keep them in their lockers, or other appropriate location determined by the school principal.

During school hours and on school grounds, no student may use, or have turned on, a paging device **without the prior permission of the principal**, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

Students who choose to bring cell phones or other electronic devices to school must **keep them in their lockers**. Do NOT keep electronic devices **in a pocket or purse**. These must stay **off and in the specified place** from arrival at school until the student exits the building to go home after 3:25.

These **procedures** support this rule:

- While the student is on the grade level hall, the phone must be in the LOCKER.
- 8th & 7th graders, while in Related Arts (without access to their lockers) must keep the phone in their BOOK BAG.
- 6th graders place their phones in the locker in the morning and into the book bag at the end of day to exit the building.
- Any personal item, beyond school supplies, must sit at the front of the desktop, or stay in the floor under the desk or between the feet of the student.
- 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.

The **safety of our school** depends on the ability of trained adults to intervene effectively when an unsafe condition arises. Scattered **cell phone use undermines emergency response and endangers everyone**.

Parents are urged to **review the cell phone rules**, and be firm in your expectations that your son or daughter follow them. **Hold your child accountable** for leaving the **phone OFF and in the locker** during the school day.

Any adult who finds a student in possession or use of a paging device in violation of this policy **must report the student to the school administration**. An administrator or the **teacher must confiscate the device**.

Failure to comply with the request to **turn over the device** will result in a **referral for disciplinary action**, in addition to the **sanctions as apply** to the offense.

The device will be returned to the student's parent/legal guardian according to the terms set forth below. A student who violates this policy regarding **use and/or possession of paging and electronic devices** is subject to discipline as follows.

First offense – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for **subsequent violations**.

Second offense - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

Third and subsequent offenses - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

The student may be subject to **additional disciplinary consequences**, to include detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

BE CLEAR: Paging and electronic devices will be **treated as the same**. For example: on 1st offense – iPod returned to parent; the 2nd offense -- cell phone, 30 days before return.

STUDENT DRESS CODE

Sevier Middle School students are expected to dress and be groomed in such a way as to not distract or cause disruption to the educational process or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to learning, support career readiness, and project a positive image of the school to the community.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the school. Therefore, clothing deemed **distracting, revealing, overly suggestive, or otherwise disruptive** will not be permitted.
- No clothing or jewelry is permitted that displays **profanity, suggestive phrases**, advertisements for, or messages or pictures that depict or **suggest alcohol, tobacco, drugs, or sex**.
- Students may not display **tattoos**.
- Wearing accessories or clothing that could pose a **safety threat** to oneself or others is not allowed.
- Attire must not evidence membership or **affiliation with a "gang"** in any negative sense of the term.
- Attire must not be **immodest, obscene, profane, lewd, vulgar, indecent or offensive**.

- All students will wear a **polo-type or button front sport shirt**.

This **collared** and **sleeved** shirt or pullover top must be designed to fully close across the chest to the neck if completely buttoned, snapped, or zipped. Shirts with attached turtlenecks and mock-turtlenecks are allowed.

- a) Shirts cannot be **too tight** across the body or **show cleavage**. Students **may not display a tank top** under an open shirt front, **nor tie up the shirt** to expose an undershirt.
 - b) Sweaters, hoodies, fleece over-shirts, or warm-up jackets may be worn **over a collared shirt, with the collar showing**.
 - c) If a **T-shirt** or athletic **jersey** is worn, it must be over or under the **buttoned up collared shirt**.
 - d) T-shirts may be worn only during Physical Education/Health class as considered part of a uniform.
 - e) **Un-tucked shirts** and tops may fall no longer than the thumbs. Longer tops must tuck in.
- Clothing must **cover the waist and back** with no skin showing between the top and bottom garments, to include while seated or raising your hand.
 - **Pants, jeans, shorts, and skirts:**
 - a) Wear at the **natural waistline -- undergarments (including athletic shorts) may not be visible**
 - b) Wear a **belt if necessary** to keep pants in place
 - c) May not be too **baggy** nor immodestly **form to the body**
 - d) Skin **tight pants**, thin or clingy **warm-up pants**, or stretchy, fitted pants are not allowed
 - e) **Running shorts** and pajama pants are not allowed
 - f) Opaque **leggings or "jeggings"** are **allowed under a skirt or shorts reaching fingertip length**
 - g) No **tears, shreds, or holes** in lower garments may show above the fingertips
 - h) Skirts and shorts must be **fingertip length**, AND must assure modesty when seated, travelling the stairs, or managing daily activities

- Students must wear **proper shoes** at all times (no flip flops, athletic slides, or bedroom shoes).
- **Facial jewelry** is permitted to be worn only on the ears.
- Students may not have **hats or sunglasses** on campus (except for Field Day).
- Heavy **jackets** and full **coats** will go immediately to the locker upon arrival to the grade level hallway, and stay there until school ends.

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 either will require the student to change or will inform the student not to wear the garment to school again.

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

DISCIPLINARY PROCEDURES

Cooperation with School Staff

Sevier 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.

Lunch Detention is held in the Cafeteria. Students will report directly to the cafeteria to the detention monitor. The teacher on duty will send the student to get lunch when the line is empty. Students will eat in detention and remain there until time to return to class.

Teacher Detention is held as needed during the school week from 3:30 until 4:00. 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.

Principal Detention is held on Tuesdays from 3:45-4:45. Parents must provide transportation for the student at 4:45.

In-School-Suspension (ISS): Students will report to a Room 202 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 in the daytime 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.

LEVELS OF OFFENSES AND CONSEQUENCES

The discipline policy at Sevier Middle School will reflect the Code of Conduct that has been approved by the Greenville County School Board.

The following matrix includes a general listing of offenses and the required or recommended disciplinary action which will be taken as a result of such offenses. Administrators reserve the right to adjust consequences based on the severity of the incident; however, the consequences below represent the expected results for specific offenses.

Level I-Disorderly Conduct

Disorderly conduct is defined as any student action that impedes orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school. The consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

| Violation | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|---|---|-------------------------------|-------------------------------|-------------------------------|
| Classroom and/or school tardiness | See tardy policy on Page 8 | | | |
| Cutting class | PD | 1 Day ISS | 1 Day OSS | 2 Days OSS |
| Walking out of class without permission | 1 Day ISS | 1 Day OSS | 2 Days OSS | 3 Days OSS |
| Acting in a manner so as to interfere with the instructional process in the classroom | PD | 1 Day ISS | 1 Day OSS | 2 Days OSS |
| Excessive talking that interferes with the instructional process in the classroom | PD | PD | 1 Day ISS | 2 Day ISS |
| Possession of electronic devices (cell phone, paging device, IPod, MP3 players, iPad, gaming device etc...) at school | Device will be confiscated and can be picked up by parent/guardians based on Policy (See Page 18) | | | |
| Failure to attend a Teacher Detention | PD | PD | PD | PD |
| Failure to attend a Principal Detention | 1 Day ISS | 1 Day ISS | 1 Day ISS | 1 Day ISS |
| Refusing to attend ISS | 1 Day OSS | 1 Day OSS | 1 Day OSS | 1 Day OSS |
| Disruptive behavior and/or refusing to work in ISS | 1 Day OSS | 1 Day OSS | 1 Day OSS | 1 Day OSS |
| Abusive language/gestures/written communication between or among students, to include profane language | Consequences range from Principal Detention to 5 Days OSS depending on severity | | | |
| Being in an unauthorized area (parking lots, etc.) | 1 Day ISS | 2 Days ISS | 1 Day OSS | 2 Days OSS |
| Violation of Dress Code | ISS until changed into appropriate attire | | | |
| Possession of unauthorized food or drink in class or hallways | PD | | | |
| Misuse of lunch account | Handled at the discretion of the administrator | | | |
| Cheating | Redo Assignment and Teacher Detention | | | |
| Giving false information to a school official (lying) | PD | 1 Day ISS | 2 Days ISS | 1 Day OSS |
| Use of forged notes or excuses | PD | 1 Day ISS | 2 Days ISS | 1 Day OSS |
| Refusal to do classwork | PD | 1 Day ISS | 2 Days ISS | 1 Day OSS |
| ID Violation (lack of, destruction of, etc...) | ISS until a replacement ID is obtained | | | |
| Excessive or Improper Physical Contact | PD | 1 Day ISS | 1 Day OSS | 2 Days OSS |

Level II-Disruptive Conduct

Disruptive conduct is defined as those actions by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|--|--|-------------------------|-------------------------|-------------------------|
| Inciting a fight (including passing notes, conversations, and verbal confrontations) | Range from 1 day ISS -10 Days OSS | | | |
| Possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, “look alike” drugs, and drug paraphernalia, including rolling papers | 3 Day OSS | 5 Days OSS | 5 Days OSS | 10 Days OSS |
| Inappropriate display of affection, or verbal or physical conduct of a sexual nature. | PD | 1 Day ISS | 1 Day OSS | 2 Days OSS |
| Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials. | Range from 1 to 10 days OSS | | | |
| Misuse of District technology resources | Range from ISS to 5 days OSS Technology privileges revoked | | | |
| Horseplay (Including tripping, shoving, chasing, grabbing, physical contact, and “shanking”) | Range from ISS to 5 days OSS | | | |
| Stealing | 1-5 Days OSS | | | |
| Gambling on school property | 1-5 Days OSS | | | |
| Vandalism (minor) | Restitution, 1-10 Days OSS, with referral to law enforcement, <u>possible</u> legal action, recommendation for expulsion or Alternative School placement | | | |
| Disrespect (rude, discourteous, abusive language or gestures) directed towards a teacher, school official, or staff member | 1-5 Days OSS | | | |
| Disruptive behavior resulting in removal from class by an Administrator | 1 Day ISS to 5 Days OSS | | | |
| Threats, harassment, intimidation, or bullying | 2-10 Days OSS with referral to law enforcement, <u>possible</u> legal action, recommendation for expulsion or Alternative School placement. | | | |
| Refusal to obey school personnel or agents whose responsibilities include supervision of students. | 1 Day OSS | 2 Days OSS | 3 Days OSS | 5 Days OSS |
| On campus while under suspension (trespass) | 1-5 Days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion | | | |
| Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.) | 3-10 Days OSS with referral to law enforcement, <u>Possible</u> legal action, recommendation for expulsion, or Alternative School placement. | | | |
| Fighting (Fighting is defined as any physical contact in an aggressive manner) | 3-10 Days OSS with referral to law enforcement, <u>Possible</u> legal action, recommendation for expulsion, or Alternative School placement. | | | |
| Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal | 1-10 Days OSS | | | |

Maximum Number of Detentions, In School Suspension, and Out of School Suspension

Consequences for offenses vary depending on the severity of the action. Students that continue to disrupt school and receive consequences are subject to “maxing out” of a particular consequence. Below are the maximum times a student can receive a particular consequence.

| | | |
|----------------------------------|-----------------------|---|
| Principal Detention (PD): | 5 Days Maximum – | Next offenses will result in ISS or OSS |
| In School Suspension: | 5 Incidents Maximum – | Next offenses will result in OSS |
| Out of School Suspension: | 5 Incidents Maximum – | Next offense will result in conference to determine terms of probation* |

***Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion or removed to attend alternative school.**

Level III-Criminal Conduct

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

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

School District of Greenville County Student Acceptable Use Policy Agreement

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

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.

Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- **Treat computer equipment with care and respect** – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times** – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.

- **Keep your password secret** – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way** – All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- **Home directories are provided to students for educational related work.** Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

Please contact your school if you do not want your child to have access to the internet and email.