

**GREENVILLE COUNTY SCHOOLS**



**BONDS ALTERNATIVE PROGRAM  
505 N. MAIN, GREER, SC 29650 (864) 355-8273**

# **Student / Parent Handbook**

**2023-2024**

**Mrs. Latonia Copeland –M.S.A.P. Program Administrator**

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**864-355-8269(Phone) 864-355-8288 (Fax) 864-449-5167 (CELL)**

**Dr. Kathie Greer –Director of Alternative Education**

## **MESSAGE FROM THE Administrator**

*Dear Students,*

*The Bonds Middle School Alternative Program staff looks forward to assisting you in your academic and social development. We expect you to cooperate with the staff and accept responsibility for your actions. You are expected to become familiar with this handbook and obey all rules of M.S.A.P. and the School District of Greenville County.*

*We hope you will take advantage of the opportunities offered by M.S.A.P. We encourage you to make good choices concerning your behavior and academic success. Our goal is to help you successfully return to a regular school setting or make a smooth transition to the Life Long Learning Program.*

*Dear Parents,*

*We look forward to working with your child while he/she is attending the Middle School Alternative Program. **Our program offers parent support content courses to ensure your success and the success of your child.** This critical time in your child's life is most likely to be successful when students, parents, and school work together.*

*Please review this handbook with your child. Please, remind your child that he/she is expected to obey all rules, respect others, and accept responsibility for his / her actions. Let's work together to help your child be successful in his / her education and social development.*

### **DISCLAIMER**

***Neither this handbook nor any part of it should be construed as a contract. This handbook is not intended to be comprehensive and is advisory only to guide the student and parent. The school reserves the right to make changes or exceptions to statements in this handbook. The final interpretation of all school rules is left up to the Director of Alternative Education.***

*Latonia Copeland, Program Administrator Bonds MSAP*

## **The Middle School Alternative Program**

The Middle School Alternative Program provides services to students in grades 6th-8th who are experiencing difficulty at the middle school level. Students with frequent discipline problems and academic deficiencies are considered for acceptance into the program. These students are identified as those who interfere with other class members' learning and refuse to follow The School District Discipline Code. Transportation and lunch are provided. For additional information, call: Bonds MSAP 355-8273.

### **Our Purpose**

Greenville County Schools provides a personalized learning environment for students experiencing personal, situational, or disciplinary challenges. Alternative programs offer these students the chance to stay on track academically while working on personal development goals in a highly structured, supportive, and safe environment.

### **Our Mission**

The Alternative Programs of The School District of Greenville County will provide short-term educational settings that offer instructional programs to address the behavioral, academic, and social needs of at-risk students.

**Our K-12 personalized learning environments** focus on issues that hinder success while maintaining or accelerating academic growth and progress. Fostering confidence and perseverance through acceptance, structure, focused interventions, and support, we empower students to achieve high school completion and successful transitions to their home schools, post-secondary education or training, and employment. Enrollments are by administrative assignment and student choice.

### **Objectives/Goals**

1. Assist students in developing skills necessary to be successful in a regular school setting.
2. Assist students in developing self-discipline and a sense of personal responsibility for their actions.
3. Assist students in improving academic skills.
4. Provide students with a safe and nurturing environment for learning.
5. Provide differentiated instruction with a standards-based curriculum that meets the needs of students.
6. Provide opportunities for students to develop a more positive self-concept.
7. Assist students in identifying barriers that inhibit their educational and social development.

## **2023-2024 Calendar Dates to Remember**

### **4K-12 School Start/End Dates**

**First Day ..... Aug 8th**

**Last Day ..... May 22**

### **Student Holidays**

**Labor Day..... Sept. 4**

**Teachers Workdays Oct.12<sup>th</sup>-13<sup>th</sup>**

**January 3<sup>rd</sup>, March 15<sup>th</sup>, and May 23<sup>rd</sup>**

**Thanksgiving Break.....Nov.22-24**

**Winter Break.....Dec. 20- Jan. 2**

**MLK Day ..... Jan. 15**

**Presidents' Day .....Feb. 19**

**Spring Break..... March 18-22**

**Student/Teacher ONLY Holiday- March 29<sup>th</sup> & April 19<sup>th</sup>**

### **Half Days**

**Half Days.....Dec.19 May 21<sup>st</sup>&22<sup>nd</sup>**

### **Grading Periods/Report Cards Issued**

**End 1st Quarter ..... Oct. 11/Oct 19**

**End 2nd Quarter ..... Dec 19/Jan 10**

**End 3rd Quarter.....March 14 /April 1**

**End 4th Quarter..... May 22/Mailed**

## **BONDS MSAP STAFF**

Director of Alternative Programs  
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Ms. Tamela Lewis

Guidance Counselor  
egraham@greenville.k12.sc.us

Ms. Alexis Graham

Special Education Teacher  
sblawson@greenville.k12.sc.us

Ms. Stacy Lawson

## Daily Schedule

### BONDS MSAP DAILY SCHEDULE 2023

<b>Time</b>	<b>Stokes</b>	<b>Kelly</b>	<b>Lewis</b>	<b>Bird</b>	<b>Ludwick</b>
<b>8:00- 9:05</b>	Planning	Planning	Planning	Breakfast	Check-in
<b>9:05</b>	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom
<b>9:15 -10:15</b>	<b>Self-Regulation</b>	<b>Communication</b>	<b>Accountability</b>	<b>Newcomers/ TSS</b>	Attendance
<b>10: 15-11:15</b>	8th MATH	ELA 7th	6 <sup>th</sup> SCI	Refocus	Classroom
<b>11:15-12:00</b>	6 <sup>th</sup> SS	7 <sup>th</sup> SS	8 <sup>th</sup> SS	Lunch	Lunch
<b>12:00-12:30</b>	6 <sup>th</sup> Grade Lunch	7 <sup>th</sup> Grade Lunch	8 <sup>th</sup> Flex Time	Lunch	Lunch
<b>12:30-1:00</b>	6 <sup>th</sup> Flex	7 <sup>th</sup> Flex	8 <sup>th</sup> Grade Lunch	Bathroom	Bathroom
<b>1:00-2:00</b>	7 <sup>th</sup> MATH	6 <sup>th</sup> ELA	8 <sup>th</sup> SCI	Refocus	Classroom
<b>2:00-3:00</b>	6 <sup>th</sup> Math	8 <sup>th</sup> ELA	7 <sup>TH</sup> Sci	Refocus	Classroom
<b>3:00-3:30</b>	Dismiss	Dismiss	Dismiss	Dismiss	Dismiss

### STUDENT MATERIALS

Students are expected to come to school prepared to learn. **Students are required to bring: a three-ring binder, paper, pencils, and a student ID badge.** Students coming to school without the required materials will be required to call their parents to have them bring the materials.

**Students will not bring book bags, cellphones, candy, chewing gum food/drink, or anything else that is considered contraband.**

## **Entrance Requirements**

Students are placed in the Bonds Middle School Alternative Program through one of the following ways:

1. Administrative Placement By District Level Staff/School Principal
2. Board placement/Hearing

## **EXIT REQUIREMENTS**

Students will be required to complete Level Work assignments during their time in our program. The three levels and assignments students are required are listed below as well as an approximate timeline to complete each level. We require that students demonstrate over a substantial period the ability to function academically and socially in the regular school environment. Our staff will consistently contact parents to answer questions and share student progress.

### **BONDS MSAP DRESS CODE**

A uniform dress code is required for all students who attend our program. The requirements of the uniform dress code are listed below.

- Wear collared shirts (full button or three buttons)
- Tuck my shirt in- remains tucked all day.
- Wear a belt daily, no sagging allowed
- Wear tan, blue, black, gray, chino or dress pants. No denim, no skinny jeans, no jeggings, no shorts
- No hoodies allowed
- Plain sweatshirts or sweaters may be worn over the collared shirt
- Wear appropriate shoes (no flip-flops, crocs, bedroom shoes or slides)
- No pants or shorts under dress code pants allowed
- No Jewelry – includes earrings, bracelets, watches, rings, nose rings, tongue rings.

## Bonds MSAP Discipline Plan

Bonds MSAP will assess each student's daily performance based on the following criteria:

1. Dress
2. Cooperation with staff and students
3. Respect for staff and students
4. Calm and in control
5. Productive in academic and extracurricular activities

Behavioral interventions are based on daily behavioral performance within the classroom. Students will be expected to interact with their teachers and peers in a manner that is acceptable in a typical school setting. Students will be removed from class if their behavior is not conducive to the learning environment.

### **The following steps are implemented for problem behaviors:**

- The student may be asked to report to Refocus. Refocus is time away from the classroom so that the student can regain their learning composure and return to the classroom setting. Students remain in Refocus for at least 20 minutes.
- Students may earn the right to re-enter class by completing Refocus Time. There is to be no talking during Refocus. The parent/guardian will be contacted and informed of the situation.
- If the student refuses to cooperate, the parent/guardian will be contacted. A parent conference will be held to assist the parent and student in correcting this behavior
- Students may be charged by Law Enforcement for fighting and disturbing school.
- Students are also able to choose Refocus Time. This occurs when a student asks a staff member to allow them time away from the learning environment if/when a student needs space and time to regain their learning composure

## Total Days Required For Level Work

<b>Lesson</b>	<b>Required Number</b>	<b>Estimated Time</b>
Google Slides Lessons	18	18 days
Ripple Effects	13	10 days
Entry Project	1	3 days
Exit Project	1	3 days
Assessments	3	1 day
Level Area Assessments	9	2 days
Surveys and follow up	1	1 day
Mentor Notebook	1	3 days
Progress Meetings	3	2 days
Totals	43	<b>43 days</b>

## Academic Plan

The Bonds Middle School Alternative program offers the same four academic core classes as the regular home schools. There are no electives or related art classes.

## Grading Scale

The method for computing semester and final grades are uniform throughout the district.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

## Guidance Counselor

Ms. Graham serves as our Guidance Counselor. Our counselor assists students will developing SMART Goals in three areas: Behavior, Academic, and Career. She will also assist with academic plans, responsive services, support services, and testing.

## **SCHOOL / OFFICE HOURS**

The school day for students begins at **8:00 A.M.** and ends at **3:00 P.M.** Someone will be available in the office to assist parents and/or students between the hours of 8:00 A.M. - 4:00 P.M. If special assistance is needed, please schedule a conference to meet with the appropriate personnel. Students may be dropped off at 8:00 AM. Car riders are picked up should be picked up by 3:05 PM. Parents must contact the Main Office and submit written permission should their child request to ride with someone other than the designee assigned by the parent during the intake procedure. Parents must also give written permission for a student to walk home from Bonds MSAP.

## **ADDRESS / PHONE CHANGES**

Any student who has a change of address or phone number during the school year should report the new information to the office immediately. Ms. Ludwick is the contact for this information.

## **MEDICATION**

All medications shall be maintained in the main office. Proper forms from parents and physicians must be completed and on file. We cannot dispense any medication without parental and physician consent.

## **TEXTBOOKS**

Textbooks are the property of the School District of Greenville County. If a student should lose or damage a textbook, he/she will be charged a fee to cover the damages or replacement cost.

# BREAKFAST/LUNCH

Meal Prices 2022-2023 School Year	
Breakfast	Lunch
<b>All Students: No Charge</b> <b>Adults: \$3.07</b>	<b>Paid Students: \$2.50</b> <b>Reduced Students: \$.40</b> <b>Adults: \$4.81</b>
<b>Extra Milk: \$.65</b>	

## Payment

Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations cannot charge for meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

## TRANSPORTATION

**All students will have the opportunity to take advantage of District Bus Transportation Services.** Students not permitted to be transported on the bus will be dropped off at the designated area specified during the intake conference. No student will be allowed to ride with other drivers unless specified by the parent/guardian. Parents wanting to pick up students in the afternoon must do so before bus pickup. This would mean that parents should plan to pick up their students by 3:05 pm. Any student not picked up by 3:05 pm will be placed on the bus to ensure that he or she has transportation home.

**Contact Number for Bus Service (355-7330)**

## What is expected of students who ride the bus?

To ensure the safety of students who ride school buses, The School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed.

Appropriate disciplinary action will be taken for incidents, which involve severe offenses, such as fighting, possession of weapons, drugs, or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanctions.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from bus riding until restitution is made. The principal may set up a payment plan for students who cannot pay the entire amount at one time. Total restitution must be made,

or the bus privilege will be lost. Appropriate action for disabled students who violate bus rules will be taken by the principal. It may involve other interventions as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended and adults who attempt to board or interfere with the operation of the bus may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the parent or guardian's responsibility to see that the student is transported to school during this time.

**The following behaviors are not permitted:**

- Riding the bus when the student has been suspended
- Riding a bus other than that assigned
- Disobeying the instructions of the driver
- Physical or verbal abuse of the driver or displays of disrespect
- Physical or verbal abuse of another student
- Possession of weapons or other dangerous objects
- Possession of drugs, alcohol, lighters, or other ignitable
- Possession of pagers, telephones or other telecommunications devices
- Leaving a seat while the bus is in motion
- Failure to sit properly in seat
- Failure to sit in assigned seat
- Throwing objects on the bus or out of the windows
- Placing any item or any part of the body outside bus windows
- Yelling out of the windows
- Fighting
- Eating or drinking
- Selling items
- Horseplay
- Spitting
- Using profanity
- Making obscene gestures
- Making disruptive noise and gestures

## **VISITORS**

With permission, parents are welcome to visit school. **Expelled or suspended students are not allowed on school grounds.**

## **PARENT / TEACHER COMMUNICATION**

Parents will be contacted by teachers when students are required to go to refocus. All parents are encouraged to contact the school to schedule a conference with a student's teacher(s) by calling 355-8273. Teachers may also request conferences if needed.

## **EARLY DISMISSALS**

When a student needs to leave school early, he or she must bring a note stating the reason for the early dismissal and the phone number where the parent(s) or guardian(s) may be

reached. Although parent notes will be honored, early dismissal will be classified as excused or unexcused.

## **PERSONAL BELONGINGS**

Personal Belongings are considered contraband and must be left at home. Bonds MSAP and the School District of Greenville County are not responsible for theft or loss of personal belongings.

## **GENERAL ATTENDANCE Policy**

School is compulsory between the ages of six and seventeen by state statute. The maximum age for public school attendance is 21. However, a student who reaches his twenty-first birthday while enrolled as a high school senior and is a candidate for graduation may remain to complete that school year.

Absences in High School are accrued per course. Note: Classes missed during early dismissals count toward the maximum number of allowable absences in any class.

*Standard / Regular Schedule (Full Year Courses)* - Students must attend at least 170 days of each 180-day (year) course and at least 85 days of each 90-day (semester) course, as well as meet all minimum requirements for each course. The first ten (10) absences may be lawful, unlawful, or a combination. Absences over ten (10) may cause students to lose credit for the year. All absences beginning with the eleventh (11<sup>th</sup>) must be lawful and will be excused if they fall within the guidelines of lawful absences.

### *A. Lawful Absences*

1. Absences caused by a student's illness\* and whose attendance in school would endanger his or her health or the health of others.  
\*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for Chronic or Extended illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed, and turned in within the school's allotted period. 5. Absences due to activities approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible. \* Including doctor's appointments.

### *B. Unlawful Absences*

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without good cause with the knowledge of his or her parents.

3. Suspension is not to be counted as an unlawful absence for truancy purposes.

#### *C. Approval of Absences over Ten (10) Days and Approval Credit*

1. The district board of trustees, or its designee, shall approve or disapprove any student's absence over ten (10) days, whether those absences are lawful, unlawful, or a combination of the two.
2. High School Credit - To receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed to satisfy the 120-hour requirement. Local school boards should develop policies governing students' absences, giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements.

#### *D. Procedures for Makeup Work*

1. Provision for the make-up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest possible time but should not exceed five (5) school days after the student returns.
2. Make-up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

#### ***Intervention***

1. Attendance clerks shall make daily contact (phone, letter, or e-mails) with the parent(s)/guardian(s) of absent students. It is recommended that each school form an attendance intervention team to assume responsibility for intervention or attendance matters. It is suggested that members of the attendance intervention team should be but not be limited to the attendance clerk, counselor, assistant principal, mental health counselor, social worker, teacher, and special education coordinator. The principal would designate an attendance intervention coordinator from the intervention team.
2. After a student has accumulated three (3) consecutive or a total of five (5) unexcused absences, the attendance clerk will submit an attendance printout and contact dates to the intervention team coordinator. The intervention team shall:
  - a. Hold a conference with the student and the parent(s) or guardian(s).
  - b. Identify reasons for the student's unlawful absences.
  - c. Develop a plan with the student and the parent(s)/guardian(s) to improve attendance.
  - d. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
  - e. Document the conference by having all appropriate conferees sign and date a *Student Attendance Intervention Plan* Form in the spaces provided.
3. Upon the seventh consecutive or eighth accumulated unexcused absence, the attendance clerk or the intervention team coordinator shall send an Attendance Referral to an attendance supervisor with the following information:
  - a. List of courses and grades currently enrolled in.

- b. A summarized copy of the student's attendance is signed and dated by the Principal.
  - c. Written excuses for absences.
  - d. Copy of current discipline record.
  - e. A completed Student Attendance Intervention Plan Form.
4. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include but not be limited to:
- a. Convene a conference with the parent(s)/guardian(s) and the student.
  - b. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
  - c. Follow-up on recommendations made by the intervention team.
  - d. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
  - e. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
  - f. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

The School District of Greenville County has adopted uniform rules to ensure students attend school regularly. All children must attend a public or private school or kindergarten beginning at age five and continuing until their 17th birthday. Students are counted present only when they are in school, on homebound instruction, or at an activity authorized by the school principal.

I. The school year consists of 180 days. To receive credit, students must attend 85 days of each 90-day semester course and at least 170 days of each 180-day year course. **Accrued student absences may not exceed five (5) days during the semester. Any absence over five (5) may cause the student to lose credit for a semester course.**

II. Because 170 days is the minimum required by the state, the first five (5) absences per semester course may be lawful, unlawful, or a combination. All absences beginning with the sixth (6<sup>th</sup>) must be lawful and will be excused if they fall within the following guidelines:

A. Lawful Absences

- 1. A child's personal illness (including doctor's appointments) shall be verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
- 2. Serious illness or death of an immediate family member shall be verified by a statement from the parent within two (2) days of the student's return to school.
- 3. Absences for religious holidays shall be requested in advance. Such requests must be made to the Coordinator in writing.
- 4. The Coordinator may approve absences for extreme hardships. Such approval should be prearranged when possible.

A. Unlawful Absences

Any student absence, with or without the parent's knowledge, which does not meet the condition of a lawful absence shall be counted as unlawful. The absence will not be excused.

B. Procedure For Makeup Work

1. Provision for the makeup of schoolwork missed during **excused absences** shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) days after the student returns to school.
2. Make-up of schoolwork missed during **unexcused absences** may be approved only with the permission of the Coordinator.

III. Intervention

1. Attempts will be made to contact a parent/guardian each day a student is absent. Absences will also be phoned into the base school.
2. On the 3<sup>rd</sup> consecutive or 4<sup>th</sup> cumulative **unexcused absence**, an intervention conference will be held with the student and parent to identify the reasons and to complete a Notice of Excessive Absence Form while trying to correct the problem.
3. On the 4<sup>th</sup> consecutive or 5<sup>th</sup> cumulative **unexcused absence**, the student will be referred to the Attendance Supervisor, who will contact the parent. If the problem continues, the Attendance Supervisor may request that the school complete and submit a Truancy Referral to the court system

Section  
J - **Students**

Title  
**Behavior Code**

Code  
JCDA

Legal  
S.C. Code of Regulations 43-279  
S.C. Code of Regulations 43-243

Adopted  
June 1, 1980

Last Revised  
August 28, 2019

Prior Revised Dates  
08/25/2015

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

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

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

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

### **Application of this policy**

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

- on the school grounds during, and immediately before or immediately after, school

hours

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

### **Student conduct away from school grounds or school activities**

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

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

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

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

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

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

### **Levels of offenses**

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

### **Disorderly conduct - Level I**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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

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

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

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

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others

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

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

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

### **Criminal conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to

- include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
  - arson
  - distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
  - threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
  - ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
  - unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

### **Extenuating, mitigating or aggravating circumstances**

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

### **Discipline of disabled students**

Students with disabilities will be disciplined in accordance with federal and State law,

including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.