

**TANGLEWOOD MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**2020 - 2021**



***"It Takes a Village..."***

***44 Merriwoods Drive***

***Greenville, South Carolina 29611***

***(864) 355-4500***

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**School Counselors**

***Tamika Smith, 6th***

***Michelle Hammond, 7th***

***Tia Blair, 8<sup>th</sup>***

***Tyler Branche, 6<sup>th</sup>-8th***

**Administrators**

***Grayson Walles, Principal***

***Nicole Puza, 6th Administrator***

***Kristan Alewine, 7th Administrator***

***Clint Yarborough, 8th Administrator***

***This agenda belongs to:***

Name: \_\_\_\_\_

## SECTION 1: ACADEMIC INFORMATION

Academic instruction is the primary purpose of Tanglewood Middle School. For students to live up to their academic potential, all students are expected to do the following:

- Be at school each day
- Be on time for each class
- Bring proper school supplies to each class
- Work to the best of their ability
- Participate in class discussions
- Complete homework daily and turn in on time
- Prepare adequately for tests

### GRADING SYSTEM

To convert numerical grades to letter grades, use the following scale:

<b>90 - 100</b>	<b>=</b>	<b>A</b>
<b>80 – 89</b>	<b>=</b>	<b>B</b>
<b>70 – 79</b>	<b>=</b>	<b>C</b>
<b>60 – 69</b>	<b>=</b>	<b>D</b>
<b>Below 60</b>	<b>=</b>	<b>F</b>

No grades below 50 will be entered into the gradebook. This allows students who make an effort to do their work to pull up their grades. Students who make little to no effort are addressed through interventions. The expectation is that all students will work toward mastery of content.

### HOMEWORK

Tanglewood Middle School adheres to the GSC Homework Policy. Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. It is a natural extension of the school day and an important part of a student's educational experience.

There are three generally recognized types of homework: practice, preparation, and extension. Practice homework reinforces newly acquired skills

taught in class. Preparation homework helps students prepare for upcoming lessons, activities, or tests. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.

Students are taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.

The recommended amount of homework time designated for ALL content areas combined is 60 – 120 minutes per day for middle school students.

Students should also spend some time each day reading independently. This time is not considered part of homework and should include a variety of types of reading. At least 30 minutes per day should be designated for reading at home.

### LATE WORK POLICY

If a student is present in the classroom and the assignment is not completed:

- The student will be penalized 5 points for each day not handed in up to 25 points.
- Assignments will be recorded as 50 after 5 days. (grading floor)
- Any assignment turned in after 5 days can earn a maximum score of 75.

If a student is absent, this follows the make-up work policy:

- The student gets 5 days to make up the assignment, beginning on their return date.
- The make-up work policy takes place when a student is absent for any reason (ISS, OSS, etc.)
- Special arrangements will be made for COVID-related absences.

Assignments must be turned in on or before the following dates:

- 1<sup>st</sup> quarter – 10/15/2020
- 2<sup>nd</sup> quarter – 1/8/2021
- 3<sup>rd</sup> quarter – 3/18/2021
- 4<sup>th</sup> quarter 5/24/2021

### REDO POLICY

All students have the opportunity to correct major tests (not projects) for mastery of content (80%). It is the student's responsibility to request this opportunity from the teacher according to the following guidelines:

- Students making less than an 80% are eligible for the redo policy.
- Any redo must be completed within 5 days of the return of test date.
- Teachers can offer either test corrections or a condensed assessment retake of the standard requiring remediation.
- Test corrections must be made in writing explaining the correct answer and what mistake the student made.
- All redos must be arranged with teacher.
- Special arrangements will be made for COVID-related absences.
- Higher of two grades will be recorded.

## TEXTBOOKS

Students will access their textbooks electronically on their Chromebooks at all times possible. If there is an instance where the textbook cannot be accessed electronically, a hard copy textbook will be checked out to the student in the same way that a library book would be checked out. Math textbooks will be used only in the classroom because students will record their work on the pages of the textbook and submit to their teacher and copies of work will be available upon request.

## FINAL EXAMS

End of year exams will be given for high school credit courses. When final exams are scheduled, the only excuses for absence that will be accepted are from a doctor for personal illness or for the death of an immediate family member. All other examinations will follow the CGS Assessment guide/schedule located on the school website.

## REPORT CARDS

Report cards are sent to parents at the end of each nine-week period. Students are to carry the report card home in an envelope and return the signed envelope to the homeroom teacher. Parents are invited to communicate with the principal, counselors, and teachers to discuss their student's progress. Please contact your grade level counselor to schedule meetings.

## PROMOTION AND RETENTION

All middle school students must pass all required academic subjects during either the regular term or summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, and social studies.

## DISTRICT ATTENDANCE GUIDELINES

Greenville County Schools has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school, on homebound instruction, or are attending an activity authorized by the school principal. Teachers will provide consequences for the first 5 tardies. Students with chronic tardies are referred to administration. Students with excessive absences and/or tardies are ultimately referred to the school social worker and school district attendance administration.

The school year consists of 180 school days. To receive credit, students must attend at least eighty-five of each ninety-day semester course and at least 170 days of each 180-day year course and meet all minimum requirements for each course. Accrued student absences may not exceed ten days during the school year. Any absence in excess of ten may cause the student to lose credit for the year. Attendance is taken each class period. ***Late arrivals and tardiness may cause students to lose credit in missed classes.***

State law requires students to attend school a minimum of 170 days. Although the first ten absences may be lawful or unlawful, all absences, beginning with the eleventh absence, must be lawful and will be excused only under the following guidelines:

## LAWFUL ABSENCES

- A student has a personal illness that is verified by a **statement from a physician within two days of the student's returning to school.** Absences for CHRONIC or EXTENDED illness will be approved only by a physician's statement. This includes doctors' appointments.
- A student has a serious illness or death of an immediate family member that is verified by a statement from the parent within two days of the student's returning to school.

- A student is absent for religious holidays that are **approved in advance**. Such requests must be made in writing to the principal.
- A student is absent for extreme hardships that are approved by the principal.

## UNLAWFUL ABSENCES

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

## SECTION 2: GENERAL INFORMATION

### TRANSPORTATION

**Students are coded in the Tanglewood PoweSchool Database as to their primary mode of transportation. Students are not allowed to leave campus by any other means unless they have prior approval from guardians and administration.**

#### Bicycles

All bicycles must be parked in the bike rack in the front of the school. Bicycles should be locked with a chain. Students will not be allowed to loiter around the bicycles.

#### Bus Riders

Please refer to the Greenville County Schools Code of Conduct on School Buses found on page 17.

#### Car Riders

- Students are to remain in their classroom until their name appears via SAS.
- **Parents will pick up their child in the carpool line.**
- Students are not allowed to cross the pick-up line to enter the parking lot.
- Arrangements for transportation are to be made before coming to school.
- Students must be picked up by 3:45. Supervision is not provided after that time. Chronic failure to pick up students by 3:45 will result in referral to proper authorities to resolve the problem.

#### Walkers

- Students who walk home from school are required to leave school grounds immediately upon dismissal.

## ARRIVAL PROCEDURES

The school day is from 8:30 AM to 3:15 PM. Students should NOT arrive before 7:30 AM. Doors will unlock at 7:30 AM and supervision will be provided in the cafeteria. Students will be dismissed to their homerooms at 8:20 AM. Students arriving after 8:30 are considered TARDY.

- All students who arrive prior to 8:20 report to the cafeteria.
- Car riders and walkers enter the building through the front doors by the cafeteria.
- Bus riders enter through the back doors by the cafeteria.
- After 8:20 AM, students may report directly to their homeroom if not eating breakfast.
- Car riders may eat breakfast if arriving before 8:25.

## LATE ARRIVAL

All students who arrive in the building at or after 8:30 AM should report immediately to the Front Office with for a tardy pass. Bus riders will have 3 minutes to get to their first class. Car riders will receive an "excused" or "unexcused" tardy pass.

## TO CLASS

Students are allowed three minutes for class change. Students are expected to be in class and prepared prior to the tardy bell.

## DISMISSAL PROCEDURES

**Students will remain in their assigned classrooms until their mode of transportation is announced.**

Walkers will be dismissed at 3:15.

- Walkers are to exit the building immediately from the doors across from the 6<sup>th</sup> grade hallway.
- Walkers are to walk directly off campus.

Car riders will be dismissed using the SAS system.

- Teachers will pull up the SAS system on the promethean board.
- Students will exit the classroom when their name is displayed.
- Students will exit the building through the front lobby and follow instructions from staff.

Bus Riders will be dismissed over the intercom and/or SAS system.

- Students will stay in their classroom until their bus is called.
- Students will move directly to the bus ramp through their grade level hallway exterior doors.
- Students will immediately load their assigned bus.

## EARLY DISMISSAL

Early dismissals will occur only at the end of a class. The student who requires an early dismissal must bring a note written and signed by the parent or guardian before reporting to class. The student will be given a dismissal card.

The note must include the student's name, date, time of dismissal, reason for dismissal, name of person picking up the student, telephone number where the parent can be reached for verification, and signature of the parent.

The person picking up the student is required to come into the office and sign the student out of school. Anyone signing a student out of school must show identification before the student is permitted to leave.

**No early dismissal after 2:30 PM**

## OFFICE HOURS

The school office will be open from 7:30 AM until 4:00 PM Monday through Friday. Exceptions are noted on the school calendar. Bus students arriving early and/or staying late will be supervised.

## PHONE MESSAGES

Students are expected to make all daily school and after school arrangements prior to coming to school

each day. Messages should be kept to a minimum. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages. Students will only be allowed to call home with a pass from a teacher. If a student has a change in transportation, parents must send in a written note to the front office. Please refrain from texting with your child during school hours as this interrupts the education process and puts them in a position to violate school rules.

## SCHOOL PHONES

The telephone in the school office is for school business. Students will not be permitted to use it except in the case of an emergency.

## GUIDANCE SERVICES

The Tanglewood Middle School Guidance Department provides a comprehensive school counseling program to enhance the academic, career, and personal/social development of all students. Our counselors act as advocates on behalf of all of our students and work to ensure that TMS students develop the attitudes, knowledge, and skills needed for academic and personal success. Students may seek out the assistance of a Guidance counselor or they may be referred to their counselor by their parent, teacher, or faculty member. Students can also reach out to their counselor to set up a meeting if desired. Parents and guardians can reach out to the grade level counselor to set up meetings with counselors and teachers.

## CHANGE OF ADDRESS

If students move during the summer or during the school year, they should report changes of address and telephone number to the guidance clerk or homeroom teacher and to the nurse. Accurate addresses and phone numbers are needed in case of emergencies and for daily school operations.

## CAFETERIA

Free breakfast is served daily from 7:30 AM – 8:25 AM. Car riders will not be allowed to eat after 8:25 AM. Late arriving bus students may eat.

## HEALTH ROOM

Students should notify their teacher if they are ill or injured. The teacher will then issue a pass to go to the health room. Students may not go to the health room during class change. Students who abuse health room privileges will not be allowed to go except for emergencies.

A parent must bring ALL medication to the health room when it is necessary for a student to take medication while at school. The medication should be labeled with the student's name and direction for taking it. All medication must be accompanied by the district form signed by a doctor. Parents must pick up their medications at year-end.

### **LOST AND FOUND**

Any article found on the school grounds should be taken to the office. Students may claim lost items by identifying them in the cafeteria. All lost and found items not claimed at the end of each quarter will be discarded.

### **MEDIA CENTER**

The Media Center is open daily from 8:00 AM – 3:45 PM for students with passes.

Students are to demonstrate appropriate behavior and courtesy when using the Media Center. Students may not check out materials for another student. Materials are the responsibility of the student who checked them out.

Students must get permission in the form of a Media Center pass to go to the media center during the school day.

Overdue books and materials must be returned to continue checking out items. Fees for lost or late items must be paid or Report cards will be held until debts are cleared.

Books and materials on reserve or in reference may be checked out for overnight use only and must be returned by 8:15 AM the following day. Students get overdue notices for Media Center materials in homeroom classes.

### **PARENT-TEACHER ASSOCIATION**

The TMS Parent-Teacher Association (PTA) is composed of parents and teachers who are actively interested in promoting a better understanding

between the home, school, and community. The goals of TMS will be attained with the cooperation of all parents, teachers, and students.

### **SCHOOL FIELD TRIPS**

At this time, there will be no field trips for the 2020 – 2021 school year due to the COVID-19 pandemic. As more information is gathered, if policies change, parents will be notified.

### **DATA SECURITY AND USE OF TECHNOLOGY**

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

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

#### **I. Introduction**

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

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

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

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

in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

## B. Acceptable Use

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

## II. Student Acceptable Use

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

1. The internet, intranet, email, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops, and portable storage.
3. The District's network and supporting systems and data transmitted by and stored on these systems.

## Filtering and Monitoring Computer Resources

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

1. The district reserves the rights to review any email sent or received using district equipment and email accounts.
2. Students must adhere to the behavior expectations while using technology and email, including but not limited to those expectations contained in board policy. The district's behavior code is board policy JCDA.

3. Technology is constantly changing and evolving. Due to the nature of the internet, online communications, and evolving technology, the district cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

## C. Prohibited Uses of GCS Resources

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

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

9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy, or administrative rule.

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

D. Consequences

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

III. GCS Internet Safety and Other Terms of Use

A. General Access

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

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

B. Personal Safety

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

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

C. Expectation of Policy

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

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

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

**SECTION 3: BEHAVIOR**

**DRESS CODE**

Greenville County School District students are expected to dress and be grounded in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community. Students should dress for the educational setting and not the recreational one.

- Clothing and/or hair should not be so extreme or inappropriate to the school



setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

- Students may wear polo type shirts or dress shirts with collars and sleeves.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Pajamas, bedroom slippers, and similar lounge wear may not be worn.
- Hats, bandanas, or sunglasses may not be worn in the building. They may not be worn on belt loops, book bags, etc., and should be placed in your bookbag at all times.
- Hoodie sweatshirts may be worn only with the hoodie in the “down” position.
- Jackets, sweatshirts, sweaters, and other layered clothing will be permitted over appropriately worn shirts/blouses meeting the dress code requirement (ID visible).
- No gang-related paraphernalia, symbols, or clothing permitted.
- Proper shoes must be worn at all times. Flip-flops (shower-type shoes) are not permitted. No soccer sandals, bedroom shoes, Heelies, or slides allowed.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Cut-off sleeves or pant legs are not allowed. Students shall not expose undergarments.
- Skirts and shorts should fit and be in good taste and not be shorter than 3 and ¼” (the length of the Students ID) above the knee when standing.
- Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight-fitting spandex type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt, or sweater must be long

enough to meet the ID length rule states above.

- Sleeveless attire cannot reveal undergarments and must have straps at least 2 inches wide (the width of the Student ID).
- Shirts cannot be tight, low cut or show cleavage. Shirts should be loose-fitting and fully cover the upper body. Shirt attire may not be longer than wrist length. Tank tops, halter tops, strapless shirts/dresses, and shirts/dresses with spaghetti straps will not be allowed.
- At no time should the student’s midriff be visible while standing, sitting, or participating in normal school activities.
- If sheer/lace fabrics are worn, the visible clothing underneath must meet dress code standards.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not have open holes above the knee, bag, sag, or drag.
- Athletic pants/shorts are not permitted.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Headphones, earbuds, etc. cannot be used or visible 8:15 – 3:15 unless part of teacher-directed instruction.

## **IDENTIFICATION BADGES**

### **Tanglewood ID Badge Policy**

- Students are required to wear ID badges on lanyards around their necks whenever they are on campus, on field trips, or attending school functions.
- ID badges are not to be defaced and nothing should be hung on the lanyard except ID and house key. Picture should be clear and visible at all times.

- ID badges are used to buy a school lunch, check out textbooks and library books, and board buses.
- Students who lose or deface their ID Badges must pay \$5 to replace their badge.
- Noncompliance with the ID badge policy will result in disciplinary action.

***The administration will make the final judgement on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment.***

## **HARASSMENT POLICY**

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

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

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

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

interaction or communication, including those sexual in nature.

## **INVESTIGATIONS AND CONSEQUENCES**

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

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

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

## **APPEALS**

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

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>.

You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **CELL PHONES AND ELECTRONIC DEVICES**

In accordance with district policy regarding cell phones, Tanglewood Middle School has established the following:

- Students will store their cell phones and other personal electronic devices in their book bags during the school day. If a student has their cell phone out during class, it may be confiscated and given to the grade level administrator to be returned at the end of the day. The device will be kept securely until dismissal.
- Devices should remain powered off at all times.
- Students should only be in possession of their phones for instructional use with the permission of their classroom teacher.
- Failure to follow cell phone policy will result in disciplinary action.
- Any inappropriate use of cell phones or any other personal electronic device will result in disciplinary action and other actions deemed necessary by administration.
- Cell phones may be used at the end of the day after the announcement as determined by the teacher.
- Students are personally and solely responsible for the care and security of their PED. Neither the district nor the school assume any responsibility for theft, loss, damages, or vandalism to any PEDs brought onto school property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office at 864-355-4502.

## **NON-ESSENTIAL ITEMS**

The following items are not allowed on the school's campus and will be confiscated.

- Cameras
- Handheld electronic games
- Game cards/Role playing cards
- Stuffed toys
- Balloons/Flowers
- Laser pointers
- Blankets/Pillows
- Skateboards
- Fidget spinners

## **VALUABLES**

The school does not assume any responsibility for lost or stolen articles. Bring only enough money for each day. Students who choose to use their personal electronic devices assume all responsibility for these devices.

## **VISITORS**

There will be no visitors allowed on campus.

## **TEACHER DISCIPLINE PLAN**

Teachers will make every effort to handle minor classroom disruptions according to the following plan:

- First Offense: Warning
- Second Offense: Warning/Parent Contact
- Third Offense: Teacher Consequence/ Detention
- Fourth Offense: Parent Contact/Discipline Referral

## **TYPES OF CONSEQUENCES**

- PD – Principal's Detention
- ISS – In-School Suspension
- OSS – Out of School Suspension

## LEVEL I – DISORDERLY CONDUCT

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instruction activities, orderly operation of the school or the frequencies or seriousness of which disturbs the classroom or school. Consequence depends of the severity of the offense. Parents will be notified of consequence for each offense. Notification may be via phone, email, or a copy of the referral sent home via the student. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Classroom and/or school tardiness	Warning	Warning	Teacher Consequence	Referral
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
Use of electronic devices (iPod, Cell phones, MP3 players, etc) at school	Warning	Parent Contact	1 Day ISS	1 Day
Failure to attend a Teacher Detention	PD	PD	1 Day ISS	1 Day ISS
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	PD	1 Day ISS	2 Days ISS
Leaving trash or food in the building (cafeteria, etc.)	PD	PD	1 Day ISS	1 Day OSS
Misuse of lunch account	Handled at the discretion of the administrator			
Cheating	Redo Assignment and Teacher Detention	Redo Assignment and Referral: PD	Redo Assignment and 1 Day ISS	Redo Assignment and 1 Day OSS
Giving false information to a school official (lying)	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS
Use of forged notes or excuses	PD	1 Day ISS	1 Day OSS	2 Days OSS

## LEVEL II – DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Inciting a fight (including passing notes, conversations, and verbal confrontations)	3 – 10 Days OSS with referral to law enforcement, Possible legal action, recommendation for expulsion, or Alternative School placement.			
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	Rec. for Alt. School	Rec. for Alt. School
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")	1 Day ISS	2 Days ISS	1 Day OSS	2 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, possible recommendation for expulsion or Alternative School placement			
Disrespect (rude, discourteous, abusive language or gestures) directed towards a teacher, school official, or staff member	1 Day ISS	2 Days ISS	1 Day OSS	2 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			
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.)	1 – 10 Days OSS with referral to law enforcement, possible 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, Possible 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
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### 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
Bomb threat	5-10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Possession, use, or transfer of “look alike” weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 Days OSS, restitution and possible referral to law enforcement authorities
Possession, use, or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death.)	10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Disturbing school	1-10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Sexual offenses	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Ganging. A “gang” shall consist of two or more persons acting together for the purpose of committing an act of violence against another person. “Participation” also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang	10 Days OSS, referral to law enforcement, possible recommendation for expulsion

Assault and battery	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
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### **Sliding Scale for Probation Letters and Alternative School Placement**

The following sliding scale will be used with regards to probation letters and subsequent alternative school placement for repetitive “minor” (level I) and/or “major” (level II and III) behavior. ***Tardies, cell phone violations, and ID badge violations do not count towards the number of referrals used in this matrix.***

#### **Matrix for Referrals**

<b>Time Frame</b>	<b>Probation Letter and Parent Conference</b>	<b>Submit Paperwork for Placement at Alternative School</b>
August 24-November 20	3 referrals resulting in ISS or OSS	4 referrals
November 23- March 5	6 referrals resulting in ISS or OSS	7 referrals
March 8 - June 9	9 referrals resulting in ISS or OSS	10 referrals

#### **Matrix of Suspension Days**

<b>Time Frame</b>	<b>Probation Letter and Parent Conference</b>	<b>Submit Paperwork for Placement at Alternative School</b>
August 24-November 20	5 OSS Days	6 OSS Days
November 23- March 5	8 OSS Days	9 OSS Days
March 8 - June 9	10 OSS Days	11 OSS Days

**\*\*Note:** A 10 Day OSS will constitute a Probation Letter with any additional referrals beginning the process of placement at the Alternative School.



## **GREENVILLE COUNTY SCHOOLS**

### **Code of Conduct on School Buses**

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below for middle school.

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

#### **Level I Offenses – Disorderly Conduct**

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

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

#### **Level I Consequences**

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

#### **Level II Offenses**

- Use of tobacco products, e-cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff

- Rude, discourteous behavior directed at staff
- Vandalism (restitution may be required)
- Harassing, threatening, or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

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

#### **Level II Consequences**

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

#### **Level III Offenses**

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

#### **Level III Consequences**

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

#### **Discipline of Students with Disabilities on the Bus:**

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.

The school administration will implement the above bus discipline schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

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

