

Holly Hill Elementary School

Student / Parent Handbook



Building A Legacy of Excellence!

Sharon Wilson, Principal

*1490 Brant Avenue
Post Office Box 279
Holly Hill, SC 29059
Telephone: (803) 496-3464
Fax: (803) 496-3526*

Dear Parents,

Welcome to another exciting school year at Holly Hill Elementary. I am looking forward to an awesome school year, where faculty, parents, and students will work as a team to create meaningful learning opportunities and experiences. Enclosed, please notice the student/parent handbook, along with a student planner to be used for tracking homework assignments and for communication between school and home. A copy of the school's behavior chart is located on the back cover of the student agenda. Each day, please look for the color indicated in your child's agenda that informs you of how his or her day went. Please utilize the daily planner to communicate with your child's teacher. I hope you find these tools helpful and encourage you to ensure that students keep up with them throughout the school year. I value parental input and encourage your participation in your child's education. If I can be of assistance, please do not hesitate to contact me, at 803-496-3464. School hours are 7:30 a.m. - 4:30 p.m., Monday thru Friday. Thanks, for all that you do to support Holly Hill Elementary.

Sincerely,

Sharon Wilson, Principal

MISSION

The mission of Holly Hill Elementary School is to provide a quality instructional program to produce well-rounded students to succeed as productive citizens.

VISION

The vision of Holly Hill Elementary School is to empower students to succeed in a global society.

HOLLY HILL FAMILY PLEDGE

"Our school is our house and our house is our home"

Building A Legacy of Excellence!

Goodwill is the monarch of our house. We enter, exchange greetings and depart friends. Our teachers inspire us to become successful, and we constantly invoke principles, which uplift our family and spread them throughout our community. Education is the key to our success. At all times, we are faithful to the vision, and Excellence is the Expectation. To a few we are the hope of the future; to many we are the leaders of tomorrow. In fact, we are a college of knowledge, a university of wisdom, a school for the better making of our dreams. **WE ARE HOLLY HILL ELEMENTARY!**

SCHOOL SONG

When I wake up, I start my day.

I go to school...Have fun in every way.

We're white and blue and everybody's cool.

(Refrain)

Holly Hill Elementary School

The Bulldogs are number one.

At Holly Hill, we always love to have fun.

We learn all day; My friends and teachers lead the way.

In work and play, we do our best

Each and every day.

(Refrain)

Holly Hill Elementary School

The Bulldogs are number one.

At Holly Hill we always love to have fun.

When my head's down; My friends are 'round

To lift me off the ground.

(Refrain)

Holly Hill Elementary School

The Bulldogs are number one

At Holly Hill we always love to have fun

We always love to have fun.

We always love to have fun.

Yeah, Yeah, Yeah, Yeah, Yeah

SCHOOL OBJECTIVES

- All students will demonstrate mastery of English Language Arts (ELA), math, science, and social studies skills, which will enable them to compete in a global community.
- All students will behave in a manner that shows respect for self, respect for others, and respect for their school.
- All students will utilize opportunities in the use of technology and enrichment activities, as an extension of learning.

STRATEGIES

- We will provide a challenging curriculum to ensure that each child acquires the knowledge and skills appropriate to his/her optimal development.
- We will work collaboratively with students, staff and parents to ensure social success and maximum instructional time on task.
- We will provide opportunities to ensure that students and parents have access to resources, such as educational websites and links, as an extension of learning.
- We will provide opportunities to ensure that each child will participate in enrichment activities during the school year.

EXPECTATIONS

The faculty and staff expect all students to:

- Learn to their maximum potential.
- Do their best on class and homework assignments.
- Respect the rights and property of others.
- Accept responsibility for consequences of their actions.
- Attend school on time every day unless they are ill or a family emergency occurs.
- Follow ALL school expectations.

The faculty and staff expect all parents to:

- Believe their children can learn to their maximum potential.
- Reinforce classroom and school expectations.
- Supervise the completion of school and homework assignments.
- Sign and return papers promptly when requested by the school.
- Respond to all teacher contacts.
- Attend P.T.O. meetings, parent conferences, and school functions.
- Encourage their children to be successful and reward them when they do well.
- Encourage their children to be proud of HHE and its accomplishments

DISTRICT OFFICE ADMINISTRATION
ORANGEBURG COUNTY CONSOLIDATED
SCHOOL DISTRICT THREE

1654 Camden Road
Holly Hill, SC 29059
Phone: (803) 496-3288
Fax: (803) 496-5850

Dr. Jesulon Gibbs-Brown	Superintendent
Gerald Wright	Associate Superintendent of Operations
Dr. Marty Conner	Associate Superintendent of Curriculum/Instruction
JoAnn Lawton	Director of Personnel
Janice Rivers	Director of Federal Programs
Dr. Liana Calloway	Director of Special Services
Fannie Johnson	Supervisor of Health Services
Gail Sanders	Business Manager
Kevin Addison	Supervisor of Transportation

DISTRICT BOARD OF TRUSTEES

Mrs. Betty Shuler	Chairman
Mrs. Barbara Butler	Vice-Chair
Mrs. Beatrice Swett	
Mrs. Catherine Shuler	Secretary
Mrs. Alice M. Pickney	Parliamentarian
Mrs. Catherine Behr	Recording Secretary
Mrs. Vernell Goodwin	
Mr. Dennis White	

ARRIVAL AND DISMISSAL

The school day begins at 7:50 each morning. Students should be in their classrooms and ready to attend to morning announcements at this time. Students should **not** arrive at school before 7:15 a.m., as there is no adult supervision before that time. Students who arrive after 7:50 must be signed in by a parent. Students arriving after 7:50 are considered tardy.

- Breakfast is served from 7:15 a.m.-7:50 a.m. each morning. Students wishing to eat breakfast must report to the cafeteria by 7:50 a.m.

School is dismissed at 3:15 p.m. Bus riders are dismissed from the bus port near the cafeteria. Car riders are dismissed from the gym. Please abide by the following guidelines, in order to ensure the safety of all students during dismissal...

- ✓ Parents should remain in their cars.
- ✓ Parents should go through the car pick-up line with the "car rider" signs displayed in the front window of the vehicle. Students will not be released to cars that do not display the school-issued car rider sign.
- ✓ Please do not attempt to park and walk to the dismissal area or to your child's classroom to get your child. Students cannot be picked up by parents on foot from the bus loading area or car pick-up locations due to safety issues. This also causes confusion and slows down the dismissal process.
- ✓ Please do not attempt to sign your child out from the office to avoid waiting in traffic. Dismissal is a hectic time of the day and this slows down the dismissal process.
- ✓ Please arrive on time to pick up your child. Students not picked up by 3:45 PM will need to be signed out in the office following the regular checkout procedure.
- ✓ **Changes in transportation or normal manner of dismissal must be made via note, fax, or e-mail by 2:00 PM. E-mail requests should be submitted to gathersa@obg3.k12.sc.us or elmoret@obg3.k12.sc.us. For the safety of students, phone calls will not be honored.**

Early Check-Out

For the safety of our students and staff, we need everyone's cooperation and adherence to these guidelines. Parents who have scheduled appointments during the school day should pick their children up prior to 2:30 PM. The time between 2:30 and 3:15 PM is a busy time of day as we prepare for dismissal and should be reserved for emergency situations only. In the case of an emergency that requires checking your child out after 2:30 PM, please receive permission from an administrator. We appreciate your cooperation. Attendance during the entire school day is an expectation. Early checkout is recorded in your child's attendance record and on the sign out card. An attendance intervention plan may be required if the amount of early checkouts becomes excessive. Changes in transportation must be made via note, fax, or e-mail by 2:00 PM. E-mail requests to gathersa@obg3.k12.sc.us or elmoret@obg3.k12.sc.us. We appreciate your cooperation in this matter.

- Students will **not** be allowed to leave with anyone who is not listed on their emergency contact forms. This is for the protection of students. Please ensure that your child's

emergency contact form is current and includes the necessary information.

ASSESSMENTS

- The South Carolina College-and Career-Ready (SC READY) and Palmetto Assessment of State Standards (PASS) assessments are administered to students in grades 3-5 in the spring of each school year. SC Ready assesses ELA and math. SC PASS assesses science and social studies.
- Measure of Academic Progress (MAP) testing is administered to students in grades kindergarten-5th in the fall, winter, and spring of each school year. MAP assesses ELA and math.
- Phonological Awareness Literacy Screening (PALS) assessment is administered to Pre-K students during the first 45 days of school and again during the last 45 days of school.
- Developmental Reading Assessment 2nd Edition PLUS (DRA2 PLUS) is administered to students in grades K-2nd, during the first 45 days of school and again during the last 45 days of school.

ATTENDANCE

Orangeburg County Consolidated School District Three has a strict attendance policy based on state law. Students are expected to be in attendance 180 days each year. Regular attendance and punctuality are critical to a child's success in school. Arriving late and leaving early interrupts the learning process for your child and their classmates. Parents of students with excessive absences, tardies, or early check-outs will be required to meet with an administrator and/or county attendance supervisor, and may be placed on an attendance contract.

Lawful Absences

- Students who are ill and whose attendance in school would endanger their health or others may be temporarily excused from attendance.
- Students, who have death in the immediate family, may be temporarily excused from attendance.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- For emergency situations beyond the control of the parent or student, such as fire in the home, the parent may appeal to the principal that the absence be marked as lawful.

Unlawful Absences

- It is considered an unlawful absence when students are absent from school without acceptable cause, with the knowledge of their parents
- The principal or her designee will make any decision relative to the marking of an absence to be lawful or unlawful. It is recognized that there may be some extenuating circumstances, such as doctor or dental appointments that cannot otherwise be rescheduled. These will be marked as unexcused until the school receives an official excuse from the dental or doctor's office.
- ✓ If a student has 3 consecutive absences or a total of 5 unlawful absences, a parent conference will be held. Excessive absences without lawful excuses will result in referral to the Orangeburg County Attendance Office.

ACADEMIC AWARDS

Students are honored in various ways for their achievements and accomplishments at Holly Hill Elementary School. Principal's list, A/B honor roll, good citizenship, perfect attendance, and Accelerated Reader are examples of some student recognitions. The school's guidance counselors, in conjunction with the administrative team, will develop an awards assembly schedule each quarter.

Honor Roll Eligibility:

- ✓ Principal's List-A student must make all A's.
- ✓ A/B Honor Roll- A student may have any combination of A's and B's, including all B's.
- ✓ Citizenship is not included in determining either Principal's List or A/B Honor Roll.

BUSES

Riding the bus is a privilege extended to students by the school district. For the safety of all students, proper bus behavior must be observed by all riders. Failure to comply with bus rules may result in suspension of bus privileges for a limited or permanent period of time.

Changes in transportation or normal manner of dismissal must be made in writing via note, fax, or e-mail by 2:00 PM. E-mail requests should be submitted to gathersa@obg3.k12.sc.us or elmoret@obg3.k12.sc.us. For the safety of students, phone calls will not be honored.

CAFÉ

Breakfast and lunch are served each day. Both meals are free for all students. Students wishing to eat breakfast at school should arrive by 7:50 a.m.

- ❖ Please abide by the following guidelines for students choosing to bring meals from home...
 - ✓ Meals should be stored in containers, capable of keeping food at the appropriate temperature. Please **do not** request for students' meals to be microwaved by the teacher. Teachers are unable to heat students' meals.
 - ✓ Please avoid sending meals in glass containers or containers with sharp edges.
- Adult lunch is \$3.50.

CONFERENCES

Teachers welcome the opportunity to discuss students' progress with parents. Please do not wait for problems to arise before making contact. We invite you to get acquainted with your children's teachers. Conferences can be arranged by notifying the teacher in writing or by calling the school and to schedule a conference. Please always report to the office and receive a visitor's pass before reporting to a teacher's classroom. There are district wide parent conferences scheduled for all schools each school year. Please check the district calendar for those dates.

COUNSELING DEPARTMENT

Student support services are offered by the school's guidance and youth counselors. These counselors work to ensure that students are developing into secure and healthy individuals, who will have a positive impact on others at school, home, and in the community. Referrals for services can be made by teachers, parents, or administrators. Students may also self-refer. Please contact the school for further information.

DISCIPLINE

Teachers will use a variety of strategies in order to maintain an environment that is free from unnecessary disruptions and safe for all students. However, students must put forth every effort to meet school/classroom expectations. The following is used throughout the school to support positive behavior...

School-Wide Strategies:

- ✓ *Color-coded behavior chart*
- ✓ *School-wide rules*
- ✓ *Positive reinforcement*
- ✓ *Teach classroom/school-wide rules and expectations*
- ✓ *Effective transitions*
- ✓ *Teach typical classroom routines directly*
- ✓ *School-wide "attention getting" cue*
- ✓ *Pre-correction*
- ✓ *Active supervision*
- ✓ *Manage minor problem behaviors positively and quickly*
- ✓ *Be consistent with consequences*

Consequences:

- ✓ Warning
- ✓ Loss of Privilege
- ✓ Parent Phone Call
- ✓ Guidance Referral
- ✓ Discipline Referral (may result in suspension depending on infraction)
- Refer to OCCSD3 Discipline Policy in Appendix D

School-Wide Expectations:

- ✓ Respect Others and Self
- ✓ Obey All Safety Rules
- ✓ Accept Responsibility

DRESS CODE

The faculty, staff, and parents of Holly Hill Elementary School believe that a positive school learning environment is a major factor in high student achievement. There are many factors that lead to a positive learning environment. Safety, discipline, and school unity are three of those factors. We believe that wearing school uniforms is one way to achieve all three of these goals. School uniforms, which refer to wearing the same style and color of dress, can create a safer environment because they help to identify students who belong on a school campus; thus making it easier to identify non-school persons who may be on the campus for disruptive purposes. School uniforms create a more disciplined environment by reducing negative competition and arguments over dress styles, by reducing dropout rates, and by increasing school attendance. Finally, school uniforms promote school unity by eliminating factors that can create economic and social divisions among individuals, such as clothing style and brands, thus allowing students to become more conscious of such shared goals as meeting academic standards, developing self-confidence, and understanding diversity. The positive learning environment to which wearing school uniforms contributes helps to create an environment in which student achievement is the highest priority.

The school uniform consists of:

- **White, blue, burgundy or red tops**
- **Navy blue or khaki bottoms**

Students are expected to adhere to the school's dress code each day they are in attendance. Parents will be contacted to provide a change of clothing for students not in compliance, prior to them reporting to class. We ask cooperation in following these guidelines:

- Clothing with slogans, pictures, or emblems relating to derogatory/inappropriate messages, alcoholic beverages, drugs, or sexual content is not allowed.
- Please avoid wearing mini-dresses, mini-skirts, halter tops, biker's pants.
- Leggings/jeggings should not be worn unless covered by shorts/dress/skirt of the appropriate length (**no shorter than 2 inches above the knees**).
- Please print your child's name on each item of clothing as well as other possessions.
- Shorts/skirts must be **no shorter than 2 inches above the knees**.
- All clothing must be worn as it was intended to be worn. Suspenders on overalls must be fastened. Clothing may not be worn backwards.
- Clothing which exposes the midriff will not be allowed.
- Sagging pants are not allowed. A belt must be worn when needed.
- Hats and caps may not be worn inside the building.
- Flip flops are not allowed.
- Clothing designed with rips/holes should not be worn.
- Clothing that is excessively tight or revealing should not be worn.
- Any clothing deemed inappropriate by the school administrators.
- All faculty/staff members are authorized to send students who are improperly dressed to speak with the principal, or designee. The principal, or designee, will make the final determination regarding the appropriateness of a student's clothing, appearance, and/or display of symbols,

messages, or statements on school grounds and reserves the right to prohibit students from wearing any articles of clothing or other items displaying any symbols, messages, or statements which lead to or may foreseeably result in the disruption of, or interference with, the school environment.

EMERGENCY DRILLS

Fire drills are held each month in accordance with state laws. Other drills held during the school year include tornado, hurricane, bus evacuation, and intruder lock-down. Each teacher will be responsible for instructing students on the procedures required for each drill. These drills are necessary for helping students react quickly and responsibly in instances of emergency.

EMERGENCY INFORMATION

For the safety of students, it is extremely important that all parents complete and keep emergency forms **up to date**. Critical time can be lost if all the necessary information is not provided. Parents are asked to supply current cell/home/work phone numbers for themselves and for those persons they have designated to pick-up their children from the school in the event of an emergency.

Legal Child Custody/Restraining Orders

For the safety of students, parents should inform the Principal of any custodial changes or restraining orders relative to their children. Official documentation must be presented to the school, for adherence. A copy of the documentation will be placed in the student's file, and appropriate personnel will be informed.

ENRICHMENT/FINE ARTS/SPECIAL AREAS

Students in grades K-5 have weekly enrichment classes such as PE, Art, Music, Classroom Guidance, Library, and Computer Lab.

GRADING

Progress reports will be issued to students every 4 $\frac{1}{2}$ weeks. Report cards will be issued to students every nine weeks. The following grades determine the academic standards for students:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

ACADEMIC AWARDS

Students are honored in various ways for their achievements and accomplishments at Holly Hill Elementary School. Principal's list, A/B honor roll, good citizenship, perfect attendance, and Accelerated Reader are examples of some student recognitions. The school's guidance counselor, in conjunction with the administrative team will develop an awards assembly schedule each year.

Honor Roll Eligibility:

- ✓ Principal's List-A student must make all A's.
- ✓ A/B Honor Roll- A student may have any combination of A's and B's, including all B's.

- ✓ Citizenship is not included in determining either Principal's List or A/B Honor Roll.

HEALTH ROOM

In the event of an accident or illness at school, students will be brought to the health room. Parents will be notified immediately if the injury requires anything other than minor first aid.

HOMEWORK

- Homework promotes student learning and opportunities to refine skills and increase knowledge. Additionally, homework fosters good study habits, promotes positive attitudes toward school, and communicates to students the idea that learning takes place at home, as well as at school. Homework is given only after direct instruction and guided practice have occurred. Homework serves a valid purpose and should be adapted to varying abilities and needs.
- Students shall develop independent work study habits and assume responsibility for the completion of homework, in a timely manner.
- Parents can assist students by providing an atmosphere at home that is conducive to effective study and encourage students to study and complete assignments.
- Teachers should assign a reasonable amount of homework that fits within the purposes stated in the district policy, and that is at the student's performance level. Homework should be monitored and immediate feedback provided to students to emphasize learning objectives. Teachers shall avoid the use of homework assignments that involve excessive expenditures of funds and shall be sensitive toward students who may not have access to needed materials.

IMMUNIZATION

According to state law, all students must have an up-to-date SC Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary vaccinations.

LOST AND FOUND

Every effort will be made to return misplaced items to their owners. Please help us by placing your child's name on personal items.

MEALS

Breakfast and lunch are served daily. Breakfast and lunch are free to all students. Adult lunch is \$3.50.

*Breakfast is served from 7:15 a.m.-7:50 a.m. each morning. Students wishing to eat breakfast must report to the cafeteria **by** 7:50 a.m.

- ❖ Please abide by the following guidelines for students choosing to bring meals from home...

- ✓ Meals should be stored in containers, capable of keeping food at the appropriate temperature. Please **do not** request for students' meals to be microwaved by the teacher. Teachers are unable to heat students' meals.

MEDIA CENTER

The media center is a vital part of the school. The basic function of the media center is to help students learn by:

- Providing books and other media for the school's educational programs
- Helping students develop an interest in reading
- Teaching students how to use the media center for research

MEDICATION POLICY

If students require medication at school, parents should request a medication prescription form from the office. A physician must complete the form. Parents must sign the form before students receive their medication thru the office. The student's medicine will be kept in the health room and dispensed according to the doctor's instructions. Parents must deliver all medication to school and give it to the office staff. Students are not permitted to handle medication. Prescription medications must be in a bottle provided by the pharmacy or physician with the student's name, date, medication, dosage, strength, and directions for use. It must also include the doctor's name and address. Non-prescription medication must be in the drug manufacturer's container.

PERMANENT RECORDS

A permanent record for each student is maintained at the school. All information in the permanent record is confidential and is accessible only to pertinent school staff and to the student's parents/guardians upon request. When the student transfers to another school, the record is forwarded to the receiving school upon request.

PROMOTION AND RETENTION

Students will be promoted to the next grade if they make adequate progress and meet certain reading, math, social studies, and science standards as determined by the district's promotion policy. Mastery will be documented by results on standardized tests, diagnostic tests and classroom performance. Students who are not meeting academic standards may be required to participate in a comprehensive remediation program in order to be promoted to the next grade. If it is recognized that a student may benefit from retention, then procedures in the district's retention policy will be followed and parents will be notified.

- Excessive absences may affect a student's progress in school and result in retention as determined by the district's promotion and retention policy.

SCHOOL CLOSING (WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other emergencies will be announced on the local television and radio stations, as well as through the district's automated telephone system. The school has detailed plans for the evacuation and safety of all students.

SCHOOL TELEPHONES

Messages will be taken for students and staff and will be delivered as soon as possible. Neither students, nor teachers, will be called to the telephone, except in the case of an emergency. Parents wishing to speak with teachers on the phone are requested to call the teacher during his/her planning period, or after dismissal. Teachers cannot leave their classrooms unsupervised for telephone conferences during instructional time.

Students wishing to call parents may use the office phone for emergencies only. Arrangements for after school activities of students should be made before the child leaves home. If a student must use the phone, the teacher will provide a telephone pass to the student and send him/her to the office to make the phone call.

VALUABLES

Students should not bring cell phones, electronic games, toys, or anything of value to school. The school will not assume responsibility for lost or damaged items. Confiscated items will be turned in to the office. Parents may pick up these items from the office after the first offense. For repeated offenses, items may be kept until the last day of school.

VISITORS

We love to have visitors in our school and we appreciate you taking time to visit with us. We do ask, however, that you please adhere to the following guidelines when visiting classrooms. All visitors are required to report to the main office for a visitor's pass before proceeding anywhere in the building. **A valid picture ID is required of all visitors.** This policy is necessary for the protection of students and to prevent unauthorized persons from wandering through the school building.

All visitors must...

- ✓ Have a valid picture ID.
- ✓ Report directly to the main office to sign in and obtain a visitors pass.
- ✓ Wait for directions from the guidance counselor or parent liaison before entering any classroom.
- ✓ Enter each classroom as quietly as possible.
- ✓ Sit in the designated observation area.
- ✓ Not interrupt instruction or talk to the students or teacher during instructional time. If you need to conference with the teacher, this can be arranged by notifying the teacher in writing or by calling the school to schedule a conference.
- ✓ Limit visits to a maximum of 30 minutes per classroom, so that others may visit.
- ✓ Not drink or eat in the classroom.
- ✓ **Not** bring children to the observation.
- ✓ Not use cell phones, cameras, or recording devices, during observations.

VOLUNTEERS

Anyone interested in volunteering at the school must complete a volunteer packet. These packets can be obtained from the school's parent liaison, who is located in the parent resource

room.

School Improvement Council

The School Improvement Council (SIC) is made up of parents, teachers, business members and community members. This group meets monthly to enhance communication between the school and the community and to advise the principal on school-related issues. If you would like to serve on SIC, please inform the office.

Parent Teacher Organization

The Parent Teacher Organization (PTO) is an organization made up of parents and faculty members at Holly Hill Elementary School. The efforts of the PTO provide many valuable services for our students and staff at HHE. We invite all parents and guardians to support and enhance your child's educational experiences by becoming active members of the Holly Hill Elementary School PTO!

Appendix D

ORANGEBURG COUNTY CONSOLIDATED SCHOOL DISTRICT THREE STUDENT DISCIPLINE GRADES PreK-5

Category I Offenses

1. Possession, use or sale of a narcotic drug or controlled dangerous substance
2. Possession or use of a weapon (pistol, knife—more than a two-inch blade, blackjack, brass knuckles, etc.)
3. Arson or burning, or attempted arson or attempted burning action
4. Breaking and/or entering
5. Illicit sexual conduct
6. Bomb threat
7. Use or possession of alcoholic beverages
8. False alarms (pulling fire alarm when there is no fire)
9. Vandalism (major) Defacing, destroying or damaging School property
10. Stealing
11. Taking or attempting to take personal property or other property by force or fear (i.e. extortion or shakedown)
12. Assault and battery
13. Verbal assault which is intended to incite, intimidate, or abuse a person or persons
14. Continued and willful disobedience or open defiance of the authority
15. Throwing or projecting dangerous object

Category 1 Actions

1. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
2. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
3. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
4. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
5. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
6. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
7. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
8. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
9. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
Pay for damages
10. Conference, suspension, notification of police, depending on severity of offense. Recommendation to the Board for disciplinary action
11. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
12. Conference, suspension and/or notification of police, depending upon severity of assault and recommendation to the Board for disciplinary action
13. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
14. Conference, suspension, notification of police and recommendation to the Board for disciplinary action

15. Conference and/or suspension

Category I Offenses (Continued)

16. Conduct of such character as to constitute a danger to the physical well-being of other pupils or staff member

17. Vandalism (minor)
Defacing, destroying or damaging school property

18. Fighting/Disruptions

19. Leaving premises without permission. No student is allowed to leave campus at anytime, including lunch or break time.

20. Smoking

21. Minor classroom/school disruptions (R43-279 Lvl)

- There is a 10-days suspension for any incident that warrants recommendation to the Board. Out-of-school suspension in elementary schools should be used sparingly. Principals/teachers are expected to conduct activities (i.e. conflict resolution) that encourage good behavior, and use other corrective measures for minor conduct before out-of-school suspension is employed

Category 1 Actions (Continued)

16. Conference and/or suspension

17. Conference and/or suspension
Pay for damages

18. Conference, up to three days suspension for all parties Involved

19. Conference and/or two days suspension

20. Conference and/or detention and/or overnight Suspension

21. Conference/overnight suspension, detention, counseling, withdrawal of privileges/demerits/in-school suspension or one-day suspension (last option)

Transportation Addendum

The preceding student discipline code applies to student behavior on school buses. In addition to the discipline procedures outlined in the offenses code, principals may add or substitute the following sanctions.

1. Three class days suspension from buses.
2. Five class days suspension from buses.
3. Ten class days suspension from buses.
4. Recommendation to the hearing officer for permanent bus suspension. Written parent notification is required for a bus suspension.

Discipline for Special Education Students

Generally, special education students are/expected to comply with all regular school rules. Departure from regular rules of student discipline in the case of students defined as "disadvantaged" under the IDEA or Section 504 will occur only when individualized assessment of the particular case indicates that such departure is appropriate. Special education students will be treated in accordance with procedures listed under the school discipline code until ten (10) days out-of-school suspension are accumulated or until a hearing before the hearing officer is required. In all cases where a special education student is recommended for long-term suspension (10 days or more) or expulsion, the student's IEP/504 committee will meet within seven (7) days of the last offense to determine if the offenses are related to the disability and to recommend a proper course of action if they are related. The IEP committee will consist of an administrator, the student's special education teacher, a school psychologist, the parent or guardian, and other persons, as needed, who are familiar with the student and the disabling condition. The agenda of this IEP meeting will include the following:

1. Descriptions of the behaviors constituting the offense(s).
2. Review of the student's psychological reports and behaviors targeted in current and previous IEP goals and objectives.
3. Determination by the committee that the behavior is or is not a manifestation of the disabling condition.
4. Changes in IEP goals and discipline plans, if needed, to address disability related behaviors. The committee will provide a recommended course of action for dealing with behaviors that are directly related to the disabling condition.
5. Possible change in placement or referral to an outside agency.
6. Referral to the hearing officer (where specified) when behavior is determined not to be a manifestation of the disabling condition.