

Carvers Bay Middle School

Student/Parent Handbook

2017-2018

Home of the Bears



Comeletia Pyatt, Principal
13000 Choppee Road
Hemingway, SC 29554
Phone: (843) 558-6930
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STUDENT HANDBOOK

Name: _____ **Homeroom** _____

Address _____

Phone: _____ **Emergency Phone** _____

Locker # _____

IN CASE OF EMERGENCY NOTIFY:

Parent/Guardian _____

Phone: _____ **Business Phone:** _____

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MISSION STATEMENT

Our mission is to provide challenging educational opportunities in a safe environment that prepare all students to become responsible, productive citizens and life-long learners.

VISION STATEMENTS

We envision our school as a place. . .

- where students are challenged to reach their highest academic potential.
- family and community involvement is an important part of the educational process
- where the environment is conducive to effective teaching and learning.
- where all students have the potential for success
- where pride and respect are evident and become an essential part of the learning process

STUDENT HANDBOOK

This handbook has been designed to help familiarize students and parents with the school guidelines. It is not intended to be all-inclusive, and regulations and policy changes may be made during the school year at the discretion of the administration and/or the Board of Education. If you have any questions or concerns or need any additional information, please feel free to contact the school.

It is our sincere desire to provide our children with a quality education that will help prepare them for their future endeavors. Please check the school's website often for updates and pertinent information. Best wishes for a positive school year.

ACCREDITATIONS

- Carvers Bay Middle School is fully accredited by the South Carolina State Department of Education,
- Regional – Southern Association of Colleges and Schools, and
- National/International – The Commission on International and Trans-Regional Accreditation.

Parents may communicate with staff members using the following email instructions: Type the first initial of the first name and the full last name. Then type the following: [@gcsd.k12.sc.us](mailto:tgreen@gcsd.k12.sc.us) Example - tgreen@gcsd.k12.sc.us.
If you wish to e-mail the principal, please use the following e-mail address: cpyatt@gcsd.k12.sc.us

Mrs. Comeletia Pyatt-Principal
Mr. Lee Glover- Assistant Principal
Mrs. Deanna Stone-Curriculum Coach



Dear Students and Parents:

This handbook has been designed to help familiarize each of you with the school guidelines. It is not intended to be all-inclusive, and regulations and policy changes may be made during the school year at the discretion of the administration and/or the Board of Education. If you have any questions or concerns or need any additional information, please feel free to contact the school.

It is our sincere desire to provide our children with a quality education that will help prepare them for their future endeavors. Please check the school's website often for updates and pertinent information. Best wishes for a positive experience this school year.

*******Notice to the Public*******

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

Mr. Jon Tester
District Title IX Coordinator
2018 Church Street
Georgetown, SC 29440
Email: jtester@gcsd.k12.sc.us
Telephone: 843-436-7203

Mr. Michael Caviris
District Section 504 Coordinator
2018 Church Street
Georgetown, SC 29440
Email: mcaviris@gcsd.k12.sc.us
Telephone: 843-436-7125

Complaints of discrimination based on sex or disability can also be filed with:

Office for Civil Rights
US Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Email: OCR.DC@ed.gov
Telephone: 202-453-6020 **Fax: 202-453-6021**

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, age, disability or sex.

Este manual ha sido diseñado para ayudar a familiarizar a cada uno de ustedes con las directrices de la escuela. No se pretende tener todo incluido, regulaciones y cambios en la política pueden hacerse durante el año escolar a la discreción de la administración o el Consejo de Educación. Si tiene alguna pregunta, inquietud o necesita cualquier información adicional, no dude en comunicarse con la escuela.

Es nuestro sincero deseo de brindar a los niños una educación de calidad que le ayudarán a prepararse para sus actividades futuras. Consulte la página web de la escuela frecuentemente para obtener información sobre las actualizaciones de información pertinente. Mis mejores deseos de una experiencia positiva este año escolar.

"Si tienes dificultad con esta traducción o comprender el idioma Inglés, usted puede, gratuitamente", solicitar los servicios de asistencia de idioma llamando al 843-436-7000.

*****AVISO AL PÚBLICO*****

En cumplimiento a la Orden Ejecutiva 11246: Título II de Las Enmiendas de Educación de 1976; Título VI de la Ley de Derechos Civiles de 1964, modificada por la Ley de Igualdad en el Empleo 1972; el Reglamento de Aplicación Título IX de las Enmiendas de Educación de 1972: Sección 504 de la Ley de Rehabilitación de 1973; y todas las demás leyes Federales, Estatales, las Normas Escolares, los reglamentos y las políticas, el Distrito Escolar del Condado de Georgetown no serán discriminatorias por motivos de sexo, raza, color, sexo, nacionalidad, religión, edad, o discapacidad en los programas de educación o de las actividades que dirige.

Es la intención del Distrito Escolar del Condado de Georgetown cumplir tanto con lo escrito y con el espíritu de la ley asegurándose de que no existe discriminación en sus políticas, normas y las operaciones. Se han establecido procedimientos para que cualquier estudiante, padre/tutor o empleado que cree que ha ocurrido un acto de discriminación pueda presentar una queja.

Las quejas alegando la discriminación basadas en sexo bajo el Título IX o basado sobre la discapacidad bajo la sección 504 pueden ser dirigidas a las siguientes personas:

*Jon Tester
Coordinadora del Distrito Título IX
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: jtester@gcsd.k12.sc.us
Teléfono: 843-436-7203*

*Sr. Michael Cavaris
Coordinador del Distrito Sección 504
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: mcavaris@gcsd.k12.sc.us
Teléfono: 843-436-7125*

Todas las demás quejas de discriminación se pueden presentar como se especifica en la Política del Consejo. El Manual de Normas se puede acceder desde la página web del Distrito.

Las quejas de discriminación también pueden presentarse con:

*Office for Civil Rights (La oficina para los Derechos Civiles)
US Department of Education (Departamento de Educación de los Estados Unidos)
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Correo Electrónico: OCR.DC@ed.gov
Teléfono: 202-453-6020 Fax: 202-453-6021*

Todos los estudiantes que asisten a las escuelas del Condado de Georgetown pueden participar en programas educativos y actividades, incluyendo pero no limitado a la salud, educación física, música, educación vocacional, educación doméstica y de consumo, educación industrial y comercial., educación de negocios/oficina, sin importar raza, color, nacionalidad, religión, género, discapacidad o sexo.

Aviso Para Denunciar Los Abusos

Todos los empleados del Distrito Escolar del Condado de Georgetown están obligados por la ley a informar de inmediato cualquier sospecha de abuso infantil, negligencia o abuso sexual a un niño(a) en el hogar al DSS (Departamento de Servicio Social).

Todos los empleados del Distrito Escolar están obligados por la ley a informar de inmediato a la autoridad policial de cualquier comportamiento sospechoso delictivo en las actividades escolares o patrocinadas por la escuela.

No hay excepciones a este requisito legal.

Departamento de Servicio Social de Georgetown	546-5134
Oficina del Jefe de Policía de Georgetown	546-5102
Policía de Georgetown	527-4454

STUDENT ARRIVAL and DISMISSAL TIMES

Homeroom classes begin at 7:40 am. Teachers/staff report to morning duty posts at 7:15 am. Therefore, parents are encouraged to drop students off at school **between 7:15-7:25 am**. Car riders and bus riders will report to:

All grade levels: 6th, 7th and 8th will report to the cafeteria for breakfast upon arrival then report directly to homeroom.

Afternoon dismissal time begins at 2:55 pm. All students are escorted down the main hallway and car riders will exit the building through the front doors and bus riders will exit through the exit doors at the bus ramp.

ACADEMICS

ASSIGNMENTS

In order for assignments to be collected from a student's teachers, the student must miss three consecutive school days due to illness. If a parent knows in advance that his or her child will be absent from school for three (3) or more consecutive days, arrangements for assignments may be made on the day prior to or on the first day of the absence. These assignments may be picked up in the main office at a time agreed upon by parent, teacher and office staff. In an effort to maintain our focus on academics, a student who has been suspended for three or more days may get assignments for those days missed. The student has five (5) school days to make up missed assignments.

PROMOTION/RETENTION

Promotion/retention (District Policy) requires the following for a student to be promoted to the next grade: Middle school students are required to pass all four core subject areas: language arts, math, science, and social studies.

PARENT PORTAL

The Parent Portal is designed to give parents and guardians the opportunity to view student's schedules, attendance, assignments, grades, and transcripts from any Internet based system and can be accessed on the district website at www.gcsd.k12.sc.us. Login username and password should be obtained through the guidance department at. If you do not have a computer at home, computers will be available for use during the school day in our parenting area.

SEMESTER / FINAL EXAMS

Students are expected to take semester/final exams at its designated time. Students who do not take the semester/final exams will receive a zero for the exam grade. Extreme hardships must be presented to the principal, who will consider them on a case-by-case basis.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented program is available to students in grades 3-8 who are identified as academically gifted under the “regulations for state-funded gifted and talented programs.” The GT program and curriculum is presented in the students’ language arts and math academic periods.

The GT artistic program is available to students in grades 6-8 who have special interests and abilities in music, art, and drama. A seminar is planned to challenge students to recognize and expand their creative abilities.

GUIDANCE FUNCTIONS AND SERVICES

Guidance is an integral part of all aspects of CBMS. The guidance program is responsible for crisis intervention, individual and group counseling, career education and planning, new student orientation, academic scheduling, report cards, testing, and parent conference scheduling. The program is designed to promote student growth and learning by maximizing “self-awareness and interpersonal skills” (South Carolina Comprehensive Developmental Guidance and Counseling Program.) In addition, counselors strive to meet School-to-Work goals through the SCOIS system and career planning folders. Counselors are available to students through an open-door policy. Parents, teachers, and administrators may refer students for counseling or testing. The Guidance Department emphasizes school beliefs by promoting individualism and the belief that all students are capable of learning. Through conflict mediation, we promote ideas that all students have the right to live, work, and learn in a safe environment. Parents are encouraged to be partners in students’ growth and development.

HOMEBOUND INSTRUCTION

Homebound instruction is provided by the Georgetown County School District for those students who **because of illness or accidents** cannot be instructed in school. Students or parents will request a homebound instruction form from Ms. Cohen (CBMS) or Ms. Becky Wheeler in Special Services at the J.B. Beck Administration Building. The form will be completed and signed by the student’s doctor. Upon completion, the form must then be returned to Ms. Wheeler in Special Services.

HONOR ROLLS

Honor Roll – Students who maintain at least a “B” average in each subject per grading period are placed on the school’s Honor Roll.

Principal’s Honor Roll – Students who maintain an “A” average in each subject per grading period are placed on the Principal’s Honor Roll.

MATERIALS REQUIRED FOR SCHOOL EACH DAY

All students at CBMS are required to have materials (pens, pencils, paper, notebook, textbook, etc.) in all classes each day.

MEDIA CENTER

The Media Center promotes the overall academic program at our school. The following are guidelines for its use:

Students are to have their picture I.D. with the bar code to be able to check out books.

- Books are checked out for a period of two weeks and can be renewed once for an additional two weeks.
- Students must have a signed and dated pass to be admitted to the Media Center.
- Students are responsible for all materials they check out from the Media Center. Lost books and materials must be paid for by the student that checks them from the Media Center. No report cards will be issued to students with owed fees or fines.
- Students will receive personal log ins to use on the computers and are expected to save their documents to their personal “H” Drives or Flash Drives.
- Flash Drives need to be scanned for viruses before they are used on the computers.

STUDENT INTERIM/REPORT CARDS

The interim and report cards provide students and parents with an official statement of the academic and attendance record of a student in each subject that a student is enrolled. If a parent or student feels that a report card is incorrect, then the student and/or parent have **FIVE (5)** school days after the student receives that interim/report card to report the matter to the guidance department. If the complaint has not been reported to the guidance department within the five-day (5) period, the report card becomes an official document. The interim report is delivered to the student at the end of each four and one-half weeks and the report card at the end of each nine weeks grading period. **It is the responsibility of each student and his/her parents to make certain that they have received and read each report card carefully.** All fees owed must be paid in order for students to receive their final report cards in June.

TEXTBOOKS

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him or her. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks.

All basic texts are assigned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

The student's name, teacher's name, and an assigned number are written on the book label in case the book is misplaced. In the event that a student's textbook is missing, he or she must immediately inform the subject teacher. Any textbooks turned in to the office will be returned to the subject teacher or the book room.

Students will be required to pay for missing or damaged textbooks. Lending or borrowing state textbooks is discouraged.

ATTENDANCE

STUDENT ABSENCES AND EXCUSES

Excuses for absences **must be presented to the attendance clerk**, (not to the student's teachers) prior to 8:00 A.M. upon returning to school. The attendance office is located in the main office at the front of the school building. **It is the student's and parent's responsibility to obtain and turn in the excuse to the attendance clerk.**

Students will be allowed three school days to make up missed work after excused absences.

Students must accept responsibility for contacting teachers for make-up work.

Absences of several consecutive days or more may constitute an extended period of time for make-up work. The principal or the assistant principal over attendance will make decisions concerning such situations.

According to State Law, **a student may miss no more than ten (10) days per year.** This includes unexcused absences and absences excused by parent notes. Absences after this point can only be excused with a doctor's note or court document. **Parents or guardians may document up to ten (10) days of illness in a year course;** parental notes after this point will only allow students to make up missed assignments. All other absences due to illness will be unexcused unless there is documentation from a physician or other health care provider

ABSENCES DUE TO SCHOOL-APPROVED ACTIVITIES

If a student misses class because of a school activity or function approved by the principal, the student is not counted as absent in class and will be allowed to make up any missed work. The **student** must accept the responsibility for contacting the teacher for make-up work.

NO CREDIT (N/C) FOR COURSES DUE TO EXCESSIVE ABSENCES

Students who have excessive absences, as described above will receive N/C in place of their grades on their report cards. This means that the students **will not receive credit** for the courses in question, and a grade of 69 will be assigned for each of the courses. **Students must not have more than ten (10) absences out of a 180 day course, unless the absences have been excused by doctor or court notes. If a student and/or his or her parents feel that an error has been made, they will have until the last day of the term to meet with the principal to discuss the situation.**

Signing Out of School

Only those people designated by parents or guardians and listed in the CBMS computer system as having parent or guardian permission to do so may sign the named student out of school. We request that the person signing a student out be able to present a picture I.D. upon request and that you use the computer to sign a student out of school. No one else will be allowed to take the student off campus during school hours. Students signing out of school must do so properly in the main office; otherwise, students will be considered cutting class. **When a student signs out of school, absences will apply in the classes the student missed, and the student will need to bring an excuse in order to make up missed work and/or to have the absences excused. A student may have no more than ten (10) absences in any single class, unless they are excused with doctor or court notes.**

FOOD SERVICES

DRINK AND SNACK MACHINES

Fruit juice and water machines for students are located inside the cafeteria. Students may purchase these during lunch time; the machines are off limits to students during class time. **Unfinished drinks are not to be brought into hallways or classrooms. All food and drinks are to be consumed in the cafeteria or on the patio. No drinks or food is to be taken out on the playground or into the hallways or classrooms.**

MEAL PROGRAM

All Georgetown County Schools will offer a breakfast and lunch for students. The meals follow the meal patterns set by the U.S. Department of Agriculture (USDA) for the National School Lunch and School Breakfast programs and are based on the U. S. Dietary Guidelines. Breakfast includes a meat/meat alternate such as sausage or cheese with a bread/bread alternate OR two breads. Fruit or fruit juice and a choice of milk are offered with each breakfast. Lunch includes a meat/meat alternate, two vegetables or fruits (or one of each), a bread/bread alternate, and choice of milk. Each day at least two meats or alternate, two vegetables, and two fruits are available for students to choose for a lunch meal. Water will be offered. Portion sizes follow USDA serving recommendations.

We are pleased to announce that Carvers Bay Middle School is participating in the Community Eligibility Provision for the 2016-2017 school year. The Healthy, Hunger Free Kids Act of 2010 amended section of the Richard B. Russell National School Lunch Act provides an alternative to household applications for free and reduced-price. This alternative is referred to as the Community Eligibility Provision. Universal Breakfast and Lunch is provided to all students at no charge.

- All students enrolled in the school/district may participate in the breakfast and lunch program at no charge to them.
- Families will not have to fill out meal applications.

IDENTIFICATION BADGE POLICY

To keep our school safe, all students are required to wear ID badges at all times during the school day. Lanyards and badges are given to students at no cost at the beginning of the school year. **The badges are to be placed on the lanyards, which are to be worn around the neck, visible at all times.** Students must wear their badges with their picture facing away from their body, and stickers and marks are not allowed on the badges. In the event that a student's ID badge has been defaced in any way, he or she **must** purchase a new ID badge for \$5.00. Students may not use or wear any badge other than their own. Those who do will face disciplinary actions.

NO ID-NO PARTICIPATION IN ANY ACTIVITIES

IDENTIFICATION BADGE POLICY

- Students who lose their ID badges may purchase replacement badges for \$5.00 each (and \$2.00 for lanyards) from the Media Center during homeroom.
- Students will face disciplinary actions for not wearing school IDs. Temp. ID's may occasionally be purchased for .50 each.
- Teachers and administrators will be checking students' ID badges during the day. **Students must show ID badges to teachers and other staff members when requested to do so. Failure to identify oneself to a teacher or staff member or failure to stop to speak to a teacher or staff member when asked to do so is a major disciplinary offense.**

TARDY POLICY

Learning to be punctual is an essential part of the educational process. Promptness and punctuality are habits that are important to develop, and expected at Carvers Bay Middle School. **Students are expected to be in homeroom before the tardy bell sounds at 7:40 A.M. Students who are consistently tardy to classes will face disciplinary action. Students who are more than one minute late to any of their classes may be considered cutting class.**

Identification Badges

Each classroom will have a sign at the door: NO ID NO ENTRY

Morning Temporary ID procedure

- Students report to the media center **before** going to homeroom
- ID violation is recorded and a temporary ID is printed, paid for and given to the student before they report to homeroom

Throughout the day

- If a student loses ID he/she must report to the front office room for a temporary ID and a pass to class.
- Should a student report to the front office a second time in a day the student will be given a temporary ID and a referral is written and turned into Mr. Glover

Lunch

- 7th /8th grade students without school issued ID will report directly to Lunch Detention in room 302 with Mr. Alston.
- 6th grade students without school issued ID will report directly to Lunch Detention in room 302 with Mr. Enoch

NO ID-NO PARTICIPATION IN ANY ACTIVITIES

Tardy

Morning Tardies

- Sign in the front office. Ms. Prior and Mrs. Lance will record tardies on a spread sheet. On the **5th tardy on the sheet** she will write a referral and give to Mr. Glover.

During the Day

- Duty teachers (teachers on planning) are to report to Mr. Glover's office and issue tardy passes and record tardy.
- Teacher's record tardy on a spreadsheet on the **5th tardy on the sheet** the duty teacher will write a referral and turn the referral in to Mr. Glover.

Consequences for ID Violations

- 3rd Lunch Detention
- 4th Overnight Suspension
- 5th Lunch Detention, O.S.S.

Consequences for Excessive Tardies

- 4th Tardy, Lunch Detention
- 5th Tardy, Overnight Suspension
- 6th Tardy, O.S.S.

CAFETERIA PROCEDURES

- Students are required to enter the cafeteria in an orderly manner.
- A La Carte and extra milk are available for purchase.
- Students are expected to return trays and properly dispose of trash.
- Free breakfast and lunch is available to **ALL** students; students will report directly to the lunchroom upon the arrival at school.
- Each student is issued an ID card at the beginning of school which he or she will be responsible for keeping. The ID cards will be used for obtaining lunch.

- Students without school issued ID's will report directly to Lunch Detention; 7th/8th graders in room 324 with Mr. Alston & 6th graders in room 511 with Mr. Enoch

GENERAL INFORMATION FOR DAILY OPERATION

ANNOUNCEMENTS

Announcements will be made at the beginning of the day, during homeroom and the morning show and end of day announcements will begin at 2:55 p.m. each day.

BOOKBAGS

Students may bring their books to school in book bags; however, book bags must be placed in lockers before the beginning of the first class, and must remain until the last locker visit. Book bags with wheels are discouraged because they do not fit into the lockers. **Book bags are not to be carried during or between classes.** Students who do not comply will be referred to an administrator.

FEES AND RECEIPTS

Any time a student turns in money for field trips, yearbooks, ID's, lanyards, fund raisers, etc., receipts will be issued by the adult receiving the money. Students have a responsibility to keep up with their receipts in the event that they believe they are owed refunds or they believe there is a discrepancy in the amount receipted. **Students should not expect refunds without being able to provide their receipts.**

DELIVERIES TO STUDENTS AT SCHOOL

Flowers, balloons, or any other gift deliveries for students will not be accepted at CBMS during Valentine's Day or for any other occasion. Carvers Bay Middle School is not responsible for gift items that are delivered to any student at any time. Deliveries should be sent to the home address and not to the school.

CLASSROOM PHONES

STUDENTS ARE NOT ALLOWED TO USE THE CLASSROOM PHONE.

INCLEMENT WEATHER-SCHOOL CLOSINGS/DELAYS

Severe weather or other hazardous conditions may require schools to close or delay opening for the safety of students. Announcements concerning closings or delayed openings will be made at the earliest possible time. If closings occur during the middle of the school day, parents will be notified via radio and television. The district's 24-Hour Communications Line (436-7043) will also give updated information about school closings or delays. Parents are asked to tune to local radio and television stations when they are aware of possible hazardous conditions and to call the 24-Hour Communications Line. Individuals calling the school may tie up phone lines needed for school communications.

Parents are reminded that severe weather is fairly common, and they should make arrangements ahead of time for their child's care in the event of such emergencies.

LOCKS

All students will be issued a CBMS lock and locker. (No other locks are allowed on lockers.). If the lock is lost or stolen, the student must purchase a new lock from the school at the cost of \$5.00. The money must be given to the bookkeeper in the main office who will issue a receipt for the lost lock. Student will then be given another lock.

LOCKERS

Students may go to lockers only at designed times during the day, depending upon the grade level. Students are encouraged to go to their lockers at the beginning and the end of the day. No student is to go to a locker during class time unless he or she has a pass to the locker from a teacher.

- Only Carvers Bay Middle School issued locks may be placed on lockers. Other locks will be removed.
- Lockers must be kept clean and free from an accumulation of trash and paper.
- Articles of value should not be placed in lockers.
- The school is not responsible for any item(s) missing from lockers.
- **Lockers are the property of Carvers Bay Middle School and are subject to searches at the discretion of the administration. Periodic inspections of school property, including lockers, may be conducted by school authorities for any reason at any time without notice, and without a search warrant.**

PLEDGE, MOMENT OF SILENCE, AND THOUGHT FOR THE DAY

Immediately after the tardy bell for homeroom, the Pledge of Allegiance is presented by a student over the public address system. While students are not required to participate, they must remain quiet and respectful of those who do wish to participate in reciting the Pledge of Allegiance and a moment of silence.

RELEASE OF STUDENT INFORMATION

School records concerning an individual student shall be used for the promotion of the student's welfare. Student records may include, but are not limited to the following: name, address, telephone listing, day and place of birth, school, grade, dates of attendance, parent/guardian, academic history, standardized test scores, participation in officially recognized activities and sports, weight and height, athletic team membership, awards received, and most recent previous educational agency or institution attended. Directory information may be released by the Georgetown County School District unless the District has been otherwise requested by the parent/guardian. Parents may contact the school's guidance department to make such requests (546-1322). For details concerning student records, refer to GCSD policies JO and JO-R.

STUDENT SALES/SOLICITATIONS

No student may sell items for an individual or a group or advertise for any individual or group at CBMS without the written consent of the CBMS principal.

VISITORS

ALL visitors to CBMS must report to the main office. If approved by the CBMS administration, visitors will be given a visitor's pass. **STUDENTS MAY NOT INVITE FRIENDS OR RELATIVES TO COME TO SCHOOL WITH THEM.** Any violation of this policy may result in disciplinary action and /or legal action. **Pursuant to State Law, Persons entering school property are deemed to have consented to search of their person and property (Act 373 of 1994).**

We invite and encourage parents/guardians to visit their children's classrooms. Teachers welcome these visits and will provide a seat in the classroom where the parents may observe the lessons.

HEALTH SERVICES

HEALTH ROOM

The health room is adjacent to the main office. The school nurse is available to students during school hours.

- The health room is provided for those students who become ill or are injured at school.
- Teachers will phone the nurse before sending students to the health room.
- Students who are too ill to return to class may go home if parent's permission is obtained.
- **Any medicine brought on campus must be taken to the health room before school begins and given to the nurse for dispensing as needed. Under no circumstances are students to have medication in their possession during the school day. Parent notes must accompany any medicines to be taken.**
- Students may not report to the nurse's office during class change. All students, except in emergencies, must have a permission note from a teacher with the teacher's name, the student's name, the date, the time, and the destination written out.
- Students with special health problems are to report to the school nurse at the beginning of the school term or when such problems arise. Special problems include allergies, vision and hearing impairments, diabetes, epilepsy, recent surgery, medication, or anything that might limit student performance at school. **A physician's note regarding these problems/illnesses must be brought to the school nurse to keep on file.**
- Emergency Yellow Card – It is the responsibility of the parents or guardians to keep the school informed of any changes in the status of phone numbers and address changes/additions/deletions to emergency contacts.
- All forms of medication may be picked up the last week of the school year. Parents must pick up this medication; **it will not be given to students to take home.**

NEW RULE FOR SCHOOL

Starting in August 2013, ALL seventh graders will be **REQUIRED** to get the Tdap vaccine to protect them against whooping cough (pertussis).

SOUTH CAROLINA DHEC – COMMUNICABLE DISEASES

The following is a list of communicable diseases and the lengths of exclusion from school as recommended by the South Carolina Department of Health and Environmental Control.

- -Chicken Pox or Varicella – exclude until 7 days after onset of pocks or until vesicles become dry
- -Common Cold – exclude during acute phase
- -Conjunctivitis (Pink Eye) – exclude until 24 hours after being seen by a physician for medication.
- -Diarrheal Disease – exclude during acute phase
- -Erythema Infectiosum (5th Disease) – after diagnosis, no exclusion
- -Hepatitis A (Infectiosum) – exclude until physician allows return
- -Hepatitis B (Serum) – exclude until physician allows return
- -Head and Body Lice (Pediculosis) – exclude until 24 hours after first treatment with recommended shampoo. The school nurse must then judge as non-infective upon student's return
- -Impetigo – Multiple lesions- exclude during period of peak symptoms
- -Influenza – exclude during period of peak symptoms
- -Measles (Rubeola) – exclude from first symptoms until 5 days after appearances of rash.
- -Mononucleosis – need not exclude unless ill
- -Mumps – exclude for 9 days from onset or until salivary gland swelling has subsided
- -Ringworm – exclude until appropriate treatment has been started. Ringworm of scalp must be treated by a physician
- -Scabies – Exclude until 24 hours after treatment
- -Shingles – exclude until 7 days after onset of pocks or until vesicles become dry
- Streptococcal Infections (Including Streptococcal Sore Throat and Scarlet Fever) –exclude 24 hours after start of effective antibiotic therapy and no fever.
- -Whooping Cough (Pertussis) – exclude until 21 days from first symptoms or may return after 5 days of antibiotic treatment

RECOGNITION PROGRAMS



“First Tee”



Character Education Words and Definitions 2017-2018

September – Honesty – to tell the truth and to lead a life of honor and dignity.
October – Courtesy – to be polite and considerate towards others.
November – Responsibility –to follow through with your commitments; to be dependable.
December – Respect- to show consideration for the feelings and rights of yourself, others, and the world around you
January – Sportsmanship – to observe the rules of play and to win or lose with grace.
February – Confidence – to have a realistic, positive attitude about one’s self; to trust in oneself.
March – Judgment – to have the ability to make a sound decision or to form an opinion.
April – Perseverance – to work hard without giving up; to persist in a task despite obstacles.
May – Integrity – to behave in accordance with your values; to be faithful to a standard of conduct.

HONOR ROLL CEREMONIES

At the end of the first semester (2nd nine weeks) grading period, students who achieve honor roll status will be recognized in an Honor Roll Ceremony for their hard work and achievements. Parents are invited to attend.

END-OF-YEAR ACADEMIC AWARDS CEREMONIES

During the month of June, an academic awards ceremony will be held for each grade level. Students receiving awards will receive invitations to give to their parents as notification of the events.

SAFETY DRILLS

EARTHQUAKE DRILLS

The state mandates that each school participate in an earthquake drill once a year. In the event of an earthquake, the following steps will be taken:

- Protect face and head from flying debris with arms, books, coats, etc. Duck and cover drill (to be explained by teacher).
- Stay in this position until the building tremors and/or flying debris have stopped.
- Await further instructions.
- When so instructed, evacuate a safe distance from the building. If electricity is inoperative, a bull horn or some other communication device will signal evacuation.
- If students need to move to alternate safe areas, teachers will be notified by an administrator.

FIRE DRILLS

Fire drills are held once each month. Students' cooperation is needed to evacuate the building safely. A fire evacuation plan is posted in each room. Students should be familiar with it. The signal for a fire drill is one long blast on the buzzer. A bullhorn and/or whistle will be used in an emergency. At this time, everyone is required to evacuate the building and follow these procedures:

- Walk single file through the appointed exit into the yard a safe distance from the building
- Remain outside until the all-clear signal is given.

LOCKDOWN PROCEDURES

In the event that a lockdown of the school becomes necessary to keep all students, faculty, and staff safe, the following steps will be taken:

- Halls will be cleared by adults in the building. Students in the halls will be brought into the nearest adult's area and kept there until all is cleared by the principal.
- All doors to classrooms and offices will be locked.
- Students and staff will move away from windows, which will be covered.
- Lights will be turned off.
- Silence will be maintained, and movement will come to a halt.
- No one will be allowed to leave their areas until the **all clear** has been given.
- If the lockdown occurs during the change of classes, teachers will clear the halls and follow the procedures listed above.
- If the lockdown occurs during lunch, the following steps will be taken:
 - Classes in session will follow the procedures listed above.
 - Students in the cafeteria will remain where they

TORNADO DRILLS

The state mandates that each school participate in a tornado drill once a year. The move-to-shelter signal will be by voice over the public address system or a series of short, intermittent rings of the schedule bell. If power is not available, a hand bell will be used. Teachers will explain the shelter assignments for their classes at the beginning of the term. The duck and tuck cover position that students will assume will be explained by the teacher. A signal to evacuate the building will be the continuous ringing of the school bell or the blowing of a whistle. Students and teachers should evacuate the building using routes designated for their classes. It is important for safety reasons that everyone moves in an orderly fashion and remain quiet. Silence must be maintained so that communications to and from the emergency control center will remain open.

Carvers Bay Middle is a PBIS School

(Positive Behavior Intervention & Supports)

School-Wide Positive Behavior Supports provides a framework for improving the social behavior climate of the school and supporting or enhancing the impact of academic instruction on achievement and increasing (proactive positive/preventive) management.

STATEMENT OF PURPOSE

The purpose of PBIS at Carvers Bay Middle School is to support responsible behavior while maintaining a safe and positive learning environment for students, faculty and staff.

SCHOOL CODE OF CONDUCT

School-wide Behavior Expectations

Be Prepared
Exercise Safety
Act Responsibly
Respect yourself and others
Success will follow

BEHAVIOR MATRIX

(See insert on next page)

STUDENT RIGHTS & RESPONSIBILITIES

Policy JF: Student Rights and Responsibilities specifies acceptable conduct while on campus, at school-sponsored events, and while riding on school buses or other school-provided transportation. This portion of the policy outlines consequences for student violations of the Rights and Responsibilities policy. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

THE PRINCIPAL OR HER DESIGNEE HAS FULL AUTHORITY OVER THE ENTIRE DISCIPLINE SYSTEM AND MAY IMPOSE LESSER OR STRICTER PUNISHMENTS.

Level I: Disorderly Conduct:

Disorderly Conduct is defined as those activities engaged in by the student which tend to impede orderly classroom procedures, instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or the school. This behavior will be handled by the teacher in authority until management options are exhausted. Serious offenses will be referred directly to an administrator. Records will be maintained for all offenses. Repeated Level I offenses may be considered Disruptive Conduct and moved to Level II.

Level I offenses may be an accumulation of any listed offenses:

- Tardiness
- Cheating/plagiarism
- Lying
- Abusive language
- Refusal to complete assignments or carry out directions
- Forgery
- Cutting class
- Disruptive behavior
- Violating the dress code
- Possession of portable electronic device (Walkman, gameboy, radio, etc.)
- Loading/attempting to load software on school computers without permission of the media specialist

Suggested Consequences:

Category A Student (up to 3 office referrals):

- Parental notification
- After-school detention
- Behavior modification plan
- Parent/teacher/principal conference
- Overnight suspension with parent/guardian accompanying student the following day (no exceptions) for conference with administrator,
- Confiscation of electronic device
- Students will be given the opportunity to change into appropriate attire or one day of suspension

Category B Student (4-5 office referrals):

- Corporal punishment (parent/guardian consent)
- Out-of-school suspension (1-3 days) – Parent may accompany student all day each day in lieu of suspension
- Parent/teacher/principal conference and establish/review behavior modification plan,

Category C Student (6 or more office referrals):

- Out-of-school suspension (3-5 days)

Level II : Disruptive Conduct:

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

Level II: May be an accumulation of any listed offenses

- Possession/use of unauthorized substances
- Fighting or inciting a fight
- Improper sexual conduct
- Destroying property (<\$50)
- Theft
- Unauthorized presence on school property
- Obscene language or gesture
- Harassing others
- Leaving school without administrative authorization
- Violation of Electronic Communication Device Policy
- Refusal to obey school personnel/agents (defiance)
- Unauthorized assembly or disrupting a lawful assembly (minor)
- Accessing/modifying computer data or settings without permission
- Possession of obscene materials
- Possession/use of tobacco products while under school jurisdiction, whether on campus or at school-sponsored activities.

Suggested Consequences:

Category A Student (1 office referral):

- Restitution
- Out-of-school suspension (1-3 days) – parent may accompany student all day each day in lieu of suspension
- Referral to appropriate rehabilitation program
- Referral to night program or alternative schooling.
-

Category B Student (2 office referrals):

- Out-of school suspension (3-5 days) – parent may accompany student all day each day in lieu of suspension
- Alternative schooling
- Referral to appropriate agency.

Category C Student (3 or more office referrals):

- Out-of school suspension
- Referral to appropriate agency
- Alternative schooling
- Recommended expulsion.

Level III: Criminal Conduct:

Criminal Conduct is defined as those activities engaged in by students which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others. These activities usually require administrative action which results in immediate removal of the student from the school, the intervention of law enforcement authorities, and /or action by the Board.

Level III: May be an accumulation of any listed offenses

- Possession/transfer of a weapon *
- Threatening another person with a weapon *
- Threatening or intimidating school staff *
- Threatening or intimidating other students *
- Physically abusing a member of the school staff *
- Illegally occupying or blocking in any way school property with the intent to deprive others of its uses
- Possession and /or use of illegal drugs (including alcohol)*
- Selling drugs or alcohol *
- Assault and battery
- Bomb threats *
- Igniting fires or fireworks *
- Vandalism
- Indecent exposure*
- Sexual offenses*
- Unlawful assembly
- **Violation of Policy JICFAA – Harassment, Intimidation, or Bullying***
- **Violation of Policy JCAD – Gang Activity or Association* or violation of Regulation JCAD-R – Gang Activity or Association***
- Disrupting a lawful assembly (major)
- Cruelty to animals
- Extortion
- Loading/attempting to load software or files onto district network without permission of the MIS Department
- Computer vandalism
- Possession of illegal pornographic materials
- Setting off fire alarms or discharging a fire extinguisher
- Gambling.

Suggested Consequences:

All Students:

- Out-of-school suspension (5-10 days)
- Recommended expulsion
- Alternative schooling.

(*) Mandatory recommended expulsion

Referral to appropriate law enforcement agency and Juvenile Justice Department is mandatory.

() First Offense:** Five day suspension, warrant issued, mandatory counseling (public or private). The student will have the period of suspension to show the school that he/she

has started or is prepared to start a counseling program. The student must present to the school a written schedule of the counseling sessions, verified by the counseling center personnel. Written verification must be received by the school from the counseling center when the student completes the program. If the student does not successfully complete the counseling to the satisfaction of the counselor, a recommendation for expulsion will follow.

(**) **Second Offense:** Recommendation for expulsion, warrant issued, mandatory counseling (in accordance with above stipulations) prior to readmission.

The above-mentioned offenses are not all inclusive, and the administration has discretion in review of all suggested consequences.

COMMUNICATING THREATS

THE COMMUNICATION OF THREATS TO A CBMS STAFF MEMBER OR TO ANOTHER STUDENT IS A SERIOUS OFFENSE AND WILL NOT BE TOLERATED. STUDENTS MAKING SUCH THREATS WILL BE SUBJECT TO ARREST BY POLICE AND/OR RECOMMENDED FOR EXPULSION.

ACCEPTABLE USE OF COMPUTERS

Illegal activities on computers are prohibited. Messages relating to or in support of illegal activities will be reported to the authorities. Internet use is a privilege. Inappropriate use will result in severe restriction or elimination of this privilege and possible legal and/or disciplinary action in accordance with the Georgetown County School District Policy.

Students must not

- Load / attempt to load software on school computers.
- Load / attempt to load software or files onto the district network.
- Knowingly deface, damage, or render inoperable a computer or its components
- Access / modify computer data or settings without teacher permission
- Access the Internet- personal e-mail, or any other site not related to instruction without teacher permission
- eat food or drink beverages while working on computers

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide opportunities for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful to performers or speakers. Talking, whispering, whistling, and any other noise at inappropriate times during a performance or speech are discourteous and will not be tolerated. Violators will be removed from the assembly and subject to disciplinary action.

ATHLETICS and CLUBS

Students who participate in school sports are considered to be ambassadors of Carvers Bay Middle School. Therefore, these students' behavior, whether in school, on the court or field, or out in the community, is expected to be exemplary. Student athletes (including cheerleaders) may be dismissed from athletic teams by their coaches or by the principal when the following situations occur: (including but not limited to) fighting, bullying, disrespect toward teachers or other adults, poor sportsmanship (before, during, or after) athletic events, and offenses that result in arrests or recommendations for expulsion. The same rules apply for students who are involved in after-school clubs.

CLOSED CAMPUS

Carvers Bay Middle School operates a closed campus. This means that students who come onto campus must remain until the end of the school day or until they are officially signed out through the front/attendance office. **Students leaving the school campus without permission will be dealt with in accordance with the Discipline Code.**

DRESS CODE

Student dress and grooming should be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school or presents a health or safety concern. Students who do not comply with the dress code will need to call a parent to bring a change of clothing. Students will also receive discipline referrals after the first offense, with consequences ranging from an overnight suspension to an out-of-school suspension.

As long as clothes are not disruptive to the educational process as judged by the administrative team of a school, the attire will be acceptable. Clothing must be worn as the manufacturer intended.

On the first dress code violation, a student will be given an administrative warning. On the second offense, the student will be given an overnight suspension. On the third offense, a one-day suspension will be assigned; and for every subsequent offense, additional suspension days will be assigned.

In complying with the above, the following guidelines are provided:

- **The lengths of skorts, shorts, skirts, and dresses should be no shorter than three inches above the knees; this includes slits in skirts and dresses.**
- Belts must be buckled, sashes tied, and buttons buttoned, except at the neck. Male students' **pants must be worn at the waist and shirts tucked.**
- Shoe laces must be tied, buckled, or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard must be avoided.
- Clothing, buttons, signs, or other adornments which display pictures or language of an obscene nature or are related to the use or consumption of alcoholic beverages or controlled/illegal substances must not be worn.

- Hats, caps, hoods, bandanas, visors, towels, sweat bands, head scarves (for males and females), or any other type of headgear must not be worn inside the school buildings.
- Sunglasses must not be worn inside the school buildings, unless they are necessary for correction of medical problems, in which case a doctor's letter stating this must be on file in the nurse's office.
- Combs (except for barrette-style combs), hair curlers, and picks must not be worn in the hair.
- Clothing must be worn with appropriate undergarments. **Garments worn under pants, skorts, skirts, and dresses must not be visible.** Undershirts customarily worn as undergarments must not be worn without shirts or blouses over them. If leggings are worn under skirts or shorts, or dresses, the skirts, shorts, and dresses must be no shorter than three inches above the knees.
- **Tank tops, tight shirts, low-cut shirts, shirts which expose the waist (in a standing or in a sitting position), shirts with spaghetti straps, tube tops, sheer blouse, or shirts that cause undue attention must not be worn.**
- **Pajamas and bedroom shoes are not to be worn to school during the school day or after-school events.**

ELECTRONIC DEVICES

Policy JF: An electronic communication device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise operates to summon or deliver communication to the processor (e.g., pagers, cellular phones, laser pointers, iPods, or any other such device that may present a safety concern). Devices may be carried only by those who are members of emergency response teams or who have personal medical reasons, as certified by a physician.

During regular school hours, cellular phones brought onto any school campus by a student must remain out-of-sight, turned off, and not activated.

Principals and/or law enforcement authorities have the right to confiscate electronic communication devices possessed by students in violation of this policy.

Consequences for violating the Electronic Communication Devices Policy

1st Violation – Parents may pick up confiscated device **the next school day** and have policy explained to them

2nd Violation – Confiscated device will be held by Admin until the end of the current semester but not less than 30 days

3rd Violation – Confiscated device will be held by Admin until the end of the school year but not less than 30 days

GAMBLING/CARD PLAYING

There will be no card playing, dice playing, coin pitching, or gambling of any kind. Students who involve themselves in these types of activities will face disciplinary measures.

HORSEPLAYING

Horseplaying of any kind (hitting, slapping, kicking, pushing, pinching, etc.) is not tolerated at Carvers Bay Middle School. Students involved in this type of play will face disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not allowed. Public displays of affection are defined as, but are not limited to, hugging, kissing, sitting on laps, etc. Violators will be referred to an administrator for disciplinary action.

ROCKS ON THE PLAYGROUND

Picking up and throwing rocks could be considered a weapon and will not be tolerated at Carvers Bay Middle School. Students who engage in this activity will face disciplinary action and possibly a recommendation for expulsion.

FIELD TRIPS

Before students are allowed to go on school-sponsored field trips, discipline records will be checked for any serious disciplinary infractions. The principal has discretion over any and all decisions concerning student participation on field trips.

HALL PASSES

All students who leave class in route to another area of the building **must have hall passes** from their teachers. The student's name, the teacher's name, the destination, and the date and time must be written on the hall pass. **This will be strictly enforced.**

LITTERING

The CBMS administration, faculty, and students wish to keep the school free of litter. Trash receptacles are placed in the cafeteria and the patio where students eat lunch and are also placed throughout the hallways. Students are expected to throw food/drinks and trash in the trash cans.

OFF LIMIT AREAS

Students must be restricted from certain areas of the school campus to provide student safety. The following areas are off limits to students.

- Hallways during lunch
- Any part of the building except for the auditorium, cafeteria, and gym before morning dismissal to homeroom
- **Students are to be off campus by 3:15 unless they are under the direct supervision of a teacher/coach.** Students not complying will be considered trespassing and will face strict disciplinary actions.

POLICE INTERROGATIONS

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is therefore the responsibility of the school administration to protect each student under its control according to the following criteria.

- When law enforcement officers find it necessary to question students during the school day, the school principal or her designee will be present. The questioning will take place done in an administrator's office. School personnel will make every reasonable effort to contact the student's parent/legal guardian prior to the questioning of the student.
- If custody and /or arrest is involved and/or an official warrant has been issued, the principal/or her designee will cooperate with law enforcement. School personnel will make every reasonable effort to contact the parent/legal guardian to make them aware of the situation.

SEARCHES

The Board recognizes that the Fourth Amendment protects citizens, including student, from unreasonable searches. However, the district considers any person entering the premises of any school or facility in the district, including visitors, as consenting to a reasonable search of his/her person and personal property. Accordingly, district officials are authorized to conduct reasonable searches in accordance with the procedures set forth in administrative rule JCAB-R. The district will post appropriate notices on school property notifying individuals of this fact. In conducting searches, school officials will make every effort to protect the privacy interests of individuals.

SEARCHES BY CANINES

The use of a trained canine to search for controlled substances in schools shall be on a random, unannounced basis. From time to time during the school year or at the request of the school principal or her designee, a trained canine with its handler may go onto the school premises to sniff lockers, desks, and the exterior of vehicles. The use of trained canines to conduct searches may occur during the regular school year as well as during summer school. A qualified and authorized handler will accompany the canine and will be responsible for the dog's actions. Should the dog alert its handler to the presence of any controlled substance, school officials would then have a reasonable basis to conduct a search of the item alerted on as well as to conduct a search of those persons who own, are currently using or are associated with the item. The school may enforce disciplinary sanctions based on any contraband found.

SEXUAL HARASSMENT

The School District of Georgetown County respects the worth and dignity of each student and employee and will not tolerate or condone sexual harassment in the work and school environment. The district will not permit sexual harassment of an employee or a student by another employee, student, non-employee, or non-pupil. The School Board considers sexual harassment to be a major offense which may result in disciplinary action against any employee or student involved, including possible termination of the employee and expulsion of the student. Supervisors who fail to follow the policy or fail to investigate complaints shall also be disciplined.

TOBACCO PRODUCTS

District Policy JF prohibits smoking or use of tobacco in any form by students on school grounds or at any school sponsored activity off campus. Students must not bring any tobacco or tobacco related products (matches, lighters, rolling papers, etc.) onto school grounds or to any school sponsored function. Possession or use of tobacco products will result in a minimum of a three (3) day out of school suspension.

SEARCHES OF VEHICLES ON SCHOOL PROPERTY

The school retains the authority to conduct routine searches of the exterior of vehicles parked on school property. In conducting a search of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view.

BUS CONDUCT

Riding the school bus is a **privilege**. School buses are provided for transporting students who live more than one and one-half miles from the school. School buses stops on each route shall not be closer than two-tenths of a mile apart at safe points. Buses will not be permitted to leave the approved route for less than three-tenths of a mile, except under hazardous conditions and provided state funding is made available. During periods of inclement weather, buses shall not be allowed to stop on the regular route at safe points nearest the house of each child; however, buses shall not be permitted to leave the regular route. Buses leave school as soon as possible after dismissal. Students must observe all safety and behavior regulations while riding the bus. No students are allowed on buses during school hours while buses are parked on school grounds.

BUS CODE

Students, given the privilege of transportation by the school district, are expected to adhere to the rules and regulations in order to retain this privilege, and students are expected to follow directions/instructions given by bus drivers. The bus driver has the responsibility for supervision of students on the bus. The driver should stop the bus at any time that misbehavior or threatened misbehavior poses a hazard to safe driving.

Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report students who create a disturbance on school buses. The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any pupil from the riding of a school bus.

Conduct on Buses

The bus drivers should be certain that the passengers understand and observe the following rules of safety.

Meeting the Bus

- Students must be on time. **ID badges must be presented to the bus driver when riding the bus TO and FROM School (if requested).**
- In approaching the bus stop, if students must walk along the highway, they should always walk on the left, on the shoulder, facing traffic
- When crossing the highway, they should walk, not run
- Students should not run beside the bus when the bus is moving, but they should wait until it stops and then walk to the door.

While Riding the Bus

- Passengers are to be in their assigned seats and remain seated while the bus is in motion
- Passengers must never extend arms, legs, or head out of the bus
- Passengers should not talk to the driver while the bus is in motion, except in an emergency
- Passengers must never tamper with the emergency door or any other part of the bus equipment
- Passengers must not mar or deface the bus, and seat coverings must not be damaged in any manner. Students should immediately notify the driver of any damages to the seats or the bus
- Only the driver or other authorized persons should use first aid equipment
- Passengers must not tamper with the fire extinguisher
- Passengers are not permitted to open bus windows

- Passengers must not fight or scuffle on the bus or create a disturbance. Safe conduct is a priority
- Books, lunchboxes, or other objects should not be placed in the aisle of the bus
- Objects that are too large for safe passage will not be permitted on the bus. Check with your driver.

Carry-on Items to be Transported on School Buses

Band instruments, or other items carried on a school bus must be such of size that they can be transported in the student's lap. This is necessary to ensure that all items are kept under control of the student at all times in case of an accident or an emergency. Glass objects, balloons, or large band instruments are prohibited.

School district compliance with this standard (United States Department of Transportation National Highway Traffic Safety Admin, Standard 17, Pupil Transportation Safety) is mandatory. No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus. Carry-on items need to be secured to prohibit them from becoming flying objects in the event of an accident. Items on the seats, floor, or obstructing the aisles endanger all students on the bus.

Leaving the Bus on School Grounds

- Students are to remain seated until the bus comes to a full, complete stop, and the door is open for safe departure
- Passengers should leave in an orderly manner. Students in the front seats leave first
- Students must not loiter or play around stopped or parked buses
- Student should not enter a restricted area set aside for bus parking, loading, or unloading

Riding the Bus Home

- Students are permitted to depart only at regularly designated bus stops. Parents must notify the school of residential changes in order to make bus changes
- Students who cross the highway must go to the front of the bus and wait until the bus driver or school bus patrol directs them across the highway

Misconduct

Misconduct includes disorderly, disruptive, and criminal conduct as set forth in the Administrative Rule and includes but not limited to the following behavior on or around a bus or at a bus stop while the bus is present:

- Getting on or off the bus at an unauthorized stop without permission
- Eating and /or drinking on the bus
- Standing or sitting improperly while the bus is moving
- Violating any safety procedures
- Intentionally riding a bus other than the assigned one without permission from the principal or the district's designee

- Continually making loud noises, yelling, and the like
- Pushing, tripping, engaging in general horseplay or encouraging others to misbehave
- Defacing property (writing or marking on the bus)
- Littering inside the bus
- Possessing and/or using any tobacco product or other illegal substances on the bus
- Throwing objects out of, inside of, and/or at the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language, and/or obscene gestures
- Having hands, arms, head, and so forth out of the bus windows and/or doors
- Using rude, discourteous behavior toward the driver or other passengers
- Disobeying the bus driver or the aide/monitor
- Harassing, threatening, intimidating, bullying or physically abusing or hitting another student
- Fighting

Serious misconduct may result in disciplinary action without regard to the number of offenses, up to and including suspension or expulsion from school, in accordance with Board policy.

Consequences for Bus Violations

- 1st Offense → Warning (copy to office)
- 2nd Offense → Parent conference (copy to office)
- 3rd Offense → 1-3 day bus suspension
- 4th Offense → 3-5 day bus suspension
- 5th Offense → 10 day bus suspension
- 6th Offense → Bus privileges revoked

STUDENT/STAFF HARASSMENT, INTIMIDATION, OR BULLYING

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to immediately report this information to a school administrator.

Any student who is found to have engaged in these actions will be subject to disciplinary action, up to and including expulsion.

STUDENT GANG ACTIVITY OR ASSOCIATION

(From District Policy JICFAA)

Gang activity or association with gangs is not tolerated at Carvers Bay Middle School. In accordance with Board Policy, the presence and activities of gangs on or near school property and at school-sponsored events is prohibited. The Board defines a gang as any non school-sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of "turf" or territory, or any other action which threatens the safety or welfare of others.

In accordance with the above, the following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where those events are held:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang.
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang.
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection," or soliciting any person to engage in physical violence against any other person.
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

If the District determines that a student has violated the prohibitions set forth in this regulation, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the District has determined to be gang indicator. (District Policy JCAD)

Carver's Bay Middle 2017-2018

Academic Year Calendar

July 17						
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August 17						
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September 17						
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December 17						
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January 18						
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February 18						
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April 18						
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May 18						
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June 18						
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July 18						
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August 18						
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