**Contents**

District Administrators………………………………………………………………….......2

Important Phone Numbers…………………………………………………………………. 2

Entering the Building………………………………………………………………………. 3

Visitors………………………………………………………………………………........... 3

Volunteers………………………………………………………………………………….. 3

Bus Transportation………………………………………………………………….……… 4

Student Arrival/Morning Drop Off…………………………………………………............ 4

School Dismissal…….……………………………………………………………………... 5

Leaving School Early…….………………………………………………………………… 5

Absences and Excuses……………………………………………………………………....6

Tardiness/Leave Early……………………………………………………………………....7

Perfect Attendance………………………………………………………………………..... 8

Textbooks…………………………………………………………………………………... 8

Electronic Devices……………………………………………………………………..........8

Technology Acceptable Use……………………………………………………..……….....9

Internet Safety……………………………………………………………………………….9

Bullying/Cyberbullying…………………………………………………………..………....10

Field Trips…………..……………………………………………………………….……... 10

Guidance/Character Education……………………………………………………..……….10

Emergency Contacts………………………………………………………………....……...10

Medicines…………………………..………………………………………………..……... 11

Sickness………….………….…………………………………………………………........12

Personal Belongings………………………………………………………………….…….. 12

School Supplies …………………………………………………………………...……….. 12

Student Progress…………………………………………………………………….............12

School Closing …………………………………………………………………………….. 13

Snacks………………………………………………………………………………...……. 13

School Telephone Use………………………………………………………………........... 13

Emergency Drills……………………………………………………………………........... 14

Birthdays……..……………………………………………………………………..……… 14

Box Tops for Education…………………………………………………………….……… 14

Student Dress Code………………………………………………………………………… 14

SIC…….…………………………………………………………………………………… 15

PTO……………………………………………………………………………………….... 15

National Junior BETA Club……………………………………………………………....... 15

YMCA Afterschool Site……………………………………………………………............ 16

Good News Bible Club…………………………………………………………….............. 16

Lunch and Breakfast Programs…………………………………………………….............. 16

Lunch Procedures…………………………………………………………………………... 16

Communication Plan……………………………………………………………………...... 17

Discipline/Conduct……………………………………………………………………….... 18

Harassment/Intimidation/Bullying…………………………………………………............. 21

***The website listed below has a link to the emails of our school board members.***

<https://www.cherokee1.org/board_of_trustees>

**District Administrations**

**Superintendent: Dr. Dana Fall**

**Chief Operations Officer for Administrative Services: Dr. Carl Carpenter**

**Chief Academic Officer for Teaching and Learning: Dr. Shirley Sealy**

**Director of Human Resources: Dr. Carl Carpenter**

**Director of Middle School Education: Mr. Erik Gerstenacker**

**Director of Special Services: Mrs. Bessie Westmorland**

**Director of Transportation: Mr. Robbie Adams**

**School Administration**

**Principal: Ginger Lipscomb** **ginger.lipscomb@cherokee1.org**

 **(864) 206-6671**

**Assistant Principal: Brent Atkins brent.atkins@cherokee1.org**

 **(864) 206-6671**

**Important Phone Numbers**

**Cherokee County School District School District Office (864) 206-2201**

 **Closings / Delays (864) 902-3621**

 **Transportation (864) 902-3646**

 **Bus Updates (864) 206-2305 (Press 2 for Gaffney)**

**Grassy Pond Elementary School Office (864) 206-6671**

 **Fax (864) 487-1255**

 **Cafeteria (864) 206-6700**

**Please note the Grassy Pond Elementary School Student/Parent Handbook is developed each year as a guide to help you understand the policies and procedures of our school and district. There are many references to CCSD policies throughout this handbook. If you have any questions regarding these policies, they are always available in their entirety online on the Cherokee County School District website** [**www.cherokee1.org**](http://www.cherokee1.org) **under the link for the Board of Trustees. You will find the *online board policy manual.* Again, if you have any questions or concerns you can always call the school at 864-206-6671 and someone will be glad to help you.**

**Due to COVID-19, the information included may be altered throughout the year to accommodate DHEC and/or CDC guidelines.**

**Entering the Building/School Safety\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We ask EVERYONE to ENTER AND EXIT through the main office.** To provide a safe environment doors remain locked during school hours. Please ring the buzzer to enter the building. This allows office personnel to monitor who is entering and leaving the building. **Remember this is for our children’s safety!**

**Visitors/Guests on Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We always welcome visitors and parents to our school. **Please note, due to increased** **safety concerns for our students and staff we ask for the procedures that follow be used at ALL times by ALL of our VISITORS AND GUESTS when visiting the school. Everyone must report to the office upon entering the building to receive a visitor’s pass. The visitor’s pass must be displayed at all times while visiting our school. Please understand this is for your child’s safety.** *The following are some of the various reasons why parents may request to visit classrooms during instructional time:*

* **Administration approved observation of your child during class time**
* **Help with a class project you have prearranged with the teacher**
* **Hold a previously scheduled conference with your child’s teacher**

Parents are invited to participate in the below activities without having to arrange a time. We do ask that parents do not arrive more than 15 minutes before the scheduled start time of an event:

* **School-Wide Parent Conferences**
* **Open House Events**
* **Student Recognition Programs**
* **Parenting Events**
* **PTO Meetings**
* **Music Programs**
* **Book Fairs**
* **Field Days**
* **Donuts for Dads**
* **Mother’s Day Teas**
* **Any other PTO hosted events**

**Volunteers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We welcome parents, grandparents, and other members of the community to help as volunteers and become an active participant in the learning process of our students. We will try to assist you in choosing an area in which you would like to participate. A volunteer may do things such as assist in the media center, help duplicate materials, help the teacher by serving as room assistant, read to a class or listen to students read, help with beautification of the grounds, or help with activities sponsored by the PTO. Please contact the school office or stop by to pick up an information packet if you are interested in volunteering. ***Please note the Cherokee County School District requires a background check on each individual that volunteers in one of its schools.*** ***GPES also has a training manual for everyone that wishes to volunteer at our school. ALL VOLUNTEERS MUST HAVE A CURRENT BACKGROUND CHECK. THANK YOU FOR HELPING US KEEP OUR SCHOOL SAFE FOR YOUR CHILDREN!******Please note all CCSD background checks are good for a two-year period. Remember all checks are entered into the CCSD database so you are good to volunteer in all Cherokee County Schools.***

**Bus Transportation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Many discipline problems during the school year occur while students are on the school bus. Please impress upon your child the importance of good bus behavior. The bus driver has the responsibility for supervision of students on the bus. The bus driver reports misbehavior to the Director of Transportation who in turn sends the reports to the school. Appropriate actions will be taken to ensure the safety of all students**. School transportation is a privilege and a service that must not be taken for granted. Students must accept responsibility for their actions when riding the bus.**

**There are cameras in place to help monitor and maintain a safe environment on the bus. The content of these videos is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videos. (Taken from *Code* EEAED-R)**

**No child may ride a bus, other than the regularly designated bus, without written permission from a parent or the principal. No child will be allowed to enter or leave a school bus at any place other than at the home stop unless they have a note signed by the parent and the principal. These notes should be sent in advance unless it is an emergency. *Please understand this is for your child’s safety and protection!***

**If your child’s bus is running late, please call Transportation’s Bus Delay phone line at 864-206-2305. This will have a recorded message to let you know if your child’s bus is running late. Please note you must know your child’s bus number when you call this phone line. Bus numbers…NOT bus driver’s names will be used to identify late buses.**

**Student Arrival/Morning Drop Off\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students are to be dropped off at the school between 7:00 a.m. and 7:50 a.m. For student safety, please do not drop students off before 7:00 a.m. No adults are on duty to supervise students until 7:00 a.m. All students arriving by car must be dropped off at the lowest front entrance door on the glassed hall outside of the cafeteria. Please drop off students using the inside lane along the curb and between the orange cones only. **These students must go directly to the cafeteria.**  We ask, in the mornings, that parents pull all the way to the end orange cone before dropping off students. **Once the 8:00 a.m. late bell has rung, students must be signed in by an adult at the front office.**

Buses will be dropped off in the back parking lot outside the cafeteria door.

Students should arrive to school between 7:00 a.m. and 7:50 a.m. Upon entering the school, they go **DIRECTLY** to the cafeteria and may eat breakfast. **Be advised, if a child wants to eat breakfast they must arrive before 7:45 a.m.** This will ensure they have adequate time to eat before their teacher picks them up at 7:50 a.m. The cafeteria will stop serving breakfast at 7:45. Once done eating, students will proceed to the appropriate morning holding area. Students who do not choose to eat breakfast will go directly to one of the morning holding areas until **7:50 a.m.,** at which time their teacher will pick them up. Students arriving between 7:50 a.m. and 8:00 a.m. will go directly to their classroom**. Again, any student arriving to school after 8:00 a.m. must be signed in at the front office by an adult.**

**School Dismissal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School is dismissed at 2:25. No student will be allowed to go home a different way from his/her regular travel unless permission is requested by a parent/guardian **in writing**. Students who are transported by bus may only ride the bus they are assigned and will be dropped off at the address listed on their transportation form. Bus notes should be verified and signed by the principal or his/her designee. No student will be permitted to leave the campus unless a parent/guardian comes to the office to sign the student out. **PLEASE NOTE AGAIN…ALL transportation changes must be sent to school in writing. This is a safety measure for your child! We want to ensure all our students arrive home safely each day.**

**\*\*NOTE\*\* Students are ONLY allowed to leave with individuals listed on their medical form. Please understand the office staff may not recognize everyone that enters the office to sign out a student. We may take time to ask for ID in order to verify who is signing out a student. This is only for your student’s safety and protection.**

**Dismissal Procedures**

* ***Buses*** ***and daycare students*** will be dismissed from the back parking lot outside of the gym.
* ***Car riders*** will be dismissed from the doors outside of the cafeteria. Parents/guardians please use both lanes when picking up. 4k, 5k, and siblings should be picked up from the back parking lot while 1st-5th should be picked up from the front.
	+ **Parents/Guardians must display the GPES car rider tag for pick up. Anyone attempting to pick up a student(s) without a car tag must park and sign the student(s) out from the main office. The first car tag is free. Additional car tags can be purchased for $1.00.**

**\*\*\*NOTE\*\*\*Students not picked up by 2:45 each day will be brought to the front office, at which time a parent/guardian must come in to pick up their child.**

**Leaving School Early\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students are expected to remain in class until the end of the instructional day **(2:25p.m.)** Parents are encouraged to make all appointments after school hours. If students are not in class, they are missing vitally important instruction.

**Guidelines / Reasons for Leaving Early**

* If you know your child is leaving early please send a note with him/her stating the reason he/she will be leaving so that it can be approved.
* If a student becomes ill during the day, someone will contact the parent/guardian or someone on the Emergency Health Form to pick up the child. It is extremely important that you keep the form up to date so that we are able to contact someone for your child.
* Excessive early leaves for no valid reason will impact your child’s learning. Parents can sign a student out up to five times in one school year. **A doctor’s note will be required for any time a student is checked out early after five times. Once the student has left early more than 5 times the student will be referred to our attendance director and an Attendance Intervention Plan may be put in place.**

**Release of Child to Noncustodial Parent**

For children whose parents are divorced, the school will dismiss the student only into the custody of the parent with legal custody. The school will release the child to either parent if the parents are divorced and have joint custody. The school will release a child to a noncustodial parent only if there is a permission for doing so signed by the custodial parent on file at the school office.

If possible, the school should obtain a copy of the parent’s custody papers to have on file in the event the other parent attempts to remove the child from school.

**Absences and Excuses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We at GPES along with The Cherokee County School Board believe that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, we recognize that some absences are unavoidable.

The district will create a written intervention plan for improving student attendance. The purpose of the plan will be to link students with attendance problems and their families to all appropriate school and community resources.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

**Students will be considered lawfully absent when:**

* **They are ill and their attendance in school would endanger their health or the health of others.**
* **There is a death or serious illness in their immediate family (lawful absences limited to three days per occurrence). (Immediate family includes father, mother, brother, sister, grandfather, grandmother, and in-laws of the same degree or resident of the same household.)**
* **The have a chronic illness certified, upon diagnosis and at the beginning of every year thereafter, by a physician, which causes them to be absent in excess of the number of lawful absences allowed. Students must submit a chronic illness form or statement, completed and signed by the physician who diagnoses or is treating the condition. Periodic updates annually for irreversible conditions and biannually for all other conditions are required. Chronic illness forms should not be backdated.**
* **There is a recognized religious holiday of their faith. Notification to the principal, prior to the absence on the holiday, is required.**
* **Periods of hospitalization or extended medical care by a physician, which are not of sufficient duration to warrant medical homebound instruction, as approved by the principal.**
* **Absences due to health related conditions (i.e. medical, dental clinic appointments). Physician or clinical personnel must verify appointments.**
* **Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.**
* **A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services.**
* **The principal must approve other absences not covered above.**

**All other absences will be considered unlawful.**

**Lawful Excuses**

* An excuse written and signed by the parent/legal guardian is required for all absences. The excuse must include the reason for absence and the date of the absences. **Parent/Legal guardian’s notes will be accepted without physician confirmation for five absences in a school year.**
* **A physician’s verification of absences due to illness is required for any absences above five days in a school year.**
* All excuses must be presented within three days of the absence from school. The principal may make an exception to the three days’ time limit for extenuating circumstances.

**Truancy Prevention**

When a student is unlawfully absent for three consecutive days or a cumulative total of five days, the building administration will take steps to intervene in order to prevent truant behavior and to improve future attendance. Days absent due to suspension are not considered part of the total truancy referral. When a student is unlawfully absent for four consecutive days or six cumulative days, the attendance supervisor will be notified and will contact the parent/legal guardian.

**Tardiness/Leave Early\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students must not only attend school each day, it is vitally important they are on time and remain in their class until the end of the instructional day. Students learn every day at school, so good attendance and being on time is one major factor in determining a student’s school success. In addition, it is a life-long expectation that will help to establish an ethic of excellence that will follow along with your child long after they have completed school.

**5th Tardy/Leave Early – School will notify the parent/guardian**

**10th Tardy/Leave Early – A formal warning letter will be sent to the parent/guardian**

**15th Tardy/Leave Early – Parents will need to attend a conference with school officials (Failure to attend conference will result in an automatic referral to the Attendance Director)**

**20th Tardy/Leave Early – A referral to the Director of Attendance**

School instruction begins promptly at **8:00** a.m. **Any child arriving at school after the tardy bell has rung will be considered tardy and must be signed in at the front office by an adult. Any student needing to eat breakfast at school should arrive in the cafeteria NO LATER than 7:45 to ensure he/she has enough time to eat and get to class on time. The cafeteria will close at 7:45.**

**\*Please note that students cannot be dropped off before 7:00 a.m. each morning. There is no one on duty to supervise students until that time.**

**Perfect Attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In order for a student to be recognized as having Nine Weeks Perfect Attendance, the student must be present each day during the nine-week period. In order to have Yearly Perfect Attendance, a student must be present 180 days. Accumulation of tardies or leaving early may result in a student NOT MEETING the criteria for Perfect Attendance.** Please note attendance make-up time, when available, is used for the students to have an opportunity to complete missed assignments due to lack of attendance. It is an avenue to reduce the number of absences a student has counting toward truancy or poor attendance. **Note…Attendance Make-up does not allow a student to qualify for Perfect Attendance. Fifth grade students are awarded for Perfect Attendance during their elementary school career if they have had Perfect Attendance in first through fifth grades. *This is modeled after the high school policy that recognizes twelve years of Perfect Attendance.***

**Textbooks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The state of South Carolina furnishes textbooks to all students. It is the responsibility of the student to care for these books. **The condition of** **each of a student’s** **textbooks is documented** **at the time** **it is issued to a student**. ***Please NOTE if ANY of a student’s textbooks are lost or damaged during the school year the parent or guardian is required to pay for damage to the book or the replacement value of the book.***

***\*\*This policy applies to books checked out from our Media Center.*** \*\*

**Electronic Devices Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The CCSD wants to establish a basic structure for student possession/use of electronic communication devices in the schools of the district.

Note: for the purpose of this policy, electronic communication devices are defined as any telecommunication device (including cellular telephones, pagers, etc.) that emits an audible signal, vibrates, displays, otherwise summons, or delivers a communication to the processor.

* **Cell Phone –** Students do not need a cell phone during the school day. Important phone calls may be made from the school office. If there is a need for your child to carry a cell phone to be used after school, it must remain turned **OFF** and out of sight. **NOTE** – **at no time may cell phones be used in the restroom or on the playground.**

If a student violates this policy, he/she will be dealt with in the following manner:

* **First Violation** – The student will have the device taken and turned in to the main office. The device **will be returned to a parent/guardian.**
* **Second Violation** – The student will have the device taken and turned in to the main office. The student will receive 1 day Out of School Suspension and the device **will be returned to a parent/guardian.**
* **Third Violation** – The student will have the device taken and turned in to the main office. The student will receive 3 days Out of School Suspension and the device **will be returned to a parent/guardian.**

**Students shall be personally and solely responsible for the security of a cell phone brought to school. The school shall NOT assume responsibility for theft, loss, damage, or unauthorized calls made with or on the cell phone. If devices are loaned to or borrowed and subsequently misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).**

**Technology Acceptable Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internet Access**

Because technology is a vital part of the educational process and the curriculum of Cherokee County School District, students and staff will be provided access to the Internet when appropriate. By providing this access, the district intends to promote educational excellence in schools by facilitating resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

* Locally networked reference and research
* Global information and news
* Local, regional, public, state and national library catalogs
* Worldwide web
* Electronic mail sources
* Virtual classes

**Internet Safety Policy**

For the purposes of this policy, this is the district’s “Internet Safety Policy”. This policy includes provisions to address access by minors to inappropriate material on the Internet; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors. Prior to accessing the network, Internet or email services, students and staff will receive instructions on the appropriate use of these services. Students and staff must sign a form annually acknowledging that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines.

**Bullying/Cyberbullying**

Cyberbullying is an intentional electronic act or series of acts directed at another student or students that creates substantial interference with a student’s education, creates a threatening environment or disrupts the orderly operation of school. These acts include, but are not limited to, the following:

* Sending harmful, rude or mean text messages, images or videos.
* Spreading hurtful messages rumors or lies about others by email or on social networks.
* Creating websites, videos or social media profiles that embarrass, humiliate or make fun of others.

Cyberbullying is strictly prohibited by the district and will result in disciplinary action. Any student who witnesses or has reliable information that a student has been subject to harassment, intimidation or bullying (including cyberbullying) should report the incident to the principal or the designated school contact person. Reports may be anonymous; however, formal disciplinary action will not be taken solely on the basis of an anonymous report.

**Field Trips\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The school requires written permission from parents for students to go on field trips. For safety purposes, students who do not behave appropriately will not be allowed to participate in field trips. Field trips are planned to enhance the instructional program; therefore, our main purpose is to plan an appropriate experience for students. Students **MUST** ride the bus when going on a field trip unless there is an extenuating circumstance approved by the administration**. To maintain safety and accountability Grassy Pond Elementary uses school district employees for chaperones on field trips.**

**Guidance/PBIS Character Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We want our children to have good values, strong character, and develop leadership qualities. Our school focus is on Greater Gator Behavior as laid out below. These character skills will be taught through classroom and guidance lessons and implemented in all areas throughout the school.

**G - Give respect** (respect yourself, others, and property)

**A - Accept responsibility** (be responsible and honest)

**T - Think before acting** (Stop and Think about choices and consequences)

**O - Opportunity to lead** (ambitious)

**R - Reflect** (gain self-awareness of choices and outcomes)

**S - Support others** (be an encourager and supportive)

These traits are essential to becoming a responsible citizen. When school staff and parents work together to teach great character and provide positive role models, children build a strong foundation for character development.

**Emergency Contacts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Every effort is made to prevent accidents at school; however, in the event of an accident, it is extremely important we have up-to-date contact information on file for every child.

***Important Note: school personnel will administer no treatment other than basic first aid. Please keep the school informed with the most up-to-date information concerning:***

1. **Changes in name, phone numbers, home address, work phone number, and family doctor.**
2. **Names of alternate contacts in the event parents cannot be reached.**

**\*\*\*In the event your child is hurt at school and needs medical care, the Cherokee County School District has a supplemental insurance policy. This policy only pays on any medical bills AFTER your primary insurance has paid.\*\*\***

**Medicines\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All medication will be administered following Cherokee County Schools Policy. All medications taken during the school day must have written parental permission. All medications must be properly labeled and in its original container. A responsible adult must bring all medications to school. **A physicians order is required for all medications given at school.**

**Administration of Medication** –Medication can be administered by the nurse or a trained staff member **if a student has a physician’s statement on file**. (**JLDC-R)**

**Physician’s Statement of Medication Need** – A completed statement of medication need from the student’s physician/dentist **relating to each medication must be on file**. The note must state that a valid health reason exists that makes administration of such medication necessary during school hours or when the student is under the supervision of school officials. **Please Note:** **Students must have a physician’s statement for over-the-counter medications such as Tylenol, Motrin, or Pepto-Bismol to be administered at school.**

**Medication Storage** – All medication must be brought directly to the school office by an adult in the container in which the pharmacist dispensed it. Medication shall be securely stored in a locked cabinet. The school will accept no more than a 30-day supply. The school will not administer expired medications. **Please Note: Students caught with medication on their person will be disciplined according to the CCSD Discipline Policy. Students should not have medication with them at any time.**

**Change to a prescription** – It is the responsibility of the parent/legal guardian to notify the school of any changes to the original prescription, and a new pharmacy label and container must be submitted with any change.

**Documentation of medication** – A daily log will be kept of all medication administered by the school, the amount given, time dispensed and the initial of person dispensing. A separate documentation sheet will be kept on each child.

**Student’s Responsibility –** It shall ultimately be the student’s responsibility to come to the office at the appropriate time for medication unless a physician or dentist indicates in writing that the student is not able to do this.

**Unused Medication –** Parents must reclaim any unused medication within one week of the termination or within one week of the last day of school. The school will destroy any unused medication after this time.

**Sickness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Children sick with a fever should remain at home to help contain the spread of germs. They should not return to school until they are fever-free for 24 hours without the help of fever-reducing medication. Children with vomiting or diarrhea should not return to school until they are free of symptoms for at least 24 hours. Children complaining, but showing no symptoms, should come to school. They will be monitored and sent home should they become ill during the school day. If you have questions about whether or not you should send your child to school please do not hesitate to call the school to consult the nurse at 864-206-6671.

**Personal Belongings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students should not bring toys, games, trading cards, jewelry, CD players, iPad, iPods, etc. to school. This policy eliminates theft, damaged items, classroom distractions, and arguments. Items brought to school will be held by the teacher or in the office until parents/guardians pick them up***. GPES is NOT responsible for lost, stolen, or damaged personal items students bring to school.***

**Lost and Found**

Student items such as coats, jackets, gloves, hats, book bags, lunch containers, etc. should be **CLEARLY MARKED/LABELED** with your child’s name. Articles that are found are put in the Lost and Found Container. It is the student’s/parent’s responsibility to check the lost and found periodically if any item belonging to your child is lost. Items not claimed or marked clearly will be donated to charity.

**Children should not bring money to school except for special purposes.** Any money brought to school should be placed in an envelope, labeled with the student’s name, and the purpose for which the money is to be used. **Faculty and Staff are NOT responsible for money brought to school by students.**

**School Supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

It is the parent/guardian’s responsibility to see that his/her child has pencils, paper, notebooks, and other supplies suggested by the teacher. These lists are posted on the school website. Each grade level has selected the school supplies needed for their specific grade level. If you have questions about anything on the list, your child’s teacher should be able to answer questions or show you specific examples. **Please remember supplies will need to be replenished throughout the school year.**

**\*Note-Rolling book bags are not permitted inside the school building**. If a student has a medical condition that requires a rolling book bag, a note from the doctor should be turned in to the office verifying the need. This request must be updated yearly.

**Student Progress\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Progress is evaluated and reported on report cards, which are issued each nine weeks. **Report cards must be signed by a parent or guardian and returned to school.** Students also receive interim reports during the middle of each nine-week grading period. **These reports must also be signed and returned to school** The CCSD will have two scheduled parent conference dates during the school year.

**Conference dates for the 2021-2022 School Year will be:**

**-Dates will vary or may be scheduled individually due to COVID**

Parents are also encouraged to schedule conferences at any time by calling the school, writing a note or sending an email to the teacher for an appointment. Teachers may also request that parents come in for special conferences on an as needed basis. Parents may request a PowerSchool login for their child in order to access grades and information via the Internet. PowerSchool information is available in the school office.

The CCSD will follow the statewide uniform grading scale approved by the State Board of Education.

The uniform grading scale is as follows:

 A= 90 – 100

 B= 80 – 89

 C= 70 – 79

 D= 60 – 69

F= 59 and below

**School Closing Due to Weather\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In the event of bad weather, please do not call the school. These lines must be kept open for emergencies. For special instructions concerning school closings, listen to any of the following stations: WSPA-TV, WYFF-TV, WLOS-TV, or check the CCSD website at [www.cherokee1.org](http://www.cherokee1.org) for information concerning school closings and delays. We will also use an **all call system**; **therefore, it is extremely important to notify the school of** **any phone contact changes you may have during the course of the school year.** Please be sure there is someone at school before leaving students on mornings when the weather is “questionable”.

**Snacks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 4K and 5K students receive a snack daily as part of their instructional program. In grades 1 through 5, the teacher may allow snacks in the classroom at their discretion.

**School Telephone Use / Messages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The school telephone number is 206-6671 and the fax number is 487-1255.** These phone lines are for school business. Students will not be called from class for incoming calls unless it is an emergency. Parents are requested not to phone in messages to students unless it is absolutely necessary. Students needing to call home may use the office phone if permission is given**. Parents wishing to confer with teachers on the phone are requested to limit their calls to before and after school unless a teacher requests a call during his or her planning time.**

**If there is an emergency change in the way your child is to go home, please call the school before 1:00 p.m. All other arrangements should be made in writing and sent to the teacher. The teacher will send the request to the office for final approval. If your child does NOT bring something in writing, he/she will have to go home the way they always go home. PLEASE understand this is for the safety of your child!**

**Emergency Drills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of fire, tornado, earthquake, intruder, and other emergency drills is to teach students the proper procedure for advancing to areas of safety as quickly and safely as possible. **CCSD Policy EBCB states that each school will conduct an intruder drill within the first month of school.** **Fire drills are held at least once a month. Other drills are held as needed to ensure that** **students and staff are comfortable with the procedures in case of any emergency.** Evacuation routes are posted in each room. Please talk with your child about the importance of listening and paying attention during these emergency drills.

**Birthdays\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parents **must** contact their child’s teacher if they wish to bring cake, cupcakes, or some other treat to celebrate their child’s birthday at school. Please only bring store purchased items, in the unopened, original container. Due to food allergies, homemade food items will not be distributed at school. The teacher will set up a time that works for the class schedule. We ask that parents bring enough for all students in the classroom.

**Note: Birthday invitations for parties outside of school will only be distributed at school if all students within the class receive an invitation.**

**Note: Cake, cupcakes, etc. will only be distributed if there is enough for all students within the class.**

**Box Tops for Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grassy Pond Elementary participates in the Box Tops for Education program. Clip coupons from a variety of products and send them to school. We exchange them for money to buy supplies. See [www.boxtops4education.com](http://www.boxtops4education.com) for a complete list of products.

**Student Dress Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students will dress and groom in a clean, neat manner which does not distract or interfere with the operation of the school. Student attire should adhere to the following:

* Not be destructive to school property
* Not be disruptive to the educational program
* Comply with requirements for health and safety
* Be modest and non-revealing

The district feels there appears to be a definite relationship between good dress habits, good work habits and proper school behavior. The district seeks the cooperation of the student’s parents/legal guardians in working together toward having students enjoy today’s styles while at the same time developing good taste in grooming and dress. The following, while not an exclusive list, are examples of inappropriate dress and will not be permitted in classes in Cherokee County Schools.

* Tight fitting and/or revealing clothing, including clothing usually worn in aerobic workouts (For example: spandex shorts)
* Tank tops
* Clothing which reveals the midriff or undergarments
* Clothing with obscene or suggestive language; any clothing or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex or violence
* See through clothing
* Dark glasses
* Hats bandanas, head bands or any garments which cover the head
* Pants, shorts, or trousers worn below the natural waist
* Pajamas/nightgowns/bedroom/house slippers
* Spikes or chains
* Leggings, unless covered by the appropriate length (to the end of fingertips) dress/top
* Shorts and skirts must be a minimum of fingertip length, with the students’ arms extended downward along their sides
* Holes in jeans, unless holes are below fingertip level

**Students violating the dress code will not be allowed in class and will either be sent home to change, or remain in the office until parents can bring appropriate attire. Absence from class will be an unexcused absence. Subsequent violations may result in out of school suspension.**

**School Improvement Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The School Improvement Council is composed of a minimum of nine (9) members excluding the school principal and PTO president who serve as ex-officio members. Members include parents, teachers, and community members. The School Improvement Council’s goal is to meet at least three times per year to discuss ways to continually improve our school. Duties of the School Improvement Council: each council shall assist with the development and monitoring of school improvement; shall provide advice on the use of school incentive grant awards; shall provide such assistance as the principal may request; shall carry out any of the duties prescribed by the local board. The GPES SIC Bylaws state that the first council meeting must be held prior to Sept. 30 of each school year.

**Parent Teacher Club (PTO)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The *PTO* is very active at Grassy Pond Elementary School with membership open to all parents, guardians, and grandparents. The organization is comprised of families and teachers cooperatively working to better Grassy Pond’s educational programs for our students. Each year the organization sponsors many fundraising events such as a Fall Festival Fundraiser, a Santa Shoppe, and a Spring Fundraiser. The club also directly impacts students and faculty by hosting events for ALL students, 5th grade “Too Good for Drugs” t-shirts, Faculty Appreciation Luncheon, and the fifth grade dance just to name a few!

**The PTO hopes to get plenty of participation from parents and family this year! Please join the PTO and help support the students and teachers of GPES!**

**National Junior Beta Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Junior Beta Club* recognizes students in grades 5-9 that demonstrate leadership abilities in academic achievement, character, and service. At the beginning of fifth grade, these students will receive official invitations to join and participate in a recognition service.

**YMCA After School Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

After school care is available without transporting your child to another location through the YMCA. The program includes snack, homework time, daily devotion, and recreational time every afternoon from the time school is dismissed until 6:00 p.m. Call the YMCA for more information at 487-7556. Summer Parker is in charge of all school programs for the YMCA. She will be sure there are adequate personnel to manage the site at Grassy Pond.

**\*\*Please Note\*\* this program is not run by the CCSD. It is run by the YMCA and only housed on our school site.**

**Good News Bible Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Good News Bible Club meets from 2:30 – 3:45 on Monday afternoon, and it is led by a group of volunteers from Grassy Pond Baptist Church. Any student is welcome to join. The purpose of the club is to learn about the Bible and Christian Faith. The meeting dates will be published in the office newsletter and reminders put on teachers’ class newsletters.

**Lunch and Breakfast Programs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The school cafeteria is operated under the School Lunch Act with a balanced diet presented each day. Hot lunch and breakfast are served daily. The cafeteria is operated primarily for students, and no one is permitted to leave the campus for lunch. **Students who wish to eat breakfast in the mornings** a**re asked to arrive at school by** **7:45 a.m. in order to have adequate time to eat and be in class on time.**

**Breakfast and Lunch Prices are as follows for 2021-2022 \*\*Note: prices subject to change due to budget. Currently, all students eat FREE.\*\***

* **Lunch $2.50 / Day $12.50 / Week**
* **Breakfast $1.25 / Day $6.25 / Week**
* **Adult Prices Lunch $4.50 Breakfast $2.75**
* **Extra Milk $0.50**

We ask, whenever possible that lunch payments be made for the entire week on Mondays. Payment can also be made in advance for longer periods. All payments are credited to your child’s account. Any unused meals remain in the student’s account. Please send lunch money in a sealed envelope labeled with your child’s name if possible. Any questions about lunch accounts should be directed to the cafeteria**, 206-6700**. We ask that you not call while lunch is being served. The CCSD also provides an online service, **mylunchmoney.com**, for parents to subscribe to in order to pay for student meals securely online.

**Applications for Free and Reduced Lunches**

All parents should complete and return free and reduced lunch forms at the beginning of the school year. **It is important to get these forms in to the school ASAP!**

Our school qualifies for needed funds and programs when we have a high percentage of families to qualify for this National Program. Applications may be obtained from the school, the county library, or they can be printed from the CCSD website. **Please note…students currently in the free and reduced lunch program MUST RE-APPLY for the 2021-2022 School Year. Parents of students currently in the program have a grace period of 2 weeks from the first day of school to return the form. *If forms are not returned during the first 2 weeks, parents will* *be charged for lunches until the form is returned and approved*. Parents turning in free and reduced lunch forms *AFTER THE 2 WEEK GRACE PERIOD WILL BE RESPONSIBLE FOR PAYING OUTSTANDING LUNCH BALANCES OCCURING FROM THE END OF THE 2 WEEK GRACE PERIOD AND THE DATE THE FORM WAS RETURNED*. Kindergarten students whose siblings qualified for free/reduced meals the previous year ARE NOT COVERED in the 2 week grace period and will be charged for their meals from the first day of school until the application is approved for benefits.**

**\*\*\**If you have any questions about filling out your lunch form please call Karen Hughey or Libby Parker at 206-6700 and they will be happy to help you complete your form!\*\*\****

**Lunch Procedures**

Students are encouraged to participate in the school lunch program: but if lunches are brought from home, milk may be purchased in the cafeteria for $0.50 per carton. For safety reasons, students bringing their lunches **SHOULD NOT BRING FOOD THAT HAS TO BE HEATED IN THE MICROWAVE.** If a student has a particular health need concerning his/her diet, please contact the principal and the school nurse. We will be happy to work out something.

We encourage parents and other family members to come and eat lunch with their children. Please contact the school cafeteria, **206-6700,** a day in advance or the morning of your visit in order for our manager to ensure that enough food is planned for that day. The cost for an adult lunch is **$4.50**. Please understand our students may have certain rules to follow in the cafeteria. We ask that our visitors follow the same rules as the child they are visiting.

**\*\*Note\*\*If bringing food from the outside, you may only bring food for your child.**

Students must help keep their cafeteria neat and clean by picking up napkins, straws, milk cartons, etc. from the table. We are trying to keep our school neat and clean by showing our “Gator Pride”. Students are not allowed to take any food or drink from the cafeteria to eat on school grounds or in the classroom.

**Communication Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We believe open communication between parents and school personnel is vital to your child’s school success; therefore, we have outlined the following plan to keep the lines of communication open.

**Parents may at anytime**

* eat lunch with their child
* schedule a conference with teacher and/or principal
* ask for a phone call from a teacher and/or principal

**Written Communications**

* Class Newsletters
* Parent Communication folders from classroom teachers (behavior and academics)
* School Handbook / Calendar for parents & students (outlining school policies and procedures)
* School web site (updated with calendar of events and current school information) web address: <http://www.cherokee1.org> click on elementary schools and the Grassy Pond Elementary link
* Email
* Numerous Articles Concerning School Events in The Gaffney Ledger and Cherokee Chronicle
* School Marque/ Sign Updated with upcoming events
* Monthly School Newsletters Sent and Published to the School Website
* School Yearbook Published at the end of each Year

**Telephone Communications**

* Alert Now Calling System
* BLOOMZ

**School Volunteer Program**

* Recruit and Train Volunteers

**School Programs / Meetings (Altered due to COVID)**

* PTO Meetings
* Open House / Back to School Orientation
* School Report Card Meetings
* Student Music Programs
* Field Days
* Nine Weeks Student Recognition Programs
* End-Of-Year Awards Programs
* BETA Club Installation
* Grandparent’s Day Breakfast
* Veteran’s Day Program
* Fall Festival
* Book Fairs (Fall and Spring)
* Parent Conference Days
* School Improvement Council Meetings
* 5th Grade Program
* Christmas Program
* 4K Program
* Title I Parent Information Sessions
* Science Fair Viewing

**\*\*\*Note\*\*\*** Parents will be informed about these and other meetings; we send home information from the office and place information about the upcoming events:

* 1. in the school newsletter
	2. on the school sign/marquee
	3. on the school website / calendar
	4. Use Alert Now to call home
	5. Send out BLOOMZ

**Discipline / Conduct\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Cherokee County School District developed this policy in order to establish the basic structure for a code of conduct and discipline for students.

Understanding the developmental nature of early childhood and elementary age children, discipline for students in grades 4K-5 will be determined on an individual basis by principals utilizing school-based plans in conjunction with the Cherokee County School District Code of Conduct, JICDA-R.

The administrative rule is effective during the following times and in the following places:

* On the school grounds during and immediately before or immediately after school hours
* On the school grounds at any other time when the school is being used by a school group
* Off the school grounds at a school activity, function or event
* From the State determined bus stop, in route to and from on a school bus or other school vehicle

Please note the following offenses have their own policy reference:

* Harassment, Intimidation or Bullying – JICFAA
* Weapons in School – JICI
* Drug and Alcohol Use by Students – JICH
* Tobacco Use by Students – JICG

Grassy Pond Elementary School students are expected to be responsible and accountable for their actions and are expected to act with respect toward each other and toward teachers. Certain rules are necessary for our school to operate in an orderly manner. Teachers set forth their individual classroom expectations. They should also encourage self-discipline in each student. We strive to have a positive school environment at all times at Grassy Pond. Please understand when a student breaks a “rule” at our school they are NOT a bad child; they have just made a bad CHOICE.

The following Discipline Framework sets forth three Levels of Conduct. Each Level will be handled with a different set of consequences. Also, please understand we try to handle all discipline issues at our school based on the best interests of the children and the circumstances. We believe children should learn from their actions and try to make better choices the next time. It is our sincere hope we at Grassy Pond are helping your children to grow each day!

**Level I Offenses: Disorderly Conduct**

Disorderly Conduct is defined as activities engaged in by students that tend to interrupt the orderly classroom environment and instructional activities. They may also disrupt the orderly operation of the school depending on the frequency or seriousness of the conduct. Acts of disorderly conduct may include but are not limited to the following:

* Classroom disruption (talking out, moving around, etc.)
* Gum, candy
* Rough play
* Throwing articles
* Abusive Language between/among students
* Failure to follow teacher/staff directions
* Running in the halls
* Playing Recklessly
* Making Excessive Noise
* Disruption on bus (handled in conjunction with transportation)
* Bringing unauthorized items to school (electronics, other toys, games, etc.)
* Bothering other students
* Wearing hats in the building (other than a “hat day”)
* Simple Theft (pencil, candy)

**\*\*NOTE\*\* These offenses are generally handled by the classroom teacher.**

**Level II Offenses: Disruptive Conduct**

* Hitting another student
* Vandalism / Theft
* Threatening/ Intimidating Behavior
* Abusive Language to Staff / Disrespectful Remarks or Gestures
* Refusal to Obey
* Assisting with or Encouraging Rule Violation
* Cheating or Forgery with Signatures
* Possession / Use Unauthorized Substances / Materials
* Use of an Intoxicant
* Leaving Class Without Permission
* Theft
* Distribution of Unlawful Materials
* Truancy
* Possession of an Unauthorized Paging/Electronic Device

**\*\*NOTE\*\* These offenses are generally handled by the administration. This may mean the school principal and/or other district administration. Certain Level II Offenses could justify involvement of law enforcement.**

**Level III Offenses: Criminal Offenses – These offenses are generally covered in School Board Policy. The school does not have discretion in how to handle these offenses.**

* Assault and Battery
* Bomb Threat
* Extortion
* Possession, Use or Transfer of any Weapon
* Vandalism (major)
* Theft (major) Possession or Sale of Stolen Property (Major)
* Arson
* Possession, Distribution, Sale of, or Soliciting the Sale of Unauthorized Substances/Materials, as defined by law and/or board policy
* Possession, Distribution, Sale of, or Soliciting the Sale of Illegal Substances, Drugs, Narcotics, or Poisons
* Distribution, Sale, Purchase, Manufacture, or Unlawful Possession of a Controlled Substance while in or within a radius of one-half mile of school grounds
* Threatening to take the life of or inflict bodily harm upon a teacher, principal, school staff or their families
* Trespassing
* Inciting a Riot

**\*\*NOTE\*\* Criminal Conduct is any activity in which students engage that may result in violence to themselves or to another person or person’s property and/or which pose a direct and serious threat to the safety of themselves or others in the school. These activities require administrative actions, which result in the immediate removal of the students from the school, the intervention of law enforcement authorities, and/or action by the board.**

**Harassment / Intimidation / Bullying\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***This policy is to establish a basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.***

For the purposes of the policy harassment, intimidation, or bullying is defined as a gesture, electronic communication, or written, verbal, or physical 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

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet of web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

|  |
| --- |
| Please Use the Calendar on the proceeding pages to keep up with important dates happening throughout the school year at Grassy Pond. We already have many dates listed on the calendar; however, we will have things come up throughout the course of the school year. Be sure to check the website, the sign out front, and the Newsletter regularly to keep up with important dates throughout the year. We will also send Alert Now phone messages and remind texts as needed to inform you of important events. If you have any phone number changes during the school year, we ask that you notify us in the office. |