



OAKLEY ELEMENTARY

STUDENT-PARENT HANDBOOK

2021-2022

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Buncombe County Schools Purpose

To provide safe and engaging learning environments that prepare students for their tomorrow.

Buncombe County Schools Direction

Our students will become successful, responsible citizens in an ever-changing global society.

Buncombe County Schools Beliefs

Teaching the Whole Child

Personalizing Instruction

Recruiting World-Class Educators

Encouraging Personal Growth

Embracing Diversity

Investing Purposefully

Collaborating and Communicating

Oakley Elementary School Purpose (Mission) Statement

Oakley School, in partnership with our community, embraces our diverse population in a caring and engaging environment which is dedicated to creating successful lifelong learners and problem solvers.

Oakley Elementary School Direction (Vision) Statement

Together we develop high achieving students who are on task learners that act safely, are kind kids, and are student leaders in our school and community.

Oakley Elementary School Belief (Values) Statements

O=On task learners

A= Acting safely

K=Kind kids

S=Student leaders

Parent Information and resources available at

<https://www.buncombeschools.org/cms/One.aspx?portalId=92531&pageId=7529855>



Oakley School Improvement Plan - Our School Improvement Plan sets forth a strategic plan for success. Each year our leadership team evaluates and monitors the plan in order to increase student learning and success. We invite you to learn more about our strategic plan by logging into www.Indistar.org where North Carolina Public Schools manage their school improvement plan.

Guest Login: guestS15660 **Guest Password:** guestS15660



Academics

Homework

Homework is a time for the students to practice skills taught in the classroom. Teachers will send homework home each week. This homework should not take more than the time listed below. All students are required to read nightly to build stamina, increase fluency, and gain comprehension. See the chart below for times.

K	Review daily work from the Homework folder, listen to, read to, or read with your child for 15-20 minutes.
1st & 2nd	Nightly homework (Approx. 15 min.), read 20-30 minutes
3rd - 5th	Nightly homework (Approx. 20 min.), read 30-45 minutes

Grading Scale

Buncombe County Schools follows a 10-point grading scale for all students in 3rd - 5th grade.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: <59

Report Cards

Report cards will be issued every 9 weeks. Mid-terms will be available for parents on the Parent Portal every 4.5 weeks.

Technology

All students are provided a device for educational learning. Kindergarten-2nd grade students are assigned an iPad to use as a personal learning device. All 3rd - 5th grades will be assigned a laptop. These devices will remain at school unless a virtual learning day is expected due to severe weather.

Oakley Elementary School Instructional focus:

- Increase interactivity in the classroom with the use of technology.
- Increase student engagement with active learning and authentic tasks.
- Extend learning beyond the immediate classroom through collaboration and communication.
- Provide digital learning content and resources which offer optimal challenge through adaptation to individual learning needs.
- Create a learning environment that promotes individualization, differentiation, and personalization.

1:1 Device Expectations for ALL students:

- Use your device and websites only when directed by the teacher.
- Keep all food and all liquids away from the device.
- Wash your hands before using your device.

- Carry your device with 2 hands securely when walking.
- Store your device in the computer cart when not in use or in a protective case for transport to and from school.

Administration reserves the right to suspend and/or remove a device for misuse, damaging a device, inappropriate usage, etc.

Through the BCS Digital Learning Initiative, students become more actively engaged in Science, Technology, Engineering, Art, and Math (STEAM) across the curriculum, leading to a world-class global education. BCS's goal is that all students will graduate as high-achieving and globally competitive learners with 21st Century skills.

BCS Digital Learning Initiative - <https://buncombeschools.org/cms/One.aspx?portalID=92531&pageId=236192>

All students are considered in agreement with the Buncombe County Schools District Policy 4312/3225/7329 - Technology Responsible Use.

Parent Conferences:

- Parent conferences are encouraged!
- Having at least 2 parent conferences each year is recommended.
- If you wish to have a conference with the Principal, Assistant Principal, Social Worker, or Counselor please schedule an appointment to guarantee availability.
- The school will try their best to accommodate the parent(s) schedule(s).
- If an interpreter is needed for a conference, please ensure your teacher is made aware, at least 2 weeks prior to the meeting date.

Field Trips:

- Field trips will be scheduled by each grade level. Information will be provided to parents prior to the field trip.



Attendance

It is important that your child be in school every day. Regular attendance is essential to academic success, as students with good attendance generally achieve higher levels of learning than students with poor attendance. If a student misses more than 14 days during the school year, after school Recovery Sessions and/or Summer School will be required. Upon the sixth tardy or early check-out, students will be required to spend 1 hour in an after school Recovery Session from 2:30 - 3:30.

On the day a child returns to school from an absence, a note written by the parent stating the reason for the absence should be given to the teacher. If a written note is not received by the 3rd day, the absence(s) will be coded unexcused. No notes will be accepted after the 3rd day back. If a child leaves for a doctor's appointment, a doctor's note must be sent the following day.

Students are responsible for making up any work missed while absent. For extended absences, please notify the school social worker or data manager as soon as possible. Students leaving school before or arriving after 11:15 a.m. will be marked as absent for the day. Please make every effort to schedule routine appointments after school hours. Any special circumstance must be discussed with the social worker or data manager in advance for excused approval.

This policy is enforced. All family trips/vacations will be coded unexcused. Letters informing parents of unexcused absences will be sent when a child reaches three and six unexcused absences. If ten unexcused absences are accumulated, a meeting will be scheduled with the social worker and administrator. Excessive absences will result in a petition for noncompliance with the compulsory attendance law being filed with the courts. See Buncombe County Schools Board Policy #4400 for more information.

You can read the Buncombe County Schools Elementary Attendance policy at www.buncombe.k12.nc.us - District Policies - Series 4000 - Students.

Perfect Attendance

Students who attend all 180 days will receive a perfect attendance award. Perfect attendance must be PERFECT attendance. If a student has more than 5 tardies or leave early then they will NOT receive perfect attendance recognition.

Tardies

Students are expected to be in their classroom ready to start the day at 7:55 a.m. **Students arriving after 7:55 must be walked into the building and signed in by a parent or guardian.** Late students are not allowed to check themselves in.

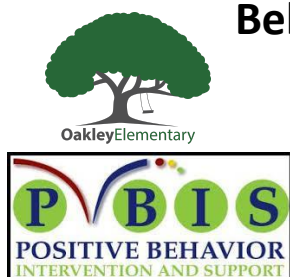
Arrival and Dismissal:

Doors will open for car riders at 7:30. (Supervision will not be provided before 7:30am.) The tardy bell will ring at 7:55. The afternoon dismissal will be at 2:25. **There will be no student sign-outs after 2:00.** No transportation changes will be made after 1:00pm. After 2:00 students will not be able to be picked up from the office. **Parents must go through the car rider line and enter the school from Onteora Boulevard.**

Early Check Outs - To ensure the safety of our students we ask that parents who need to check out their child before the end of the school day, please do so before 2:00pm. **We will not be able to call the classroom and get a child after 2:00.**

Early Dismissal - There are 4 days this year that will be Early Release days for staff development. There are also cases when we might need to dismiss due to inclement weather. Please make sure that you have completed the early dismissal form and spoken to your child about how they will go home. Due to limited phone lines, we CANNOT call you personally to check on your child's afternoon transportation. Make sure that you are receiving the School Messenger phone calls from BCS.

Remember that Oakley is a Buncombe County School and is in the Reynolds District.



Behavior Expectations

Oakley Elementary School is a Leader in Me & PBIS school. Our PBIS model: "The Oakley Way" is designed to help students remember the qualities and expectations for an Oakley Elementary School student. Students will be recognized for expected positive behavior and will be given the opportunity to reflect on and change behavior that does not follow the OES Way.

PBIS is a framework for assisting staff in evidence-based behavioral interventions. The PBIS program supports the success of ALL students. Oakley Elementary School will follow a Progressive Discipline Plan when violations occur. This means that repeated offenses by the same student will result in progressively more severe consequences for that student.

Please refer to the chart below for the type of behaviors that are considered minor and those that are considered major. We document behaviors in an electronic system called Educator's Handbook.

Behavior	Minor	Major
Inappropriate Language (Spoken or written)	Any language that is deemed unwelcome or inappropriate - talking back, non-directed cursing, inappropriate jokes/gestures/comments: making faces, family, racial, ethnic, judgmental, name calling (shut up, stupid), inappropriate slange, teasing.	Aggressive / threatening / challenging language toward another - cursing, threatening, racial comments, yelling at another, arguing in a threatening manner, causing another to fear for their safety.
Physical Contact / Aggression	Any non-chronic, non-threatening behavior that has the potential to cause harm to another	Aggressive behavior, fighting, assault, physical aggression. Physical confrontation with intent to do harm

	individual- invading others personal space, horseplay, bumping in line, tripping, pushing, horseplay without serious physical harm.	to another: hitting, kicking, biting, fighting, pulling hair, pinching, pushing. Includes physical aggression with the intent to harm to self. Lying to and/or disrespecting the teacher.
Inappropriate Behavior	Disturbing class - A continuation of a behavior after redirection - playing, whistling, tapping, excessive talking, out of seat, making inappropriate noises, humming, passing notes.	Tantrum / Out of control behavior that disrupts any school activity, Leaving the teacher / class without permission, communicating threats, bullying (disorderly conduct).
Non-Compliance	Failing to follow through with directions - not completing assignments, habitually slow to follow directions, off task after redirects.	Refusal to follow directions - doing opposite of instructions, refusing to do work, intentional disrespect, arguing with the teacher. Non-compliance with directives from administration, teachers, and other personnel.
Property Misuse	Using materials in ways other than instructed - throwing small objects, using chairs incorrectly, ripping work, breaking/cutting objects.	Vandalism - Deliberately damaging or destroying property-including school materials/equipment, personnel items, using bathroom incorrectly.
Misuse of School Technology	Failure to follow teacher's directions, failure to properly care for devices when moving from place to place.	Using school technology / equipment contrary to the school policy, Cyber-bullying, possession of external speakers on campus.
Cell Phone	Failure to turn in cell phones at the start of the day, taking photos & videos, inappropriate websites.	Bullying, communicating threats, stealing the device of others, refusal to put phone away when asked by an adult to do so.
Inappropriate Item	Any object that can be used to threaten or harm another person.	Inappropriate items that could be considered harmful to students and staff. This would include: weapons, drugs, etc.
Theft	The taking of another person's property without that person's permission.	Intentionally taking another person's property without that person's permission, lying, refusal to return the property, damage of property, etc.



Oakley Elementary is proud to be a **Leader in Me®** school. This is a whole-school model and process developed in partnership with educators that empowers students with the **leadership** and life skills they need to thrive in the 21st century.

CLASSROOM LEADERS <i>Seek First to Understand - Then to be Understood</i> Listen first then talk.	
On Task Learners	-Try it on my own -Have my materials ready and I know my learning target -Complete my work -Follow Directions -Make Responsible Choices
Act Safely	-Keep my hands, feet, and body in my space -Keep four on the floor -Always walk in the building



Kind Kids	-Always use kind words and be ready to work with anyone -Listen and follow directions the first time asked -Be Respectful to staff and peers
Student Leaders	Synergize: Work together to accomplish my goals.



Health, Wellness, & Safety

Bullying - Prohibition Against Discrimination, Harassment and Bullying - BCS Policy Code: 4021/1710/7230

CAFETERIA:

Oakley Elementary along with several other schools are participating in the Universal School Lunch and Breakfast Community Eligibility Program for the 2021-22 school year. Breakfast and Lunch are FREE for all Oakley Elementary School students. Your child will be able to participate in this meal program without having to pay a fee or applying.

Additional items will be available for sale. A maximum of 1 additional item may be purchased.

Due to COVID19 students cannot drink from the water fountain. Each student needs a water bottle daily to fill up from the water fountain. ***No soft drinks, energy drinks, or drinks with red dye will be allowed.***

Food items brought from home may not be shared with other students.

Elevator

Oakley is equipped with an elevator that serves all levels of the school. Elevators are for staff use, handicap use, and for students with injuries that necessitate elevator use. Students must have permission from a school administrator to use the elevator.

Medications

A physician's order is required for all medication.

A separate form is needed for each medication. Over the counter medications such as skin creams, essential oils, herbs, sunscreen, chapstick, cough drops, etc. must also have a doctor's order.

All completed forms must be sent to the school on or before the first day of school along with any needed supplies.

- Medications must be brought to school by a responsible adult.
- Prescription medication must be in the ***original labeled container.***
- Over the counter medication must be in an original ***unopened container.***
- If pills need to be divided, please have pharmacy do this, or divide at home.

A new order must be completed any time there is a change in dosage, time or method of administration, or treatment protocol and for each new school year.

When physician's orders have not been received, the medication or procedure may not be given by school personnel. The parent/guardian will need to come to the school to care for the student's needs until the appropriate orders have been received.

Safety Drills and Evacuations

The Oakley Elementary School Safety Team meets regularly to discuss and coordinate safety procedures and protocols. Fire drills will be conducted monthly. Tornado and lock-down drills will be conducted annually. Students will be instructed regarding the evacuation procedures. Fire drills will be conducted monthly. Tornado, evacuation, and lock-down drills are conducted annually. It is important that students are prepared in the event of an emergency.

School Counseling at Oakley Elementary School

Oakley Elementary School Counseling program serves and advocates for **all students** through

1. A comprehensive and developmentally informed continuum of support,
2. Fostering a personal responsibility for an awareness of self and others
3. Development of emotional management skills, thus allowing them to access their full academic and personal potential.

The school counselor supports all students to feel safe and successful at school and in life. Our counselor works with students according to grade level needs. Our counselor sees all students on a regular basis in classroom guidance lessons. These lessons focus on social-emotional skills that will help your child manage emotions, problem solve, communicate, and get along better with others. For some students, the counselor will have small group time throughout the year. These groups are focused on particular topics. Sometimes, we see students on a short term basis for individual counseling as well. If we feel your child needs more than a few sessions with us, the counselor can also make referrals to community based therapists in our area who can support both you and your child.

If you feel your child would benefit from any of our counseling services, please let us know. Parents and teachers may refer students to be seen by a counselor. Students may also self refer for counseling services. **Information shared in groups or individual sessions are confidential unless the child says they are going to hurt themselves or someone else or if someone is hurting them.**

Oakley Elementary School Counseling Program serves multiple purposes and supports multiple systems.

*We utilize program and school data to monitor our impact on students and families on a daily, monthly and yearly basis. This information is used to create and maintain a positive, nurturing and supportive learning environment. Our data also helps us determine successful academic and social emotional strategies to support positive life skills.

*We foster partnerships with parents, staff and students to create a holistically supportive academic learning environment.

*We adhere to the American School Counselor Association ethical and legal guidelines to support and guide our students' growth.

School Social Work

School Social Workers are the link between the home, school and community in providing services to promote and support students' academic and social success. We help *students* develop strategies to increase academic success; help *families* to access school and community resources, and help *schools* identify students' unmet needs and work effectively with parents. If you have a question about your child's attendance, the school social worker will be glad to meet with you to address any concerns or needs.

Please contact the school social worker by phone or email if you have any questions or concerns about your child.

School 828-274-7515 roxanne.skenandore@bcsemail.org



School Climate

CELL PHONE/ELECTRONIC DEVICES:

We discourage students from bringing cell phones or other electronic devices.

- Bring at your own risk. We are not responsible for damaged, stolen, or lost items.
- Students are not to carry cell phones on their person during the school day. All cell phones will be collected at the beginning of the day and kept in a secure area until dismissal when they will be returned to the students. It is the student's responsibility to pick up their cell phone from their teacher. Students may only use these items after 2:30p.m. They may not use a cell phone while walking in the halls due to safety concerns. ***Failure to turn a cell phone in will result in a Major office referral.***
- Due to confidentiality and to protect the rights of all students, the taking of pictures or videos by students using portable devices is prohibited at school and on the bus unless it is part of a class and supervised by the teacher.
- If a student has an electronic device out prior to 2:30 p.m., the device will be held by the office for parent pick up.

Tobacco Products, CBD products, Hemp products, Vapes, Electronic Cigarettes (E-Cigs), Juuls, Etc:

- Oakley is a Tobacco Free Campus for students, staff and visitors. This means that **ALL** tobacco products (dip, snuff, cigars, cigarettes, etc.) are prohibited from being brought onto campus.
- All Vaporizers (Vapes) and Electronic Cigarettes (E-Cigs) are prohibited from being on campus, as well.
- CBD oil, flower(s), or in any form are prohibited from being on Oakley's campus.
- Hemp is not allowed on school grounds, in any form.
- If student's bring any of the above on campus, it may result in behavioral consequences.

Celebrations:

- Balloons and flower arrangements cannot be transported on the bus. If you choose to send an arrangement, please make plans to pick your child up from school on that day. Students may pick up their flowers or balloons from the office at the end of the school day.
- Birthday parties are not allowed at school. Please check with your child's teacher in advance if you would like to bring a healthy refreshment during the class's regular snack time for your child's birthday. For safety reasons, only items from an inspected commercial facility may be brought to serve children in the classroom. Invitations to parties should not be brought to school unless EVERY child in the classroom receives one.

Dress Code - 2021-22

Buncombe County School Board Policy #4316 states that each school must develop "guidelines that balance the needs for individuality with the needs of maintaining safety, orderliness, and good taste for the school community."

Oakley Elementary School believes that certain articles of clothing, while appropriate in casual settings, are not appropriate for the educational environment. We believe that adherence to our dress code policy helps to prepare students for future success.

To help students, parents, and faculty members understand what is appropriate for school, the dress code is explained below.

1. Clothing should cover all undergarments, students' backs, sides, and stomach areas. Pants should be worn around the waist. **No shorts or undergarments should be visible.**
2. Straps on shirts must be 2" wide (short side of ID card). See-through lace/mesh clothing must be layered with another garment that meets dress code requirements. Tube tops, halter tops, backless tops and strapless shirts are not permitted. Clothing must pass the card test in order to be appropriate for school. Faculty ID cards, driver's licenses, or debit cards are acceptable cards that can be used for this self-check.
3. Skirts, dresses and shorts should adhere to the fingertip rule. These garments should be no shorter than the student's fingertips when arms hang freely at their side.
4. Pants that have holes, slits or cuts above the knee should not be more than 3" above the knee and must be covered so no skin is showing.
5. Students will not be allowed to wear a sweatshirt hood, hats, toboggans, and headphones while in the school building, unless for religious observances, or as a PBIS reward for a school fundraiser.
6. Students are prohibited from wearing any metal chains, bullets, fish hooks, or metal spiked apparel and accessories.
7. Students may not wear any garment or accessory displaying language or images (profanity, sexual suggestion/insinuations, alcohol, tobacco, drugs, bodily functions, ethnic slur, slogans or symbols) that are inappropriate for a school setting. *Any item deemed to be "gang related" will be subject to ban according to BCSB Policy #4328. Parental notice will be given.*
8. Pajama-like clothing, slippers, stuffed animals and blankets are not permitted. Occasionally our PTO or teacher will sponsor a "Pajama Day" as a school fundraiser. Pajamas worn for a special fundraiser event should cover the areas of the body as described above in numbers 1 through 6.

Buncombe County School Board Policy states "before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance." Violations of the dress code policy should be corrected as soon as possible. Students who are not dressed appropriately for the educational environment should be advised privately and will be given an opportunity to make corrections.

It is the responsibility of all staff to monitor and address student dress code. Students shall comply with directions from any staff member in regards to this policy.

Visitors

- All parents and visitors must check in at the office and pick-up a visitor's badge.
- Visiting friends will not be allowed to attend classes with students.
- **Due to COVID19 visitors may be restricted and will not be allowed to eat lunch with students.**
- **All visitors must wear a mask when entering the building and must keep social distance from others.**

Volunteers

- All volunteers are required by BCS to complete a volunteer application before volunteering with students.. Please go to <<https://buncombeschools.org/cms/one.aspx?pagelid=254488>> to complete an application. This application will be processed by the BCS Central office and you will be notified when you have been cleared to participate in level 1,2, or 3 activities within the school. Parent and community volunteers will be scheduled at the discretion of the teacher and the school administration.

Yearbooks

- Oakley Elementary publishes a yearbook each year. The yearbook contains pictures of students, staff, and activities that take place throughout the year.



Transportation

Car Riders

Because safety is our first priority during dismissal time at Oakley Elementary School, please follow the procedures below:

- Enter at Onteora and Exit off Liberty Street.
- Cars should form 2 lines when entering the back parking lot and merge at the corner as they approach the pick up area.
- Students will unload and load at the sidewalk only.
- Please have your child enter and exit through the passenger door side.
- Please pull your car close to the one in front of you to prevent others from blocking the road and the buses from leaving.
- Car rider dismissal begins at 2:30 - 2:45. After that time, you will need to come into the office to get your child.
- **Dismissal time is 1:30 during Plan B of COVID and at 12:30 during Plan B & Beyond.**
- Display the car pickup tag with your child's name on the driver's mirror. Each child will receive 1 free hanging car tag. Each additional tag will cost \$1.
- If you do not have a pick up card, you will need to park and walk to the front desk to show your driver's license and get a temporary pick up card.

Walkers

If your child is a walker they will enter through the door at the new entrance to the old building off of Onteora Blvd. Walkers will be picked up at this location in the afternoon. You will show the staff member on duty your walker tag.

If you do not have a walker tag, you will need to go to the front desk for a temporary tag.

Bike riders will need to be dropped off at the front entrance.

ALWAYS WALK AND/OR BIKE WITH ADULT SUPERVISION

AM Walk/Bike Procedures

- Students must be accompanied by a parent or approved adult on the student's contact list
- Students and parents must use the crosswalk
- Students must secure bikes in the bike rack

PM Walk/Bike Procedures

- Dismissal time for walkers/bikers 2:25pm.
- Parent or approved adult must be present for students to leave

Visitors

Parents must follow all safety protocols. Please check in at the front desk when you arrive. Parents are welcome to walk

their children to class the first week of school as long as the current COVID protocols permit visitors in the building. Then we encourage you to allow your child to walk by themselves to class. This will help develop independence and responsibility.

BUS REGULATIONS:

Transporting students to and from school safely is our first concern. It is the responsibility of all students who ride the bus to help the driver in maintaining safe conditions. Buses are expected to arrive at school between 7:30am and 7:50 a.m. and leave at 2:25pm. Students are expected to be ready and waiting at their bus stop before the bus arrives.

No phone calls will be taken for transportation changes. All changes are to be requested in writing and sent with your child each morning. Transportation change requests may be faxed (828-274-1721) to the school by/before 1:00 p.m. If you fax a transportation change request, please call the school to confirm that we received it. Only extreme emergencies (life/death) will be considered over the phone and must be approved by the administration.

Please talk with your child about bus safety and appropriate behavior on the bus. We have excellent adult drivers, but they need your help to operate a bus safely. Students who misbehave on the bus will have consequences.

Parents will be contacted by the administration when their child misbehaves on the bus. Continued misbehavior on the bus will lead to suspension from riding the bus and possible suspension from school.


Bus Safety Rules:

A Bus Safety Ridership Agreement will go home with all students. Students and parents should sign and return this form even if you do not ride a bus on a regular basis. Bus safety rules apply for field trips as well as daily bus routes.

Bus Rules:

1. Stay seated! "Back to Back, Bottom to Bottom."
2. Use an "Inside" voice and respectful language. No yelling out the bus windows.
3. Keep your hands to yourself at all times.
4. No external noise from devices. This includes external speakers. External speakers are not allowed on the bus or at school. Students must use earbuds when listening to anything with sound on the bus. Failure to do so will result in loss of cell phone privileges on the bus.
5. No eating or drinking on the bus. No GUM. Keep the bus clean.
6. Keep EVERYTHING inside when the windows are down. This includes body parts and objects.
7. Cell phones will be allowed at bus driver discretion. No pictures or videotaping of any type on the bus.
8. Board and Exit the bus at your designated stop.
9. Do not bring questionable or dangerous objects on the bus.
10. Follow Oakley's PBIS behavior matrix by showing and being: On-task learners, Act safely, Kind kids and Student leadership at all times.

Please see the Bus Matrix below for more information.

 Oakley Elementary School Bus Behavior Matrix		
Behavior	Minor	Major
Safely Seated	Failure to stay seated on bottom, facing forward, and out of the aisle.	Failure to sit in the assigned seat, moving seats, putting body parts out windows. Repeatedly not staying seated.
Physical Contact	Failure to keep hands to self and out of other people's personal space.	Aggressive behavior / Physical confrontation
Inappropriate Behavior	Disturbing the safe operation of the bus. Behavior that continues after redirections. Inappropriate behavior. Failure to use an inside voice.	Threatening language Screaming or yelling across the bus. External music or sound from any device.

		Getting off at a stop that is not assigned to you without permission.
Following Directions	Failing to follow through with directions given by administration or bus drivers.	Repeatedly failing to follow through with directions given by administration or the bus driver. Not following the bus safety ridership rules.
Property Misuse	Touching bus equipment.	Tampering with bus equipment. Vandalism - Damaging or destroying property.
Cell phone / device use	Failure to not use earbuds to block sound.	Taking pictures or videos of others. Inappropriate content on cell phone. Repeated failure to not use earbuds to block sound.
Inappropriate Items	Eating or drinking on the bus. Gum or Candy on the bus.	Any inappropriate Item that could be considered harmful to students and staff.
Theft	The taking of another person's property without that person's permission.	Taking another person's property without that person's permission, lying, refusal to return the property, damage of property, etc.

Discipline Action	Minor	Major
1st offense	Conference with Administration	Lunch Detention 1-3 Days
2nd offense	Lunch Detention 1 Day	After School Detention 1-3 days / Bus Safety
3rd offense	After School Detention 1-3 days / Bus Safety	Bus Suspension - 2 days
4th offense	Bus Suspension - 2 days	Bus Suspension - 5 days
5th offense	Bus Suspension - 5 days	Bus Suspension - 10 days
6th offense	Bus Suspension - 10 days	Bus Suspension - 30 days
7th offense	Bus Suspension - 20 days	Bus Suspension for rest of semester