

**West Nassau High School
1 Warrior Drive
Callahan, Florida 32011
(904) 879-3461
(904) 879-5843 (Fax)**



Student Handbook 2016-2017

We are pleased to have you as a member of our proud Warrior family and wish you a most successful 2016-2017 school year. Students are encouraged to participate in the various clubs and extracurricular activities available at West Nassau High School in order to get the most out of their high school experience. Research indicates students who are involved in activities during high school perform better academically.

This handbook informs students and parents about the programs, policies, and procedures at West Nassau High School. While this handbook has been carefully prepared to provide you with the basic guidelines of your school, it is not possible to provide all information that exists, so please contact the school office with any questions or concerns. Students and parents should also review the Nassau County Progression Plan and Curriculum Guide. It is the student's responsibility to comply with the policies and regulations of West Nassau High School and Nassau County Public Schools.

Policies and rules of the Nassau County School Board or the Florida State Board of Education supersede any policy or rule printed in this handbook.

“Believing In Today.... Achieving For The Future”



“Home of the Warriors”

West Nassau Administration

Curtis Gaus, Principal

Kelly Burnette, Assistant Principal

Richard Pearce, Dean of Students

West Nassau Guidance Department

Heather Eddy

Brooke Smith

Shelly Frazier

Nick Miranda

Phyllis Alderman

9th & 11th grade students

10th & 12th grade students

College and Career Counselor

Testing Coordinator

Guidance Secretary

Front Office Support Staff

Bea Mitchell

Yvonne Donley

Annette Jarvis

Sherrie Crosby

Jana Sheffield

Bookkeeper / Secretary

Bookkeeper/ Secretary

Administrative Data Entry

Front Office

Attendance Clerk

Superintendent of Nassau County Schools

John L. Ruis

Board of Education

Donna Martin

Gail Cook

Jamie Deonas

Dr. Kimberly Fahlgren

Dr. Kathy Burns

West Nassau High School is dedicated to our parents, students
and community.

Belief Statement

We believe:

- All people have value.
- All people are responsible for their actions.
- Effective relationships are developed and maintained through mutual respect, trust, and communication.
- Life-long learning is essential for individuals and communities to thrive.
- The role of the community and family is critical in the moral development of an individual.
- The educational community is responsible for providing a safe environment that is conducive to learning.
- High expectations promote high performance.
- Strength of character is essential to making quality life choices.
- The community is strengthened when the potential of each person is developed.

Mission Statement

Our mission is to provide all students with learning experiences that develop strength of character, skills, and knowledge, empowering them to become productive and successful citizens in our evolving world.

2016-2017 School Calendar

First Day of School	August 10, 2016
Last Day of School	May 26, 2017

NINE-WEEKS PERIODS

First Period	October 12
Second Period	December 23
Third Period	March 15
Fourth Period	May 26

NON-INSTRUCTIONAL WORKDAYS FOR TEACHERS

Pre-School Planning	August 2, 3, 4, 5, 8, 9
Post-School Planning	May 30, 31

EARLY DISMISSAL DAYS FOR STUDENTS

Christmas	December 23
Last Day of School	May 26

NON-SCHOOL DAYS FOR STUDENTS

Labor Day	September 5
Teacher Planning Days	October 17, January 9, March 17
Staff Development	August 8
Veterans Day	November 11
**Thanksgiving	November 21-25
**Christmas Break	December 26-January 6
Martin Luther King, Jr. Day	January 16
**Presidents Day	February 20
Spring Break	March 20-24
**Holiday	May 5

West Nassau 2016-2017 School Hours

School is in session from 9:00 a.m. until 3:25 p.m. The school office is open from 8:00 a.m. until 4:00 p.m. Students are expected to be in class for first period no later than 9:00 a.m. Students not involved in school extracurricular activities should not be on campus after 4:00 P.M and may be charged with trespassing.

Our Four Period Block schedule consists of four 85-minute classes (approximately) during each school day. Included in a regular class day are 30-minute lunch periods.

4 x 4 Schedule for 2016-2017

School opens for Breakfast	8:40 – 8:55 AM
1 st Period	9:00 – 10:25 AM
2 nd Period	10:29 – 11:54 AM
3 rd Period	11:58 AM – 1:56 PM
1 st Lunch	11:54 AM – 12:28 PM
2 nd Lunch	12:38 – 1:08 PM
3 rd Lunch	1:23 – 1:56 PM
4 th Period	2:00 – 3:25 PM

Note: The above bell schedule will be modified to accommodate assemblies, pep rallies, or other special events.

To accommodate the Wednesday early student release (Teacher Planning) the bell schedule will be modified as follows:

School opens for Breakfast	8:40 – 8:55 AM
1 st Period	9:00 – 10:10 AM
2 nd Period	10:14 – 11:24 AM
3 rd Period	11: 28 AM – 1:10 PM
1 st Lunch	11:24 AM – 12:02 PM
2 nd Lunch	12:39 – 1:16 PM
4 th Period	1:15 – 2:25 PM

IMPORTANT INFORMATION

Progress Reports

Progress reports will be issued at the midpoint of each grading period. Blank reports are distributed to students during first period. Each student is responsible for presenting his progress report to each of his teachers throughout the day for completion.

Dates for 2016-2017 Progress Reports: September 9th, November 15th, February 13th, April 25th

Report Cards

Report cards are issued to students for the 1st, 2nd, and 3rd grading periods. *Report cards are mailed home at the end of the 4th grading period.* See the school calendar for specific dates.

Dates for 2016-2017 Report Cards:

October 19th (1st -9 weeks)

January 13th (2nd 9-weeks)

March 30th (3rd 9-weeks)

May 26th (4th 9-weeks)

Accidents

All accidents on school grounds must be reported IMMEDIATELY to the faculty member assigned to the injured student(s), and school administration. Students must report all accidents to a teacher no matter how minor the injury might be.

In case of an injury, an attempt to contact the parent/guardian will be made by the principal's designee immediately by telephone. The Principal's designee will directly contact the parent. In order to accomplish this, it is essential to have the correct home and emergency telephone numbers on file in both the attendance and guidance offices. **An updated Emergency Medical Card with correct numbers and information is the student's responsibility. Please update information if contact numbers change.**

Announcements

All announcements must be submitted to the Principal, or his designee, for approval the day before the announcement is to be made.

The Pledge of Allegiance will be conducted every morning at the start of 2nd period. Students are expected to display proper respect for our country during this time by standing and reciting the pledge. After the pledge, students should be seated quietly for announcements. Please note: House Bill 7029 authorizes student rights to not recite the Pledge of Allegiance should this be the desire of the student or family. Please contact the school should you desire to have your child opt out of the pledge or patriotic games.

Athletics

West Nassau High School offers several boys and girls athletic teams and is governed by the policies and rules of the Florida High School Activities Association (FHSAA). Students interested in participation should contact the Athletic Director for a directory of activities and sponsors. The following general guidelines are offered for convenience, but do not constitute all rules of athletic participation.

- A cumulative 2.0 GPA is required for participation.
- Insurance is required for participation. (Supplemental insurance is recommended to cover co-pays and deductibles)
- Medical Authorization Card and Off Campus Permission Form

- Students must be present two periods or half of the day to participate in any activity.
- The Principal or his designee may deny a student's participation in athletics based on attendance or discipline. Students serving In School Suspension (ISS) or receiving Out of School Suspension (OSS) will be ineligible for the duration of their suspension. **If you get in trouble you lose your privilege to represent WNHS for a minimum of one contest.**

Attendance

The following general information is provided for convenience. However, see the 2016-2017 Pupil Progression Plan for complete details regarding attendance.

Written documentation by the parent/guardian for each absence must be submitted **within three (3) working days upon return to school.**

Each student may present a total of **six (6)** parent notes per semester. Each note will only excuse (1) day.

4 X 4 Block Schedule:

On the third (3rd) unexcused absence for any 9-week grading period the highest grade a student can receive is a 59. An attendance appeal form will be issued to the student. This form must be filled out, signed by the parent and submitted to the attendance clerk for committee review. **Students are allowed one appeal per school year.**

Students shall be provided an opportunity to make up assigned work for all absences. Based upon the length of the absence, the course instructor will designate a reasonable length of time for make-up work to be completed.

Sign-Out Procedure

Students must bring a note from a parent/guardian with a phone number for verification. The note will be honored if the parent/guardian can be contacted for verification. Students cannot check out of school via parent phone calls. A parent must be present and submit identification in order to check a student out of school during school hours. **Students cannot sign-out for lunch.** West Nassau has a closed campus.

- Student ID card required prior to student sign-out.

Bulletin Boards and Posters

Information relative to classes, school functions, and extracurricular activities are regularly posted on bulletin boards. All information posted on campus must have prior approval of the Principal, or his designee. Removing information or defacing a bulletin board or other posted information is considered a disciplinary infraction. Duct tape may not be used to hang posters anywhere in the building.

Campus Visitors

WNHS welcomes visitors who have legitimate business at the school. Guests and visitors are required to report directly to the school office to sign in and receive a visitor pass. Visitors are expected to leave promptly once their business has been completed. **Students are not allowed to bring guests to school with them.** Former students wishing to visit with members of the school staff must do so after classes have ended at 3:30 p.m. Visitors without proper authorization will be instructed to leave school grounds. Law enforcement will be contacted to handle visitors who refuse to leave campus.

**Nassau County School Board
Equity
And
Non-Discrimination Statement and Contacts**

The Nassau County School Board does not discriminate in admission, access, treatment or employment in its programs and educational or extra-curricular school activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to facilities for the Boy Scouts of America and other patriotic youth groups. The following district contacts have been designated to handle inquiries regarding non-discrimination and harassment policies, reports of alleged violations, concerns about compliance and/or the grievance procedure(s):

Equity/Non-Discrimination Contact:

**Joyce Menz
1201 Atlantic Ave.
Fernandina Beach, FL 32034
(904) 491-9888
Fax: (904) 277-9044**

**Harassment:
Mark Durham
Executive Director of Administrative Services
1021 Atlantic Ave.
Fernandina Beach, FL 32034
(904) 491-9905**

Americans with Disabilities Act (ADA)

**Kevin Burnette
Director of Facilities
86334 Goodbread Rd.
Yulee, FL 32097
(904) 225-5343**

**Section 504:
Pauline Gregory
Director, Exceptional Student Education
1201 Atlantic Ave.
Fernandina Beach, FL 32034
(904) 491-9881**

**Title IX:
Dr. Cynthia Grooms
Director, Secondary Education
1201 Atlantic Ave.
Fernandina Beach, FL 32034
(904) 491-9918**

Dress and Grooming

Clothing and accessories are required that reflect neatness, cleanliness and good taste. All students shall be modestly dressed and groomed so as not to distract others, or to cause disruption of or interference with the educational program or the orderly operation of the school. Students who fail to comply with the dress code policy will be issued the alternative clothing through the Dean's office. Habitual offenders will be assigned ISS.

- Ethnic slurs, suggestive statements, or slogans endorsing drug, alcohol, or weapons use prohibited on all clothing, jewelry and body art.
- Shredded jeans with holes above the knee (showing skin/larger than a Quarter) is prohibited.
- See-through, spaghetti strap shirts (less than 3" width), strapless shirts, pajamas, bedroom slippers, yoga pants, boxer shorts, chains on pockets, tight fitting clothing and mesh clothing are prohibited.
- No part of the midriff may show at any time and low cut revealing shirts/blouses are prohibited. Male students must wear shirts with sleeves.
- Shorts, dresses and skirts must not be shorter than 4 inches above the knee (front and back).
- Florida State Law requires pants must be belted and worn at the waist. **(No sagging allowed)**
- Shoes must be worn at all times. Footwear deemed as unsafe will not be allowed.
- Hats, caps, scarves, hoods and head coverings are not allowed on school grounds during the school day.

Public Display of Affection (PDA)

Passionate kissing, inappropriate touching and embracing will not be tolerated. Respect for others should be shown. Inappropriate Public Display of Affection will result in 1 day ISS and notification to parent. No students should be in an unauthorized area.

- 1st offense – detention (morning, lunch or afternoon)
- 2nd offense – ISS (1 day)
- 3rd offense – OSS (1 day)

Dual Enrollment

See 2016-2017 Student Progression Plan for Dual Enrollment Policies for FSCJ. Students will be issued a Photo ID Tag and/or a parking decal and **must not remain on campus when assigned to a dual enrollment class.**

- Student ID required to leave campus.

Electronic Equipment

Electronic devices are not to be brought on campus and will be confiscated by school personnel for one week with the first offense unless a parent or guardian comes to the school to reclaim the confiscated item, before or after school only.

- If device is confiscated, student will receive (2) days of before school detention.
- Habitual offenders will receive ISS

Upon entering classroom all students will place cellphones in teacher collection stations. Cell phones will be returned to students at teacher discretion.

Florida State Law allows students to bring cell phones to school, but the phones can't be turned on or used during the school day (9:00 AM - 3:25 PM). Cell phones and other electronic devices are subject to confiscation. All cell phones are to be turned off during the school day. Text messaging, instant messaging or phone calls are strictly prohibited during school hours.

The school telephones are not for student use. Students will not be called to any phone during class except in cases of emergency as determined by the administration. Students may use classroom or attendance office phones to call their parents with teacher approval.

Evacuation

Refer to the West Nassau High School Crisis Management Plan for details. Emergency evacuation and/or school lockdown drills will be conducted throughout the year.

Should an emergency make it necessary to evacuate the buildings and/or campus, students must remain with their class and teacher. **If a student is not in their class when the evacuation takes place, they should exit the building and report to the flagpole in front of school or the flagpole on the football field to be counted for attendance.** It is imperative that all students are accounted for during times of emergencies. For this reason, every student must be checked out through the established procedure before leaving school supervision. In times of emergency, law enforcement will be used to ensure that no student is released without properly checking out.

Equipment and Facilities

Students are expected to respect school property by assuming personal responsibility for its care. Malicious damage to property is subject to disciplinary action and referred to law enforcement. Damaged property must be repaired or replaced at the expense of the student(s) and their parents.

Field Trips

Class or group trips are scheduled for enriching the educational experiences of the students. The participating students and/or organization will incur the cost of the trip. WNHS reserves the right to deny field trip privileges to students who have previously demonstrated undesirable behavior at school or while attending school activities or to students with failing grades. Field trip and Medical Authorization forms must be properly completed before a student is authorized to participate. These forms are available from your homeroom teacher or the front office.

- Student ID required to participate in school field trips.

Guidance Counselor

Any student who wishes to schedule a conference with the counselor must make an appointment before school or between classes. Parents who wish to have a conference with the assigned counselor are asked to call the guidance office to schedule an appointment. One Counselor will be available during after school hours (3:30 PM – 4:00 PM) Monday – Thursday to assist students and parents.

Insurance

An insurance program sponsored by the school is available for students at a nominal fee. Information regarding this program is distributed to all students at the beginning of the school year. Students participating in athletics must have insurance through the school or a family program. If you choose to enroll in the school program and an accident occurs, please see the school receptionist to obtain the proper claim forms.

Media Center

Services and materials are provided through the Media Center to enhance the total school program and to create educational opportunities for all. The media center is open from 8:40 a.m. until 3:40 p.m. During these hours, individual students, small groups, and entire classes have use of the center.

- Books may be checked out for a two-week period and may be renewed.
- Magazines may be checked out overnight.
- A fine of five cents per day is charged for overdue books.
- No fines are charged for weekends and holidays.
- Lost books will be paid for, as well as any overdue fine. (This will result in a loss of checkout privileges).
- The media specialist is available to help students with assignments and the selection of leisure-time materials.
- The media center is a place to find material resources and work on educational assignments. Failure to respect the rights of others or misuse of the Media Center could result in the loss of privilege.
- Student ID required for Media Center use.

Money and Valuables

The school is not responsible for the loss or theft of money or valuables. Money and personal valuables may not be left in the office. **Expensive items and large amounts of cash should not be brought to school.**

Parking Regulations

Student parking is allowed ONLY in the south parking lot next to the gymnasium. Parking on the grass is prohibited. **Students are not allowed in the parking lot during school hours. If caught without approval, it will result in one day of ISS. Students caught leaving campus during school hours without checking out will receive two days of ISS for the first offense. Second offense will result in removal of parking pass for an extended length of time as determined by the administration.**

Student automobiles must have a decal to park on campus. The Dean of Students will issue decals and assigned parking spaces during the first two weeks of school. A valid Florida driver's license, vehicle registration, and proof of insurance are required. Any violation of the parking and driving rules will result in loss of your driving and parking privileges at WNHS and possible tow of vehicle at the owner's expense.

Student's driving a different vehicle should report to the Dean's office for a temporary form to prevent their car from being towed.

Student Records

Student files contain information necessary to record the educational experiences of the student. This information is classified by status as confidential and access to records is granted as follows:

- 1) Staff of WNHS with a stated, legitimate educational interest
- 2) Parent or legal guardian, if the student is under 18
- 3) Student 18 years of age or older
- 4) By court order or subpoena
- 5) Other persons or agencies as granted in writing by parent, guardian, or 18 year old student
- 6) Student ID required (if not current student, picture ID must be presented)

Files will be shared in compliance with school regulations only when the appropriate school official, as designated by the principal, is present to interpret the contents of the file.

Transcript

An official academic record is not necessary for enrollment at WNHS, but an official transcript is necessary before the recognition of any previously granted credit from another school. Generally, a transfer student's new schedule is created based on previous report cards or a certificate of transfer or withdrawal. If another school withholds a transcript, it is the responsibility of the student to see that his/her record is cleared in order that the needed transcript be provided. No credit for courses previously taken will be recognized without certification by an official transcript.

Textbooks

Students are responsible for the proper care of textbooks. Loss or damage of books is the responsibility of the student to whom the book was issued. A student, who owes for a lost, damaged, or stolen textbook will not be issued textbooks for the following term until the debt is satisfied. Money for lost or damaged textbooks is not refundable unless it is returned in the same condition as it was issued to the student. Students should make sure their name is written in the book. All textbooks will be bar coded for identification purposes to prevent a student from returning another student's assigned textbook.

Tobacco

Students are not permitted to use, distribute, or possess tobacco products in school or on school property. Students who violate this policy will be punished according to NCSB Policy #5.44 subject to suspension from school and issued a County Citation resulting in fines up to \$30.00 by a law enforcement officer. This may result in an assignment to Teen Court and referred to the State Attorney's office.

Hall Passes

Students should **never** be in the hallway without a pass during class. If you are called to the office, ask your instructor for a hall pass.

Tardy to Class

Students have four minutes to change classes. Students should be in their classroom when the bell rings to begin class. Plan your day to avoid unnecessary tardies. Students will receive 1 warning during 1st

period only. No warnings will be issued 2nd through 4th period classes. Teachers will issue detention notices if a student is tardy to class. Each tardy to class (not to be confused with tardy to school) will result in a detention. Repeated infractions will be treated as a level II offense. (Lunch Detention will be served during student's assigned lunch period) Students who receive more than three tardies (3 detentions) per a semester in a class will receive 1 day of in school suspension. Second offense, 2 days ISS, 3rd offense further disciplinary action by administration.

Student Conduct and Discipline

Students should familiarize themselves with the Nassau County Code of Student Conduct. This handbook contains rules, regulations and disciplinary measures. Teachers will post their class rules/policies and include in their course descriptions/syllabi.

Problems/Concerns

If you have a problem or concern, please attempt to **contact the teacher/coach/sponsor first** before contacting administration. This will save time in solving most problems. If you feel the problem wasn't resolved, please follow-up by calling the appropriate school administrator.

West Nassau High School Student Handbook General Expectations

Cafeteria Procedures:

The lunchroom is in continuous use during third period. It is essential that students clean up after themselves in order to maintain a pleasant, clean, and relaxed atmosphere for all students. Some basic regulations are necessary due to the large number of students using the cafeteria. Your cooperation and thoughtful consideration for other students are expected and appreciated.

1. All food must be consumed in the cafeteria. Food cannot be taken out of the cafeteria/courtyard area.
2. Cutting in line is unacceptable and will not be tolerated.
3. Each student must clean their lunch table and the surrounding area.
4. All trash must be placed in the trashcans.
5. Students are to be in the lunchroom only during their assigned lunch period.
6. No leaving the lunchroom during your lunch period.
7. Use both sets of doors to enter and exit to reduce congestion.
8. Restrooms are available outside the back door of the cafeteria. Students are required to use these restrooms during lunch time.
9. Any outside food (fast food) must be eaten in the courtyard.
10. Student ID required to purchase food items.

Restroom Procedures:

To maximize instructional time it is recommended that students use the restroom between periods. If an emergency necessitates using the restroom during a class or study hall, the following procedures should be observed:

1. Carry a hall pass when leaving the classroom.
2. Use the restroom closest to their classroom.
3. Use restrooms appropriately and leave them clean.

Restroom Rules:

- USE
- FLUSH the Toilet / Urinal
- WASH your hands
- EXIT

Please report any restroom damage or malfunction that you see immediately to any staff member.

Assembly Procedures:

1. Enter and dismiss safely, quietly, and in an orderly manner.
2. Sit quietly and listen.
3. Applaud or cheer supportively at appropriate times (no booing, whistling, kicking bleachers).
4. Respond in a timely manner to the leader's attention signal (hand raised) and directions.

Hallway Procedures:

Hallway Conduct – West Nassau High School students are expected to conduct themselves in a quiet, courteous manner at all times in the hallways. Any type of behavior that constitutes any form of disturbance is strictly prohibited. Some basic forms of good conduct that should be observed at all times while in the hallways are as follows:

The following rules exist for the general safety of all.

- Walk at all times - do not run or congregate (stand around in groups and talk).
- Keep voices quiet and use school-appropriate language.
- Enter and exit buildings through appropriately marked doors.
- Students in the building before or after school must be in supervised areas only.
- Students are never to be in the hallway during class time without a signed pass from a teacher.
- No leaning on walls in the hallway between classes.
- Walk on the right side of the hallway at a reasonable pace and avoid running and pushing.
- Avoid horseplay and roughhousing.
- Use caution when opening doors into the hallway. Use the door to your right. Watch for open doors when walking through the halls.
- Do not block hallways or doorways

Do not stop in the middle of an intersection or at either entrance to the intersection. KEEP MOVING! NO CONGREGATING!

Bus Procedures:

Students riding in a school bus shall be under the direct authority and responsibility of the bus driver. Please familiarize yourself with the following school bus regulations because these rules are to be observed at all times. Audio and video surveillance equipment will be used to monitor the buses for the safety of the passengers and the driver. Riding the bus is a privilege.

1. Only students properly enrolled in the Nassau County School district are permitted to ride on buses.
2. Students are to ride only on their assigned bus unless advance arrangements have been made by the parents and building Principal. Students are to wait at their respective school to board buses unless assigned another point of departure.
3. Be on time at the designated school bus stop, the bus has a definite schedule.
4. Stay off the road at all times while waiting for the bus. Wait until the bus comes to a complete stop before attempting to enter the bus. Do not push or shove other students who may be waiting at the bus stop or attempting to board the bus.
5. If you must cross the road when being picked up or discharged, wait until you are directed to do so by the bus driver. Always cross the road in front of the bus only after it has stopped and you have received a signal from the driver to cross.
6. Move promptly to your seat upon entering the bus, be seated, and remain seated at all times until you leave the bus.
7. Students must not at any time extend arms or heads out of the bus window. Windows shall not be lowered below the stop line painted on the body pillar. Do not throw anything out of the bus window.
8. Your safety and the safety of the other passengers on the bus is in the driver's hands and the slightest distraction from his duties might cause an accident. Unnecessary conversation with the driver, loud talking, boisterousness, and other actions that divert the driver's attention are prohibited.
9. The following riding policies are observed:
 - A. No smoking is allowed.
 - B. No profanity or vulgar language is allowed.
 - C. No animals/insects are permitted to be transported on the bus.
 - D. No food or beverage is to be taken on a bus except for those students who carry their lunch to school. (No eating is allowed on the bus).
 - E. No electronic devices are allowed on the bus without specific permission from the driver or supervising teacher.
10. Be absolutely quiet when stopped at a railroad crossing.
11. Do not tamper with the bus or any of its equipment. Damage done to seats or other bus equipment must be paid for by the student. Keep books, lunches, or other objects out of the aisles. Leave no books, lunches, or other articles on the bus.
12. In case of a road emergency, remain on the bus until you are instructed to leave by the driver. Do not leave by way of the emergency door except when directed by the bus driver during a practice drill or during an emergency.
13. The driver may assign definite seats for each rider.
14. Help look after the safety and comfort of small children.
15. Report to the school principal any unsafe or undesirable practices of the bus driver, if you should have occasion to observe any.

Bus Reports of Conduct:

Students who misbehave on buses will be informed through bus conduct reports and disciplined accordingly.

- 1st offense – warning
- 2nd offense – School level discipline/parent contact
- 3rd offense - 1-day suspension from the bus
- 4th offense - 3-day suspension from the bus
- 5th offense – 5 to 10-day suspension from the bus
- 6th offense - loss of bus privilege for the remainder of the school year