

**South Providence School
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South Providence School Mission and Vision

South Providence School exists to provide students with research-based behavioral and academic interventions in order for them to succeed.

The vision of SPS is to incorporate the tenets of PLC, PBIS and RTI to instill Respect, Integrity, Safety and Excellence (RISE) in our students.

RISE

- **RESPECT:** Student interacts with others using appropriate tone and language. Student uses good manners.
- **INTEGRITY:** Student is in dress code at all times in all areas of school until he/she departs on the bus.
 - Students abide by school rules even when no one is looking.
- **SAFETY:** Student's behavior promotes the welfare of others and safeguards school property.
 - Student follows procedures during drills and emergencies.
 - Student aides staff in preventing or stopping verbal or physical altercations by following directions and staying clear of situation.
- **EXCELLENCE:** Student is on task and attentive during class. Student responds in a positive manner to staff requests. Student gives best effort during class.

Things to Know About South Providence School

- Office Hours: 8:00-4:00
- No open containers: Open drinks, bags of chips, cookies or other packaged goods are not permitted into the building. Beverage bottles/cans brought from home have to remain closed until lunchtime. If students enter the building with containers or bags that are not sealed they will be asked to pour out or dispose of the contents before proceeding to class.
- Only water bottles are permitted in classrooms.
- All transportation change requests must be in writing and presented to the LC Teacher or to the office upon arrival. Requests will not be accepted after morning LC.
- Student phone calls are not permitted except in extreme emergencies. All emergency phone calls must be made from a landline with the consent of a staff person.
- Late arrivals will not be allowed to go to breakfast (except in the cases of late arriving buses). Students must be at school by 8:45 to eat breakfast.
- Security cameras are strategically placed throughout the South Providence School property.
- Students are subject to random searches at any time.
- Students are expected to adhere to the dress code.
- South Providence School follows the UCPS cellphone/electronic device policy.
- Students are rewarded for academic and behavioral success.
- South Providence School is a technology rich environment equipped with high quality technology resources.
- South Providence School has a Day Treatment program.
- The Alternative to Long Term Suspension Tier 1 program is located at South Providence School (ALTS).

South Providence is a PBIS school!

What does that mean?

The P stands for Positive.

Functioning as a PBIS school means that we have chosen to use a school wide approach that is designed so that all systems are proactive and positive for our students, our parents, our staff, and the community.

The B is for Behavior. I is for Intervention.

Our focus is on intervention of positive behaviors, and prevention of negative behaviors, not punishment. SPS students are taught how to demonstrate respect, integrity, safety and excellence. SPS students are encouraged and their successes are noted and celebrated. At the same time, problem behaviors have clearly defined consequences.

S stands for Support.

Effective behavioral support strategies are in place at the school wide level. Students will also receive behavioral supports in specific settings within the school day, and supports are available for individual students. These strategies and procedures are designed to meet the needs of all our students.

Metal Detector Procedures

Prior to entering the metal detector, students are to:

- Turn pockets inside out, remove coats and remove belts.
- Remove all jewelry including necklaces/chains, rings, watches, earrings, etc.
- All phones and electronic devices turned off and placed out of sight into pants pocket or appropriate bag. (Policy is explained in detail in the electronic device section of this handbook).
- Headphones/ear buds must be put in book bag, pockets or purse and kept out of sight.
- No metal hair picks or other metal objects.
- No open containers or opened packaged goods of any sort. If students enter the building with containers that are not sealed they will be asked to pour out the contents before proceeding to class.
- Lunch must be in a lunch bag, box or plastic bag.
- Purses: Small clutch bags, approximately the size of a hand, with or without a handle or strap can be carried in school in addition to the clear or mesh book bags. The only acceptable contents in the purse may be sanitary products, lip balm/gloss, keys, ear buds, cell phone, pen/pencil, gum/mints.



Transition

OVERVIEW: The primary purpose of the transition classroom is to prepare students to succeed. The length of time spent in the transition classroom will be three weeks (15 school days). Students who fail to progress may remain longer. The additional time spent in Transition will be individualized according to each student's unique needs.

FORMAT: The SPS transition classroom is designed to provide a thorough transition from the home school to South Providence. The classroom operates on a four block schedule, with four different teachers, just like the regular program. Middle and High School students begin in this setting with intensive work on their academics, behavior, social skills, and emotional health. They also work on goal setting, and meet regularly with the school's behavioral team. Finally, the behavioral team will develop a Personalized Behavioral and Education Plan (PBEP) for each student prior to leaving the classroom.

During the SPS intake process, a follow up family meeting will be scheduled to review student progress during the initial three weeks and to discuss expectations for the post transition. At this family meeting, students will be promoted to Level 2 and will officially enter SPS's regular middle or high school program.

If a student is not ready to transition after the first three weeks, the behavioral team in coordination with the family will adjust the student's BPEP to increase success during the student's extended stay in the Transition classroom. If the student is still not successful in completing the transition program, other options for this student will be explored by administration.

Student is accepted and placed at SPS after initial intake meeting with Family and SPS Staff.

Student begins Level 1/Transition Level.

Transition teachers coordinate with middle or high school teachers for assignments.

1st week: Counselor meets with student. Teachers begin assessing and documenting student academic and behavioral needs.

2nd week: Counselor meets with student. Teachers continue assessing and documenting student academic and behavioral performance.

3rd week: Counselor meets with student and student transitions to regular program with their PBEP after transition meeting is held.

Or

Student is not ready to transition after the first three weeks and their time in transition is extended based on individual student need.

If the student is still not successful in completing the transition program, other options for this student will be explored by administration.

RISE Academy

OVERVIEW: South Providence School incorporates the use of the Freshman Academy model we refer to as RISE Academy. The primary purpose of the RISE Academy is to prepare students to succeed in High School. This program, coupled with the transition classroom is designed to facilitate academic and behavioral growth.

FORMAT: The model we utilize in the academy is one of blended instruction. This means instruction is delivered both face-to-face with a teacher and through the use of on-line technology. In this way, the teacher serves as a learning facilitator and we are better able to differentiate for the unique needs of our students. The students will also continue with the intensive work on their behavior, social skills, and emotional health begun in the Transition classroom. The behavioral team will check in regularly with each student to monitor progress and adjust their PBEP as necessary.

Finally, an integral component of the RISE Academy is a Character Education course that will be taken by all 9th grade students in their 4th block. We utilize a research proven curriculum called, Character Development and Leadership: <http://www.characterandleadership.com/> to teach the course.

South Providence School School Wide Level System

South Providence School believes that all students can achieve and be successful given appropriate supports and instruction. Students enrolled in South Providence School are expected to meet strict academic and behavioral goals in order to transition back to their home school. It is our belief that we must teach the appropriate skills, which will allow them to be successful in a traditional educational environment. Our students will demonstrate our school motto ***RISE: Respect, Integrity, Safety and Excellence.*** At South Providence our goal is to ensure our students are successful in all aspects of school and community life and have the ability to make appropriate choices for themselves. Successful completion of the program is the primary responsibility of the student. The following program is designed to help students identify behaviors and develop new skill sets necessary to succeed both academically and behaviorally and become truly productive members of their traditional school and community.

Students enrolling in South Providence School will enter as Level 1 Transition students. Their academic and behavioral progress will be tracked on a Google doc daily point sheet and will be reviewed with the students on a daily and weekly basis. Students will participate in a daily check in and check out process during LCs. In this way, the students will have the opportunity to counsel with their teachers. Point sheets are maintained and available on-line, in real time for review by the teachers, staff, students and parents. Students will begin South Providence School in the transition classroom for 3 weeks (15 school days) and a parent conference is required at the end of the transition period. If the student has been unsuccessful during this transitional period, their time will be extended in the transition classroom with

additional support from the behavioral team. Another parent conference will be required. If the student continues to be unsuccessful, other options will be explored by administration. Each student enrolled in the program will develop a portfolio to document academic and behavioral progress while enrolled. The daily point sheets and portfolio will be used to determine whether or not a student meets the expectations for the next level. **In order to successfully complete the program, the student must fulfill the requirements of all four levels in the level system. Under certain special circumstances, with the knowledge and approval of Central Office/EC Department, a student may be allowed to transition to their home school or other setting without completing the four levels in the system.**

Level 1/Transition Level

15 days

- Students enter the program through the transition classroom and are provided an opportunity for change with staff support.
- Students will check in and check out on a daily basis during LC for 15 days with the transition staff.
- Students begin to develop the concepts of what *Respect, Integrity, Safety and Excellence* means at South Providence School.
- Students demonstrate an intention for positive change as evidenced by an average of 77% of their daily points for 15 days (see point sheet for how this is measured) to be eligible for next level.
- Each student enrolled in the program will enter through the transition classroom and will receive individual counseling as part of the transition process each week for a duration determined by the therapeutic staff based on student need.
- Students will begin collecting his/her portfolio materials; no petitions will be accepted without the required portfolio materials in the student's possession.
- Students must be in attendance for at least 15 days and then the student may present the staff with a written petition for review and a level change. Portfolio materials must be presented at time of petition.
- Students must be escorted at all times.
- If the student meets the expectations/percentages of the next level (see point sheet for how this is measured), staff will respond accordingly in writing to the student and mail a copy to the parents; the student will move into the main program out of the transition classroom.
- Prior to leaving the transition classroom, the transition staff will develop a Personalized Behavior and Education Plan (PBEP) with the student's input and provide that plan to the MS/HS staff. Every student leaving the transition classroom will have a PBEP in place.
- If a student is not ready to transition after the first three weeks, their time in transition is extended based on individual student need and an adjusted PBEP is developed.
- If the student is still not successful in completing the transition program, other options for this student will be explored by administration including disciplinary action in accordance with UCPS BOE policy.
- Transition/Level 1 students may participate in school store.
- No club participation.

- No snacks purchased in the cafeteria but may bring from home as a part of their lunch.

Level 2/Progression Level

20 days

- Students must be in attendance for 20 days and dress-code compliant on Level 2 and then the student may present the staff with a written petition for review and a level change. The initially developed portfolio must be presented at time of petition.
- Students are able to define ***Respect, Integrity, Safety and Excellence***.
- Students demonstrate a progression towards positive change as evidenced by an average of 85% of their daily points for 20 days (see point sheet for how this is measured) to be eligible for next level.
- Students must be escorted at all times.
- Students must have begun developing his/her portfolio and be able to show progress.
- If the student demonstrates a regression to Level I behaviors and office discipline referrals increase on Level II, a written warning will be provided to the student and mailed to the parent.
- After receiving a written warning, behavior will be evaluated weekly on the point sheet and if the behaviors continue, a Level Freeze will be issued and mailed to the parents.
- A final review of behavior by the team will be held after one frozen week. If the behaviors continue, the student will be dropped to level 1 to begin the program again. A parent conference will be held. The PBEP will be reviewed and modified as necessary. If after conferencing with parent and student, the unacceptable pattern of behavior continues, the student will be subject to disciplinary action in accordance with the UCPS Student Code of Conduct.
- Students may participate in school store.
- Students may participate in Friday Celebration club.
- Students may purchase snack from cafeteria or bring in their own.

Level 3/Performance Level

25 Days

- Students must be in attendance and dress-code compliant for 25 days on Level 3 and then the student may present the staff with a written petition for review and a level change. A well-developed portfolio must be presented at time of petition.
- Students will be able to describe and demonstrate what ***Respect, Integrity, Safety and Excellence*** means.
- Students demonstrate performance in their positive change as evidenced by an average of 93% of their daily points for 25 days (see point sheet for how this is measured) to be eligible for next level.
- Students on Level III are expected to maintain their behavioral level of performance with staff support. Performance here is crucial to school success.
- Student should have a well-developed portfolio for the student-led exit conference.
- Students may participate in school store.
- Students may participate in Friday Celebration club.

- Students may earn a casual dress down day on Fridays.
- Students have additional responsibilities and rewards such as additional celebrations.
- Provided a teacher issued hall pass, students may earn more freedom of movement around campus. Students must earn 93% of their daily point average for 15 consecutive days to earn these privileges for their ten remaining days on level 3.
- Students may voice ideas for rewards and improvements.
- Level warning, freeze and drop procedures as outlined in Level II will apply. If the need arises, students will be evaluated on an individual basis for serious discipline infractions which may result in an immediate drop to level 1 to begin the program again and will be subject to the UCPS Board of Education Policy on Discipline.

Level 4/Leadership Level

30 days

- Students demonstrate personal excellence in their positive change for 30 days as evidenced by an average of 97% of their daily points (see point sheet for how this is measured) to be eligible to transition to the home school.
- Students must have a completed and well developed portfolio.
- At this time, students may petition to return to home school.
- Students are leaders and help others to demonstrate ***Respect, Integrity, Safety and Excellence.***
- Students are expected to maintain the Leadership Behavior Level and demonstrate a high quality of leadership; acting as role models for other students.
- If the need arises, students will be evaluated on an individual basis for serious discipline infractions and will be subject to the UCPS Board of Education Policy on Discipline.
- Student may participate a Friday Celebration club.
- Provided a teacher issued hall pass, students have full responsibility and freedom of movement around campus taking a leadership role by demonstrating and modeling appropriate social skills and responsibility for their actions.
- Students may participate in Student Council/Principal's Advisory Committee.
- Students may participate in a monthly off -campus level 4 meeting sponsored by the counseling department.
- High School students may represent the school on the Superintendent's Student Advisory Committee.
- Student is actively involved in their own educational process. Ex. Aware of graduation requirements.
- Students may select where they would like to eat with in the cafeteria or in the courtyard dining area.
- Students will have the opportunity for leadership roles.
- Students will demonstrate positive leadership on the buses at all times.
- Driving age students will be allowed to drive to South Providence with proof of valid driver's license and proof of insurance in addition to a student parking fee.
- After **16** days, students are not required to follow SPS dress code but will be expected to follow UCPS dress code standards.

- Once a grading period, level 4 students may take a supervised walking field trip to the local coffee shop.
- As part of the transition and return to home school, the student will present his/her portfolio at the exit conference. This will consist of a full review of the student's academic and behavioral performance while at SPS.

Note: The 90 school day time frame is not a guarantee. It is possible and intended for a student to complete the South Providence School program within 90 school days, only if he/she successfully meets the criteria as described above.

Additional School-Wide Level System Information

If a student fails to petition for the next level on time and has met the current level requirements, the team will intervene. Following the intervention, any student failing to petition for the next level, will require a parent conference to determine the cause and alleviate concerns.

Students desiring to stay at South Providence upon completion of Level 4 must provide teachers with a written petition and participate in a student-led parent conference. They must present a reasonable rationale to remain at South Providence instead of returning to their home school. Otherwise, all students earning Level 4 will be considered for return to their home school upon program completion at appropriate transition periods.

Students returning to South Providence School at the beginning of the school year will be placed on Level 1 for 10 days at the beginning of the school year. However, they may petition for a return to the level they were on at the end of the previous school year if they continue to meet their previous level expectations. If not, they will be required to begin the level system over again.

Portfolios

Students develop their personal portfolios at each phase of the level system. At each level, they will consist of the following:

- A Google Doc presentation including twelve designated slides and an additional slide for each class/subject area. Students will receive a template to complete the presentation upon admission to SPS. Homeroom and classroom teachers will assist students at the various stages of development.
- At level 1: Students will have the portfolio template downloaded to their chromebook or server account. The cover page will be personalized, annual goals will be entered and the subject menu page completed. The student's petition to level

- two will be linked to the petition slide. Petitions must be typed and electronically linked to the presentation.
- At level 2: Students will complete the cover letter slide. Class pages will be created and linked to the subject menu slide. Students will begin completing their personal page and RISE pages. Level 3 petitions will be linked.
 - At level 3: Class pages will be completed with work examples embedded or linked for each class. Personal and RISE slides will be completed. Level 4 petitions will be linked.
 - At level 4: All slides will be completed and personalized. The conclusion slide will be completed only when a student has been approved to level 4.

Note: More detailed instructions will be available to the students during learning community classes.

Tardiness/Early Dismissal:

If a student has an unexcused tardy, points cannot be earned for the amount of time they are tardy and the loss of points is included in the daily point total (percentage). If the student has a legitimate excuse for the tardy per UCPS BOE Policy, points cannot be earned but the loss of points is NOT included in the daily point total (percentage). Points can be earned at time of arrival with the percentage total beginning at arrival.

If a student has an unexcused early dismissal, points cannot be earned for the amount of time they are not in school and the loss of points is included in the daily total (percentage). If the student has a legitimate excuse for early dismissal per UCPS BOE policy, points cease to be earned, but the loss of points is NOT included in the daily point total (percentage). The daily percentage total ends at time of departure.

Absences:

All absences, either excused or unexcused will not count towards completion of the level.

South Providence School students are expected to adhere to the attendance policies and procedures as outlined in UCPS 4-1b, Middle School attendance policy and 4-1c, High School attendance policy.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session. Students **absent five days** during a marking period will be dropped to day 1 of their current level. A mandatory meeting with the behavioral team and parent/guardian will be held to address the student's excessive absenteeism.

Level Warnings, Drops and Freezes

- ❖ A level warning is defined as a written notice detailing the behavior infractions that the student has incurred. It will provide positive replacement behaviors that teach the student the expectations of RISE. It will be written in the form of a measurable personal goal. For example, John Smith will comply with staff directions with no more than one prompt when asked to line up for lunch 80% of times asked. The student must have **5 consecutive days** to achieve this goal. If the student does not modify behavior and meet this goal, the student will receive a level freeze. Students will receive a level warning based on weekly point averages, class point averages, on repeated infractions or at the discretion of staff and administration based on inappropriate student behaviors. A student is allowed one warning per level. Any subsequent infractions at that level will proceed directly to a level freeze. The homeroom teacher will indicate that the student is at level warning status on the student's point sheet.
- ❖ When a student does not meet the goal set in the level warning, a written notice of a **5 day level freeze** is issued. While frozen, the student returns to **level 1 privilege** and the 5 consecutive days (in attendance) do not count towards days at level. During these 5 days, the student continues to work towards the goal set in the level warning. If at the end of the 5 days the student reaches the goal, they may return to their level and privileges. The count of days and points at that level resumes from the day before the freeze without incurring additional penalties. Zeros will not be averaged in for days frozen. If a student does not meet the goal, the student will receive a level drop. The behavioral team, in coordination with parent/guardian will adjust the student's PBEP. The homeroom teacher will indicate that the student is at level freeze status on the student's point sheet.
- ❖ A level drop is a written notice detailing the goal that the student has not met. The student will be dropped to the previous level at day 1. The days at the higher level are forfeited and the student must continue to work on the goal set in the previous steps before reapplying to the next level.

Automatic Referral to Team Review

The following disciplinary infractions will result in a team review of the student's behavioral performance and may result in written level warning and/or level privilege loss or freeze for a designated period of time in which the student must demonstrate his/her ability to perform on the level he/she has achieved. During this loss of privilege period or level freeze, the student's days in attendance will not count toward days to complete the current level the student has earned. The student must be in attendance each of the freeze days in order to fulfill the freeze

requirements of improved behavior. These infractions may also result in consequences applied by administration. Continued need for team review will result in the loss of one level. This is a team decision.

- Repeated dress code violation
- Teacher request for review
- Violation of the tobacco policy
- Verbal aggression towards peers and/or staff
- Bus referrals
- Horse play
- Theft
- Cursing
- Refusal to work/non-compliance
- Removals
- Repeated referrals to the office
- Failure to petition after meeting level requirements
- Consistently earns below level standard
- Bullying

South Providence School Team Review Process

South Providence School will use a team review process in situations that require an automatic team review. The purpose of the team review is to assess student performance and **not** to determine acceptance or denial of behavior levels. Level progression is based on points earned or unearned.

The team's responsibility is to reach consensus on the student's behaviors discussed above. It is the homeroom teacher's responsibility to have the student's documentation available to share with the team. The team will discuss the student's performance and come to consensus on the appropriate level.

A teacher must be able to present substantial data and the point sheet must reflect substantial concerns that the team's consensus would be to require a level change. There must be a written explanation of the level change accompanied with accurate documentation to support it.

Administration Automatic Drop to Level 1

The following disciplinary infractions will **AUTOMATICALLY** return the student to Level 1 to begin the entire process over, result in an out-of-school suspension and may result in charges being filed by the School Resource Officer:

- Physical violence towards any staff member or student
- Serious property damage that would result in charges being filed
- Possession of a weapon
- Possession/distribution of illegal drugs and/or alcohol
- Sexual harassment and/or sexually inappropriate behavior
- Threatening and/or intimidating peers or staff
- Extortion
- Behavior that incites to riot

Administration Level Warnings, Freezes and Drops

Administration reserves the right to adjust a student's current level in lieu of another more punitive action without deferring to teacher team consensus.

Following a level drop, the student may petition for return to the previously earned level after demonstrating a high degree of improved behavior as evidenced by a lack of office referrals and improved points. It is the responsibility of the student to make this request.

Important:

- (1) During a **Level Freeze**, the student's days in attendance will NOT count toward days to complete the current level the student has earned and the student will revert to level 1 privileges for the length of the freeze.
- (2) Any absences during the 5 day **Level Freeze** will cause the student to start from day **ONE** of the freeze until 5 consecutive days of improved behavior are exhibited.
- (3) Students will wear a level 1 lanyard and be in school dress code until the freeze requirements have been fulfilled or there is a **Level Drop**.
- (4) Following a **Level Drop**, the student may petition for return to the lost achievement level after:
 - a. Demonstrating a high degree of improved behavior
 - b. Not receiving office referrals
 - c. The correct daily points for the student's level

Administration reserves the right to drop a student's level without consulting the team for infractions it deems appropriate.

South Providence School Behavior Expectations Matrix

Expectations	Classroom	Media Center	Hallways/ Transitions	Restroom	Cafeteria	Gym	Emergency/ Drills	Bus	Arrival/ Departure
Respect	Treat others as you would like to be treated. Address peers and staff appropriately. Follow staff directions.	Respect property. Put items back where you found them.	Maintain personal space. Use appropriate volume. Keep hands to yourself.	Clean up after yourself. Place trash in appropriate container.	Use appropriate volume. Leave your area cleaner than you found it. Place trash in the appropriate container.	Demonstrate good sportsmanship. Use appropriate volume.	Be silent. Participate.	Be respectful of driver and others. Follow staff directions. Use appropriate volume.	Promptly enter and exit the premises. Know your color. Listen for your bus to be called.
Integrity	Complete your own work. Tell the truth.	Return borrowed items in a timely fashion.	Use appropriate language.	Respect privacy of others.	Practice good manners.	Get permission before using other's property.	Stay calm.	Interact with others in a positive manner.	Maintain dress code while still in the building.
Safety	Respect personal space of others. Keep hands and objects to self. Use appropriate tone of voice and language.	Maintain safe environment. Keep all chair legs on the floor at all times.	Walk on the right. Walk at a steady pace. Stay alert.	Report all spills, leaks and clogs. Keep lights on when occupied.	Alert staff to spills. Be alert to those who are serving you when in line.	Use equipment as instructed. Make eye contact with others when throwing. Listen to and follow staff instructions.	Orderly entrance/exit from the building. Walk at a steady pace. Stay alert.	Follow all posted bus rules. Stay in assigned seat. Keep hands, feet and property out of aisle.	Keep hands, feet, and objects to yourself. Use appropriate tone of voice and language.
Excellence	Be accountable. Ask for help when needed. Come to class prepared. Stay on task.	Be considerate. Use appropriate volume. Return books to shelves. Push chairs in.	Be a level 4 student; otherwise, be escorted.	Wash your hands. Flush toilet.	Self-monitor your environment. Clean your table. Food is for eating.	Do your best. Encourage others.	Follow all staff directions. Actively participate.	Be a leader. Set a positive example.	Walk.
WEAR LANYARD AROUND NECK, KEEP SHIRT TUCKED, KEEP PANTS UP AND HATS OFF AT ALL TIMES!									

South Providence School Exit Procedures

Rising 9th Graders

South Providence students that are returning to their home school at the conclusion of the school year will have an exit conference, which will be held at their home high or middle school. Staff members from South Providence School will be present for the conference. The student must be present and the parent will be encouraged to be attend. Rising 9th graders who do not complete the level system but otherwise meet promotion standards for 8th grade, in addition to those students that have successfully completed the level system, will be on a six week probationary period at their home school. **If the student is unable to make a successful transition either academically and/or behaviorally, the home school has the option of returning the student to South Providence without going through the screening process during the first six weeks of a student's return.** After the first six weeks, the student must be rescreened. A South Providence rising 9th grade student promoted to the home school but fails to adjust and is returned to South Providence will have another opportunity to work the level system and return to the home school.

All Other Students

At the conclusion of 30 days of Level 4 behaviors, HS students are eligible to return to their home school. Reassignments to the home school will only occur during the first grading period of each semester. Under no circumstance will a high school student return to their home school after the first 30 days of a given semester. No student shall return to their home school after the 4th marking period, regardless of their level. For returning students during the school year, the South Providence School principal shall notify the home school principal and arrange a meeting which will be held at the home school with the student, parent, South Providence School counselor and a classroom teacher (if available) to finalize the exit.

If the team and home school agree that remaining at South Providence would be beneficial, then the student will be eligible to stay at South Providence until completion of the 8th grade or high school graduation.

Students that are assigned to South Providence and transfer to a private school, out of county public school, or other settings such as wilderness camps, treatment centers, or detention centers will be required to attend SPS upon returning to UCPS. **If the student can provide documentation of successful completion of one of the above mentioned alternative settings, then the student will be eligible to return immediately to their home school.**

Day Treatment student length of stay with South Providence is determined by Monarch Day Treatment Staff per Student Centered Plans. If a Day Treatment student is no longer eligible for services due to a loss of funding or parent withdrawal and the student is a level 4, he or she is eligible to return to their home school if it is in the best interest of the student. If the student has

not achieved level 4 while in the Day Treatment program, he or she may remain at South Providence until they are otherwise eligible to return to the home school or the IEP team considers other placement options.

Students other than rising 9th graders will also return to their home schools on a six week probationary period. If the student is unable to make a successful transition either academically and/or behaviorally, the home school has the option of returning the student to South Providence without going through the screening process during the first six weeks of a student's return to the homeschool. After the first six weeks, the student must be rescreened. Any student, upon return to South Providence School after failing to adjust, will be considered on a case by case basis for remaining at South Providence School until the completion of 8th grade or high school graduation.

SPS Dress Code

The goal of South Providence School is to maintain a focus on academic achievement. It is our sincere desire to maintain a safe and orderly environment, free of conflict, and respectful to the institution, staff and students. All clothing must be size appropriate.

- The Administration of South Providence School reserves the right to address all concerns related to individuals regarding their clothing and accessories.
- Compliance with the SPS Dress code is mandatory for advancement through the Level System and exit requirements and is not subject to negotiation.

Note: There are five authorized colors permitted at South Providence School. These colors are Khaki, Brown, Black, White or Gray. No other colors, in any part of the student's clothing, accessories or body are acceptable.

Shirts

- All shirts are to have a collar around the neck line and can be either a polo or button down shirt.
- All shirts must have sleeves with a factory hem.
- All shirts must be tucked into the pants, shorts, skirts, and Capri's (tucked in means that the belt is visible).
- Shirts will be such length that when a student's arms are raised above their head the shirt will remain fully tucked in.

- If a t-shirt is worn under the polo or button down shirt, it must be solid black, gray, brown or white and free of any designs, artwork, emblems, pictures, logos, etc.
- Girl's shirts cover the entire upper body. They should not be too small, too tight and/or too low cut that would reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh.

Boys' bottom wear

- Materials made of, but not limited to denim, biker pants, biker shorts, bathing suits or pajamas are not acceptable.
- Pants and shorts must be worn at the waist and no shorter than the top of the knee.
- Pants and shorts are to have belt loops and must be worn with a belt.
- Belts must also be black, white, brown, gray or kaki and excessive belt material must be tucked into the loops.
- Belt buckles must be an appropriate size for the belt that is being worn; this means no large ornate, heavy, solid or socially inappropriate shape and symbol buckles are permitted.
- Pants and shorts must be size appropriate and fit the individual that is wearing the clothing.
- Pants and shorts must be free of holes and tears and must have a factory hem.

Girls' bottom wear

- Girls may wear shorts, pants, skirts, or Capri's.
- Material including, but not limited to denim, stretch lycra, spandex, nylon tights, leotards, bathing suits or pajamas are not acceptable material.
- Shorts, pants, skirts, and Capri's must be worn at or above the hip line and must be no shorter than the top of the knee.
- Clothing with slits on the side must not extend past the index finger when placed to the side.
- Bottom wear are to have belt loops and must be worn with a belt.
- Belts must also be black, white, brown, gray or kaki and excessive belt material must be tucked into the loops.
- Belt buckles must be an appropriate size for the belt that is being worn; this means no large ornate, heavy, solid or socially inappropriate shape and symbol buckles are permitted.
- Ultra-low rise pants, skinny pants, leggings etc. are not to be worn.

- Pants and shorts must be free of holes and tears and must have a factory hem.

Sweaters and Sweatshirts

- Sweaters and sweatshirts are to be free of logos, patches, pictures, artwork, designs and emblems.
- A collared polo or button down shirt must be worn under sweaters and sweatshirts.

Note: Hoodies of any kind are not authorized for wear except when worn as outerwear during winter months. In this case, they may be worn to school but left in LCs after arrival.

Shoes

- Only standard dress or athletic shoes
- No mismatched shoes, socks or shoe laces are allowed.
- Only plain solid colored socks are to be worn in approved school dress code colors.

Note: Shoes are defined as a flat closed toe and a flat closed heel.

Headwear

- Nothing covering the head, this includes but is not limited to: hats, bandanas, combs, picks, rags, wave caps, sweat bands, hoods, pullovers, ear muffs, toboggans, jackets or scarves.
- Baseball caps or any other type of headwear are required to be left in the LC and may not be carried throughout the day.

Note: Unauthorized accessories/items will be confiscated if worn and only returned to a parent or guardian.

Blankets

- Blankets are not an acceptable form of clothing and are not to be brought to school.
- Blankets will be turned in to metal detector personnel.

Jewelry

- Only small black, brown, white, gold or silver colored stud earrings and a wrist watch.
- Religious chains are to be tucked underneath shirt and not visible.

Book Bags

- Book bags must be either clear or mesh.
- Book bags that are not clear or mesh must be kept in the LC.

Note: The only bags authorized to be taken out of the Learning Community and carried during the school day are:

- School issued laptop bags
- Student purchased clear or mesh bags to carry school issued laptop.

Note: The school is not responsible for purses, book bags and/or their contents, or any other containers that are left in Learning Communities.

Note: Book bags and outerwear are to be left in the locking cabinets found in each LC.

Hair

- All hair must be neat.
- Students will not be allowed to engage in hair grooming at school.
- No bandanas or bandana like materials as headbands.
- Girls may use appropriate fashion headbands.

Note: No unnatural colors including but not limited to, hair dyes, fingernails, eyebrows and lashes etc., are permitted.

Outerwear

- All heavy outerwear, including but not limited to heavy winter coats, are to be removed and stored in the Learning Community.

Gang

Zero tolerance on gang attire and accessories. Please refer to UCPS BOE policy concerning gangs.

Dress Code Consequences:

Students are expected to arrive in and maintain dress code throughout the school day including bus departure. Dress-code compliance is non-negotiable. Consequences for arriving out of dress code or not maintaining dress code:

- Dress-code is incorporated into the daily point sheet calculation and affects other parts of the point totals. For example, a student who does not earn points for dress code will also fail to earn points for following directions.
- After reviewing the daily point sheet, the Afternoon LC teacher will write the Office Discipline Referral (ODR) for dress-code infraction.
- Initial student non-compliance with dress code will be addressed according to the Non-Compliance section of the South Providence Student Handbook.
- Repeated violations of Non-Compliance and Insubordination will be addressed according to the UCPS and SPS Student Code of Conduct.

Dress Code Rewards:

Given the goal of South Providence School is to maintain a focus on academic achievement and to remain consistent with the goals of PBIS; students are to be rewarded for consistently maintaining dress code. Incentives include, but are not limited to:

- Level 2-4 students who maintain dress code for an entire week as reflected on the point sheet, can earn one dress-down day. The student and morning LC teacher shall come to an agreement on which day the cloths are to be worn and will notify the staff.
- Level 2-4 students who maintain dress code each day will be entered into a daily raffle towards a Friday drawing. The drawing includes items such as a free lunch brought in from the outside and free time on their chrome book. The afternoon LC teacher will be responsible for ensuring the students are entered into the daily raffle.

Violations of school Policy Not Specifically Addressed

The faculty, administration, and staff of South Providence School have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior which detracts from the safe orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility with consequences that could lead to OSS.

Reckless or Belligerent Behavior

No student shall engage in any behavior which may result in bodily harm or injury to oneself or others. Verbal confrontation resulting in disruption may result in a minimum of 2 days OSS.

Any Major Act Clearly Intended to Disrupt School, Follows UCPS Policy.

No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process.

Non Compliance with direction of teachers, administrators, and other authorized school personnel, teacher aide, student teachers, custodians and office staff:

As determined by administration, student non-compliance can lead to:

- Behavioral Staff Intervention.
- Lunch Detention,
- In School Suspension (ISS)
- Out of School Suspension (OSS)

Gambling is not permitted on UCPS school grounds or bus.

Gambling is defined as but not limited to the staking or risk of money or anything of value on the outcome of something involving chance. Participating in this behavior can lead to OSS.

Out of School Suspension (OSS):

Progressing through the level system indicates that a student is meeting the expectations of RISE. Conversely, out of school and bus suspensions clearly indicate they are not meeting the expectations of RISE.

Students who receive OSS will earn zero points for each day they are out of school due to that suspension. These zeroes will be added into the student's weekly point average.

Students who receive a bus suspension only, and opt out of attending school will earn zero points for each day they are out as a result of that bus suspension. These zeroes will be added into the student's weekly point average.

In-School-Suspension (ISS)

- Students sent to ISS are expected to comply with the directions of the ISS coordinator.
- Students sent to ISS for disciplinary reasons, earn zero points.
- Disruption of ISS may lead up to 3 days OSS.
- Students will deposit all electronic devices in the storage cabinet outside of ISS. The only items authorized in ISS are school issued ones. Failure to comply will be considered a disruption of ISS.

Loss of School Property:

As a South Providence student, it is your responsibility to wear your proper lanyard color according to your current level with your ID card (if issued). Loss of this lanyard/ID card will result in **10 points** being deducted from your daily points earned. Loss of points will continue EACH DAY until the lanyard is recovered. A parent-teacher conference will be held. If the problem persists, further disciplinary action may be taken at the discretion of administration.

Parents and students are financially responsible for the loss, damage and destruction to all school property including laptops, netbooks and desktop computers. Parents and students sign a separate user agreement for computers issued by UCPS.

Guidelines for Computer Use

South Providence School is a technology rich environment. It is intended for students and staff to utilize these resources to maximize and enrich student learning opportunities. The technology resources are not intended to be used and abused or to satisfy student entertainment desires. Therefore, the following activities are strictly prohibited on all computers because they are considered a disruption to the learning environment and an abuse of district provided resources and will result in disciplinary action in accordance with UCPS BOE policy (this list is not intended to be all inclusive):

- Streaming music, videos, etc.
- Bypassing the Internet filter to access blocked websites
- Watching videos that are not teacher-directed
- Playing games that are not teacher-directed
- Participating in chat rooms that are not teacher directed

- Online “meeting” websites (Ex: Facebook) unless teacher directed
- Email (The only email accounts allowed are through UCPS student based accounts)
- Changing display settings of computers (exception, students may personalize their wall paper background as long as it does not violate UCPS policies).
- Tampering with system files of computers
- Accessing network files not associated with course or student content
- Placing games/entertainment files in shared folders on the network
- Accessing Websites with inappropriate content (Ex: Gang-related, sexually-explicit materials, sites containing profanity).

The following disciplinary action will be used for violations:

- 1st Offense: Student will receive a teacher warning and opportunity to comply with teacher directions. Teacher contacts parent.
- 2nd Offense: Office Referral which may result in loss of privileges from network.
- 3rd and subsequent Offenses: Repeated violations of Non-Compliance and Insubordination will be addressed according to the UCPS and SPS Student Code of Conduct.

Electronic Device Policy

Students are expected to abide by the UCPS Policy for Electronic Devices. That policy has been included in this section:

Electronic Devices: Students will not possess cellular phone or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. These are prohibited on campus from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and kept out of sight (in book bag, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to, phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Upon any unauthorized use of an electronic device, said device will be immediately confiscated and returned to the parent where appropriate. School is not responsible for loss or damage of any of the above-named items.

- a. First Offense: Confiscation and warning. If use results in violation of other policies further discipline may be applied.
- b. Second Offense: Confiscation and may include one day in-school suspension or after school detention.

c. Third Offense: Confiscation and may include one day in-school suspension or after school detention, and cannot bring item to school for the remainder of the school year.

Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.

Bus Safety Information

- Be at the assigned stop 10 minutes prior to the assigned stop time.
- Wait on the bus to come to a complete stop with red lights flashing and stop sign out before crossing.
- Wait until all traffic has stopped before crossing the road.
- Remind students to stay clear of the “danger zone.” This is the 10 foot area surrounding the bus where it is difficult for the bus driver to see students.
- Get on and off the bus only at your assigned bus stop.
- Stay seated and face forward while the bus is in motion.

Bus Expectations

S.T.O.P.

Stand at your assigned stop (10 minutes early).

Turn left and right. Look both ways before crossing.

Observe the stop sign and flashing red lights.

Proceed only when all cars have stopped.

Use appropriate language and keep all body parts to yourself.

- Respect the driver and other students while on the bus.
- Remain seated at all times during the bus ride.
- Eating or drinking (except bottled water) is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus (Code of Conduct #2, #3, #4, #10, and #11).
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop (Code of Conduct #12).

Use or possession of inappropriate objects is not allowed on the school bus.

- Possession or use of weapons is not allowed (Code of Conduct #6).
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed (Code of Conduct #9 and #13).
- Please do not vandalize the bus by marking, tearing seats, etc. (Code of Conduct # 8).
- Possession or use of nuisance items is not allowed on the bus (Code of Conduct #14).
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from bus.
- Animals, oversized projects, plants etc. are not permitted while riding the bus.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.

Consequences

If your child does not meet the expectations, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrator.

1ST OFFENSE- Warning issued to student. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian will be notified.

2ND OFFENSE- Denial of bus privileges up to 3 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

3RD OFFENSE- Denial of bus privileges up to 5 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

4TH OFFENSE- Denial of bus privileges up to 10 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

5TH OFFENSE- Denial of bus privileges up to 20 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

6TH OFFENSE- Removal of bus privileges for the remainder of the school year. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

- The principal may “skip” initial steps of discipline and move to more stringent steps if severity of the offense justifies more severe consequences.
- Actions involving exceptional children will be taken in compliance with exceptional children’s guidelines and procedures.
- Principals may use discretion and grant a child’s bus privileges be restored if all parties involved agree to a written contract and specific steps and consequences for future inappropriate school bus behavior.
- Written notification of consequences shall be provided to the student’s assigned bus driver.

Unauthorized Passengers

We also would like to remind all parents that North Carolina Law states that no unauthorized passengers may board a school bus. If you have questions for the bus driver, please speak to them from outside the bus, or contact the school.

The statute reads as follows:

§ 14-132.2. Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

(a) Any person who shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus shall be guilty of a Class 1 misdemeanor.

(b) Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor.

(c) Any occupant of a public school bus or public school activity bus who shall refuse to leave said bus upon demand of the authorized driver in charge thereof, or upon demand of the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.

(c1) Any person who shall unlawfully and willfully stop, impede, delay, or detain any public school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.

The bus rules and consequences adhere to the Union County Public Schools Board of Education, Policy 4-3 Code of Student Conduct for elementary, middle, and high school students.

Based on legislated price increase, UCPS Child Nutrition will be making a price increase for the 2013-2014 school year.

Student Breakfast and Lunch Information:

- Breakfast cannot be charged at any school
- Middle school lunch: ♦ only 5 days can be charged, which is \$ \$2.20 x 5 = \$11.00
- High school lunch: ♦ no charges are allowed
- All questions on account balances are to be directed to Child Nutrition @ 704-296-3000

	PAID BREAKFAST	PAID LUNCH	REDUCED LUNCH
Elementary Schools	\$ 1.15	\$2.10	\$.40
Middle/ High Schools	\$ 1.15	\$2.20	\$.40
UCPS Employees	a la carte	a la carte	
Visiting Child	a la carte	a la carte	
Visiting Adult	a la carte	a la carte	

