

Elementary Student Handbook School Year



Midlands STEM Charter School

Winnsboro, SC 29810

803-815-1524

Respect Responsibility, Relationships

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I. Code of Conduct

Pledge

I Will Set My Goals
 I Will Work Hard
 I Will Be Unstoppable
 I Will Trust My Teaching
 I Will Celebrate My Wins
 And I Will Win
 Because When One Wins
 We All Win!

Mission Statement

The Mission of Midland STEM is to produce academically and physically fit STEM proficient students.

School Honor Code

The Midland STEM community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represents the highest possible expression of shared values among the members of the school community. The fundamental beliefs underlying and reflected in the Honor Code are:

- I will abide by the rules and standards of the school as written in my school handbook.
- I will behave with integrity, respect, and dignity in all relationships with teachers and peers.
- I will acknowledge the rights and property of the school and my peers.
- I will do unto others as *they* would want done to *them*.

This Honor Code summarizes the Honor Policy, which defines the expected standards of conduct in academic affairs. The Honor Policy is published on our school website www.midlandsstem.org. The Honor Council is the school body charged with enforcement of the Honor Code. The Honor council is to be made up of the grade level assistant principal, the general education teacher, and the president of the student council. The student body and faculty at Midlands STEM will not tolerate any violation of the Honor Code.

II. Grading Policies

This is the weighting of each assignment.

Assessment Type	Percentage Weight	Assessment Type	Percentage Weight
Test	30%	Classwork	25%
Quiz	20%	Homework	10%
Projects	15%		

Your final grade for course will be calculated as follows:

Quarter 1	25%	Quarter 2	25%
Quarter 3	25%	Quarter 4	25%

Grades will be updated regularly by Tuesday at 4:00 pm. Please note that essays and projects may take longer to grade and return than tests and quizzes, so feedback on these assignments may be delayed.

The grading scale is as follows:

A: 90-100	C: 70-79	F: 0-50
B: 80-89	D: 60-69	(59?)

III. School Policies

Attendance and Truancy

Attendance is an essential component to a student’s academic success. Often, the number of days that students are absent accumulate without parents realizing how many days have been missed.

Children who are eligible to enter five-year kindergarten through age seventeen are subject to compulsory attendance regulations as defined by the South Carolina Code of Laws. **Unexcused absences that total ten or more days in any one school year will result in automatic grade retention.** In accordance with the South Carolina Code of Laws, truancy cases must be reported to the court system.

Ten (10) consecutive absences will result in your child being dropped from the school enrollment. A child who accumulates three (3) consecutive unlawful absences or a total of five unlawful absences will be deemed truant and will be signed up for an Attendance Intervention Plan. Midlands STEM’s policy regarding attendance violations is consistent with South Carolina state laws and regulations pertaining to student’s Attendance and Truancy Procedures.

Midlands STEM considers students lawfully absent when:

- The student is ill and attendance in school would endanger their health or the health of others and a medical excuse is provided;
- The student has a medical or dental appointment or other recognized licensed/certified medical practitioner and a medical excuse is provided;
- The student is participating in school-related activities that have received prior approval by the executive director or his/her designee;
- The student has been suspended from class or school;
- The parent or guardian has prearranged absences due to extreme hardship;
- There is a death or serious illness in their immediate family;
- There is a recognized religious holiday of their faith; or
- There is a required appearance in court or an appointment with a legal officer.

Midlands STEM considers students unlawfully absent when:

- The student is absent from school without the knowledge of the parent/legal guardian;
- The student is absent without acceptable cause with the knowledge of the parent/legal guardian;

South Carolina State Board of Education Regulations are as follows:

SBOE Regulation 43-172: Accounting and Reporting

A pupil shall be dropped from membership on the day when the number of unlawful days absent exceeds ten consecutive days or when the pupil leaves school because of transfer, death, expulsion, graduation, legal withdrawal, or for any other reason.

SBOE Regulation 43-274: Student Attendance

II. Truancy

A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

B. Habitual Truant

A “habitual truant” is a child aged 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parents) or guardians(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance must be attached to the truancy petition asking for court intervention.

Please note that Midlands STEM makes every effort to comply with compulsory attendance regulations in order to provide students with a high quality education. **In the event that a student has been lawfully absent and the absence has not been excused by the school, please submit any documentation meeting the lawfully allowed absentee criteria listed above within 3 business days to the office.** Should you have questions regarding attendance, please contact Mrs. Robertson, Attendance and PowerSchool coordinator at 803-815-1524

Dress Code

Students are expected to come to school in appropriate attire suitable for learning. The school dress code is also applicable during off-campus school activities, including, but not limited to, sporting events, field days, and field trips.

School attire must meet the following criteria:

- Clothing, articles or other items that display advertisements for, or messages or pictures depicting or suggesting, alcohol, tobacco, drugs, weapons, or sex are prohibited.
- Clothing, articles or other items that display symbols, messages or statements which are vulgar or disrespectful to individuals or groups; including but not limited to profanity, slurs, negative stereotyping, and violence.
- Clothing must cover the full waist, chest, sides, back, groin, and buttocks with opaque fabric.
- No thin shoulder straps. They must be at least 3 adult fingers wide.
- Tights, leggings, or yoga pants must be worn with an appropriate top or extra lower garment. The top or lower garment must be loose fitting and long enough to cover the buttocks.
- Appropriate, close-toed, solid soled shoes are necessary to ensure safety during school activities, for this reason crocs, slides, or flip flops are not permitted.
- Hats and hoods may not be worn on the school grounds. In the winter months, skull caps/toboggans/beanies (hats of that type) may be worn over the head and ears only.

Identification Badges

Identification badges (student IDs) are required for all 4th- 12th grade students, school employees, and visitors. ID badges are to be visible at all times on campus. To assist with this safety issue, students and staff will be issued wearable ID cards. A student must:

- wear their ID card properly while on school grounds either by having it attached to a lanyard around the neck or clipped to the front of the student's attire;
- wear their ID card so that it hangs near the middle of the chest;
- wear only their own ID card and never one that belongs to someone else;
- not alter their ID card in any way; and
- not place unapproved decals or stickers on their ID card.

Upon entering the school for the first time, a student will be issued an ID card and a lanyard at no charge to the student. The card will identify the student by name and grade level. The card should be kept in good condition. Each student will be issued a new ID card annually. Students may not check out books from the media center, check out textbooks or technology, or obtain lunch without their ID card. Lost or destroyed ID cards must be replaced by the student. Temporary IDs are \$1 at the front desk. Replacement ID cards and replacement lanyards are \$5 each at the front desk.

Phone Policy

Students will not have cellular phones. Smart watches may also be confiscated if being used for purposes other than medical monitoring and telling time during the class period. Confiscated items can only be returned to a parent/guardian or designated adult.

Technology Policy

All students must sign an acceptable use agreement and submit it to the front office before being issued school equipment. Personal computers and other technology are prohibited during school hours. Students who disable or remove monitoring software will receive a discipline referral. Students will be held accountable for the contents of the acceptable use policy during school hours and during any scheduled school events. School technology checked out to students becomes the responsibility of that student. The cost of any equipment that is lost, damaged, or which is no longer identifiable will be the responsibility of the student and their guardians.

IV. Rules and Procedures

Daily Entrance Procedure

Class begins at the designated class time for all students.

Before the bell rings students must do the following:

- Read the directions listed by the teacher.
- Collect all materials as indicated.
- Be seated in their assigned/appropriate seat.
- Begin working quietly on their warm-up assignment.
- Failure to do any of these things will result in the student being counted tardy.

Daily Exit Procedure

Before the bell rings to end class students must do the following:

- Turn in all finished work.
- Put away all classroom materials, including books and binders.
- Clean the floor around desks and other work areas. Put debris in the garbage bin.
- Pack their things and sit in their seats.
- Exit in an orderly fashion.
- Nobody leaves until everyone is seated.

***Students are dismissed by the teacher, not any other source.

Homework Policy

- Assignments are due at the beginning of class. If the student cannot produce the assignment at the time it is called for, it will be considered a late assignment. The student will still be responsible for the content of the homework assignment.
- If it is determined that one student is copying another student's homework, both students will receive zeroes. This is a violation of the Honor Code.
- If students are unsure about an assignment, they should check with a reliable classmate, email the teacher, or check Google Classroom for directions.

Testing Procedure

- Students must adhere to test taking procedures as described by the teacher.

- Students who do not adhere to test taking procedures will be removed from the classroom to complete the test with an administrator. The parents or guardians of the student will also be notified.

Makeup Work Policy

- It is the student's/parent's responsibility to contact the teacher about any missed work during an excused absence. Students will be expected to make up assignments within a period of time equal to the number of days the student was absent. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.

Late Work Policy

- All work is due on the date assigned by the teacher. Any work not turned in on the date assigned will receive late work penalties.

Plagiarism

Plagiarism is the intentional or unintentional use of someone else's words or ideas as your own. You must quote and cite or paraphrase and cite someone else's work used in your paper to avoid plagiarism. Any paper found to contain plagiarized parts will receive a zero, and the student will receive a discipline referral. If a peer shares work or contributes to plagiarism of another student's paper, the same consequences will apply to the other student(s). Sharing of information for tests, quizzes, homework, etc. also results in a zero on the assignment and/or discipline notice for both students.

Academic Responsibilities:

At all times, academic integrity must be preserved, and all students are held to the honor code. Students are expected to read all assigned materials (use of Spark Notes, Cliff Notes, and such are secondary to the primary texts). Individuals are expected to complete their own work. Plagiarism and copying another person's work and claiming it as your own will not be tolerated. These acts not only cheat the individual but also damage Midlands STEM's integrity. Consequences for such acts are zeroes on the assignment for all involved and discipline notices which may result in further punishment to be decided by the Honor Council.

Teacher/Student Conferences

Teachers will be available for conferencing during the homeroom period and after school until 4pm unless otherwise specified. Students must let the teacher know in advance when they will be coming to discuss grades, assignments, or other matters. Because conference times have been made available, these matters should not be discussed during the class period.

Retakes and Re-teaching

Makeup of missed assignments and retakes of tests and quizzes are at the teacher's discretion provided that students have made appropriate effort and attended re-teaching sessions during class if offered by the teacher or during after school tutoring.

After School Tutoring

Each teacher (grades 4-12th) will have designated days of the week for after school tutoring. Students who need tutoring should schedule tutoring time with the teacher no later than 24 hours in advance of the tutoring session so that the teacher can make arrangements. Parents of students grades PK-3rd can make arrangements with the teacher as needed.

V. Record of Student Progress

The following procedures will be used to monitor and record student progress.

1. Gradebook/PowerSchool: Each student (2nd-12th) will have a line in which grades are recorded. Grades will also be entered in PowerSchool, which is an electronic grading system. All graded assignments will be recorded. Parents will have access to Powerschool via Parent Portal.
2. Other records: Other means of monitoring and recording student progress will include interims, report cards, student/teacher conferences, parent/teacher conferences, notes and/or phone calls home. Documentation of the above is kept in the classroom. Parents are encouraged to link to their student's Google Classroom account in order to gain extra insight into classroom assignments and grading procedures.

All students must keep backup copies of all work submitted. If a grade is missing or incorrect, the student is responsible for bringing it to the teacher's attention, providing the dated backup copy and proof of submission. Save everything until final grades are posted.

VI. Curriculum and Reading

Classes are comprehensive courses designed to encourage student thinking, problem solving, and reading skills.

Texts may be modified or adjusted throughout the year at the teacher's discretion.

VII. Materials and Resources

Writing Materials

*All students should purchase supplies as indicated by the school supply list prior to the start of the school year.

Classroom Libraries

Students will have access to a classroom library. Students borrow books using the school library system at <https://www.librarycat.org/lib/MidlandsSTEM>, and will be held accountable for them after they have been signed out. Lost or damaged books must be replaced by the student.

VII. Classroom Rules

- | | |
|-----------------------|---|
| 1. Respect Yourself | 4. Cultivate positive relationships. |
| 2. Respect Others | 5. Take responsibility for your actions. |
| 3. Respect this Space | 6. You are responsible for your learning. |

Consequences and Rewards for Behavior

Behavior Policy

Behavior Policies and Procedures

Midlands STEM will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents, and community participants. We believe that teachers have a right to teach, and students have a right to learn. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all.

Midlands STEM has adopted a description of violations defined as Class I, II, or III offenses. The school has determined that students who exhibit any Class I offense will be subject to primarily school-based action yet may

receive a 1 day out-of-school suspension for offenses that are repeated. A Class II violation may result in a modification of the school day including up to temporary suspension from Midlands STEM for up to 10 days. To re-enter the school, the student must show evidence that indicates that he or she is now focused on academic, motivational, and behavioral aspects of his or her life. **Any student receiving a total of three (3) out-of-school suspensions within a current academic year, or committing any Class III offense, may be expelled from the school and may not be eligible for re-application.**

Day-to-day application of the discipline code will be the responsibility of the teacher and Administration. . Disciplinary issues will be evaluated on a case-by-case basis, and an appeal procedure will be available for consideration by the Administration and the Midlands STEM Board. All Class III offenses will be automatically appealed.

Middle School Discipline System: (Addresses multiple Level I violations)

Phase 1-After 3rd referral, student success meeting to discuss behavior

Phase 2-After 6th referral, second student success meeting to discuss behavior

Phase 3-After 9th referral, third student success meeting, behavior contract is developed and signed

MINOR

Rule 1: Attendance Violations

Unless a lawful excuse is presented, a student must attend every class every day. In addition to any administrative response, the student may be required to comply with MSC recovery procedures.

Rule 2: Littering

Students will not willfully, with or without malice, participate individually or with others to litter.

Rule 3: Chronic Unpreparedness

Students are expected to bring all materials related to their education on a consistent basis.

Rule 4: Dress Code Violation (see section on Dress code for specifics)

Students will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to, gang articles of clothing.

MAJOR**Rule 5: Honor Code Violations**

Students will be honest and submit his/her own work.

Altering Report Cards or Notes: Tampering with report cards, official passes, notes, or other school documents in any manner including changing grades or forging names to excuses, is prohibited.

False Information: Making false statements, written or oral, to anyone in authority is prohibited.

Cheating: Includes, but is not limited to, talking to other students during individual testing, plagiarism or copying another student's test or assignment is prohibited. The Managing Director has the discretion to pursue violations of this rule as Class III if the student's actions have a serious detrimental effect on other students or staff.

****Students deemed to be cheating will receive loss of credit for assignment/test as well as appropriate disciplinary action.**

Rule 6: General Disruptive Behavior

Students will maintain appropriate behavior so as to refrain from disrupting the class, school, or bus activity and be prepared for instruction at all times. Students shall not talk out in class or move from their assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease, or make rude noises. This

includes challenges by students that could be harmful to self or others.
Repeated violations of this rule may be punished as a Tier III infraction.

Rule 7: Insubordination

Students will obey the lawful direction of any authorized staff member while in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner, and completing all assigned work.

Rule 8: Inappropriate language and or obscene gestures

Students will use appropriate conduct and language at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing written materials, or electronic text and/or images that convey an offensive, racial, derogatory, bullying, or obscene message to another person (including, but not limited to, references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance, or making offensive statements or gestures).

Rule 9: Leaving designated areas without the proper permission

Violations of this rule include tardiness, cutting school or class, and excessive absences.

Rule 10: Personal Property

Students will only bring or possess objects that have an educational purpose and will not distract from teaching or learning. Students will sell items on campus only as part of an approved school activity. (All other items will be confiscated and returned to the parent at a mutually

agreeable time, not to exceed one calendar week.) The following are among the list of prohibited items:

- **Cellular Telephones:** SC Proviso 1.103 Prohibits the possession of cellular telephones during the school operation day. Midlands STEM school operation is Monday -Thursday 8:00 am to 2:55 pm and Fridays 8:00 am to 12:00 pm. However, for all grades, phones must be turned off and concealed while riding the bus and throughout the instructional day. Violations of any other rule in the *MSC Parent and Student Handbook* with a cellular telephone, including insubordination or multiple violations of this rule will be addressed by losing the privilege to possess the cellular telephone on school property and the consequences outlined under the specific rule violated.
- **Consequences:**
 - *1st offense:* cell phone is confiscated, sent to office, and returned at end of the day
 - *2nd offense:* cell phone is confiscated until the parent/guardian picks it up from the office.
 - *3rd offense:* cell phone is confiscated, parents are contacted, phone is not allowed on campus for the rest of the school year
 - *4th offense:* cell phone is suspension
 - *5th offense :*cell phone is recommendation for expulsion
- **Toys, games, pagers and electronic equipment:** Possession of these or any similar devices, without permission of the administration, is prohibited. Such items include, but are not limited to, IPODs and other MP3 Players, and PDAs and other electronic devices capable of peer-to-peer communication and recording audio and/or video/still images, except when being used as a part of instruction.
- **Smart Watches-** Students are permitted to wear smartwatches at school. When testing, students may be asked to remove them to ensure test security. Students deemed to be using watches in

inappropriate manner will have them confiscated and returned according to cell phone policy

**Administration reserves the right to give school consequences up to and including ISS and OSS for repeated violations.

Rule 11: Stealing or possessing stolen property (≤ \$100)

Students will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

Rule 12: Vandalism (≤ \$100)

Students will not willfully, with or without malice, participate with others to litter, damage, or destroy property of another, including property belonging to the school, district, staff, students, or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

Rule 13: Inappropriate public displays of affection

Different people have different opinions on what constitutes appropriate behavior of affection. Differences in cultural morals are also a source of different ideas about what constitutes appropriate behavior. MSC has determined that inappropriate public displays of affection include, but are not limited to, kissing on the lips, hugging from behind, sitting on laps, and licking.

Rule 14: Tobacco

Students shall not use, sell, distribute, or possess any kind of tobacco product or associated paraphernalia on school property or at a school function. The first violation of this rule shall be a Class I infraction. Subsequent violations will be Class II or III infractions. Possession of rolling papers is treated as a violation of Class III Drug Offense.

Rule 15: Threatening /Intimidation

Students shall not threaten to strike, attack, or harm any person or cause another person to become fearful by intimidation, through any medium, including threats made in person, on the telephone and/or in writing, that pose a safety risk to the school environment. The class offense will be determined by the level of risk presented by the threat, whether the threat could reasonably be carried out and whether the threatened person is made fearful. This rule violation could be considered a Class I, II or III Offense based on the facts of the case.

Rule 16: Stealing or possessing stolen property (≥\$100)

Students will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

Rule 17: Violation of local laws and ordinances:

- **Burglary:** A student will not unlawfully enter any district property with the intent of committing a felony, to steal and/or take and carry away the property of another, or to attempt to commit the taking of property.
- **Robbery:** A student will not take or attempt to take another person's property by force or violence.
- **Extortion:** A student will not take, threaten or attempt to take the property (including but not limited to money) of others through intimidation.
- **Drugs:** A student will not engage in behaviors that involve illegal drugs that are in violation of local, state, or federal laws and ordinances.
- **Sexual Offense:** A student will not engage in sexual behavior that results in the violation of local laws and ordinances.

Rule 18: Vandalism (≥\$100)

Students will not willfully, with or without malice, participate with others to litter, damage, or destroy property of another, including property belonging to the school, district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

Rule 19: Repeated Class I and/or Class II Offenses

Repeated incidents of generally disruptive behavior will result in Student Success Meetings where behavior will be discussed and a plan for success will be instituted. Following the Discipline System, as referrals increase more student success meetings are triggered. If Student reaches 10 referrals, the student can be recommended for expulsion based on their behavior.

Rule 20: Sexual Behavior

Students shall not engage in any sexual behavior on school property or at a school-sponsored activity.

- **Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature. (This may be a Class I, II or III infraction based on the facts of the case.)
- **Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile, or offensive. (This may be a Class II or III infraction based on the facts of the case.)
- **Indecent Exposure:** A student shall not intentionally expose private body parts, including but not limited to, the display of the buttocks (mooning). (This may be a Class I, II or III infraction based on the facts of the case.)
- **Consensual Sexual Activity:** A student shall not engage in consensual sexual activity. (For elementary students, this may be a Class I, II, or III infraction based on the facts of the case.)

“Consensual” means all parties are willing participants in the activity.

- **Sexual Battery:** A student shall not attempt to engage in sexual activity against another person by force, threat, or fear.

Rule 21: Weapons or Dangerous Items

Students will not possess, handle, transport, or use any weapon, object that can be reasonably considered a weapon, dangerous object, or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. This rule does not apply to school supplies (i.e., pencil, laser pointer) unless used as a weapon. Note: any object thrown from a school bus will be treated as a weapon.

Special Note: See the Safe Harbor Provision. *Prohibited items include, but are not limited to the following:*

- Toy knife or look-a-like knife
- Weapon not capable of propelling a missile
- Knife
- Box cutter/razor blade
- Camouflaged weapon
- Object thrown from a bus
- Ammunition
- Fireworks
- Bomb (includes destructive devices such as an explosive, incendiary or poison gas, grenade, rocket having a propellant charge of more than 4 ounces, missile with an explosive charge of more than 1/4 ounce, mine, or similar device)
- Airsoft gun, BB gun, pellet gun
- Any object or substance that could cause injury including, but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, starter pistols, BB guns,

flare guns, air rifles, air pistols, airsoft pellet guns or paintball guns, mace, fire extinguishers, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury

Rule 22: Aggressive Verbal and Physical Action

Students shall not exhibit any form of aggressive physical or verbal action against another student, staff member, or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking, or throwing objects at a student or adult may be a Class I or II infraction.

- **Verbal Confrontation/Provocation:** A student shall not approach another person in a confrontational, provocative, or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression. (This may also be a Class II infraction.)
- **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. (The first violation of this rule may be a Tier II infraction so long as it does not involve a weapon or result in injury or disruption to the educational environment, and will result in no more than an out-of-school suspension of five days. Subsequent violations, or those that cause injury or disruption, shall be a Class III infraction.) A student who is physically attacked may act in self-defense without consequence. **Self-defense** is defined as the act by a nonaggressive victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.
- **Assault on a Student:** A student shall not physically attack another student. See self-defense as defined above. **Multiple**

Assaults: A student shall not act in concert to physically attack another student.

- **Assault on a Staff Member:** A student shall not physically attack a staff member or other adult. See self-defense as defined above. **Multiple Assaults:** A student shall not act in concert to physically attack a staff member or other adult.
- **Inciting to Riot/Chaos:** A student shall not engage in behavior of a violent or aggressive nature in a highly volatile area that could result in a riot, widespread chaos, or aggressive actions (verbal and/or physical) by students witnessing or involved in the incident.
- **Refusing to Disperse:** A student who witnesses an incident under this rule shall disperse at the request of staff members.
- **Participation in a Civil Demonstration:** A student shall not disrupt the school day by participating in a civil demonstration, including leaving campus without permission.

Rule 23: Drugs/Illegal Substances, Alcohol, Prescription Drugs

Students shall not use, purchase, sell, distribute, be under the influence of, or possess any kind of tobacco, alcoholic beverage, controlled substance (as defined by state law), illegal or counterfeit substance.

- **ALCOHOL:** Students shall not possess, use, distribute, or be under the influence of alcohol on school property or at a school function.
- **MARIJUANA:** Students shall not possess, use, be under the influence of marijuana, or possess associated drug paraphernalia on school property or at a school function. “Marijuana” is defined to also include synthetic cannabinoids. Possession of large amounts, or of more than one individually wrapped package of marijuana, will be deemed to be an attempt to sell illegal drugs.
- **DRUGS/ILLEGAL SUBSTANCES, COUNTERFEIT DRUGS AND PARAPHERNALIA:**

- ***Use, Influence, or Possession of Drugs/Paraphernalia:***
For drugs other than marijuana, students shall not use or be under the influence of illegal or controlled substances or possess illegal, counterfeit, or controlled substances (including prescription drugs without a doctor's order filed with the school), or drug paraphernalia on school property or at a school function.
- ***Sale/Distribution (Attempt or Actual):*** Students shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal, counterfeit, or controlled substance. Possession of a large amount of, or more than one individually wrapped package of, a controlled or illegal substance will be considered evidence that the student intended to sell or distribute the product.

Consequences:

- | | |
|------------------------------|-----------------------------|
| ● Warning | ● Guidance Referral |
| ● Recess/Lunch Detention | ● Parent Re-contact |
| ● Student/Teacher Conference | ● Referral to Administrator |
| ● Parent Conference | |

Rewards:

- | | |
|---------------------------------------|---------------------------------|
| ● Praise | ● Student of the Month Award |
| ● Positive Notes/Calls Home | ● Extra Classroom Opportunities |
| ● Receipt of Token Classroom Currency | ● Random Acts of Goodwill |

Infractions severe enough to require immediate consequences, suspension, or expulsion are laid out in the school discipline plan which can be found on the school website.

IX. Scheduling Parent-Teacher Conferences:

Conferences should be scheduled with teachers via phone or email. Teachers are available for conferences during the planning period, before school, and after school. Parents should schedule meetings with teachers and administrators by phone or through email before coming to the school to ensure that the teacher or administrator is available. **The parent or guardian of**

any student who is failing will be asked to schedule a face-to-face parent-teacher conference to discuss the student's progress.

X. Note on Disciplinary Procedures:

Every effort is made to ensure that all students have a fair chance to learn, therefore the above rules and consequences are necessary. In keeping with this philosophy, teachers treat all students with fairness and respect as their main concern is that all students be present in class so that they have an opportunity to learn. Only severe infractions, which infringe upon the rights of other students to learn, will necessitate students being taken out of the instructional setting.

Please go over the above information with a parent or guardian. Then, verify with signatures below that all are aware of the responsibilities and expectations of the school and confirm that you are prepared to complete all assigned material.

By signing below, I acknowledge receipt of access to the Elementary Student Handbook. I understand that I am responsible for reading, understanding, and abiding by the policies and procedures in this handbook.

Student Signature

Parent/Guardian Signature

Student Name (Print)

Parent/Guardian Name (Print)

Date

Date