



Southwest Charlotte STEM Academy

K-8 Parent/Student Handbook 2021-2022

Please review this student handbook with your child and sign below indicating that you and your child have reviewed and understand the information provided for the 2019-2020 school year.

Name

Teacher

Grade

Student Signature

Parent Signature

Date

Southwest Charlotte STEM ACADEMY (SCSA) CORE VALUES
As a SCSA Community Member, I am expected to promote and uphold the core values

Academic Excellence.

- We value the thinking process and expect students to answer and ask strong questions.
- We are student-centered and we have created an environment where all members of the school community can feel comfortable and are expected to contribute.
- We provide high-quality, differentiated and challenging learning experiences and expect students to give us their best each day.

Positive Character.

- We provide students with the tools to make wise decisions and expect them to do so.
- We encourage strong relationships and trust, and we value everyone's opinion.
- We help students grow in confidence and risk taking as they move beyond what comes easy and natural to them in the learning process.
- We model and expect our students to demonstrate self-control, compassion, and understanding of the needs of others.
- We nurture, value and collaborate with others;, paying close attention to the impact we are making on one another.
- We have a strong work ethic, and we inspire excellence.
- We take initiative, and continuously learn and seek solutions for what will make Southwest Charlotte STEM Academy better.
- We are encouraging, positive and passionate.
- We take time to get to know one another academically and personally, and we do what is best for each other.
- We share ideas, think outside of the box and work together to strengthen our school, community, and world.

Service and Leadership.

- We have a clear purpose and path, and we understand our roles and responsibilities in fulfilling the mission of Southwest Charlotte STEM Academy.
- We help each other unconditionally and trust one another.
- We create unique solutions, and communicate clearly with each other to ensure the best interests of all.
- We encourage discovery and create connections between ourselves, one another and our world.
- We set the standard and lead by example. We model leadership and value all members of our community.
- We connect our learning to real life situations.
- We show responsibility by meeting or exceeding academic and personal goals.

Table of Contents

Mission Statement.....	4
Academics.....	4-5
Attendance.....	6-8
Before/After School Care.....	8
Communications, Weather, Cell Phones	8-10
Compliance (State and Federal).....	11-12
Uniform Policy.....	12-13
After School Care	13
Food.....	13
General information.....	13-14
Parent Involvement.....	14
Safety.....	15-16
School Governance.....	16
Special Events.....	17
Student Behavior Expectation and Matrix.....	19-23
Transportation.....	24
SCSA Bus Riding Expectations	24-26

Mission Statement

Southwest Charlotte STEM Academy will promote high academic achievement by increasing student engagement through a workshop model that encourages and empowers students to take ownership of their learning.

Academics

Organization: Each grade level will determine and promote best practice for organization of student materials

Homework plan: Homework is implemented as a purposeful extension of learning. It provides students the opportunity to independently practice literacy, math, and science skills attained during the school day. Homework is assigned on an as needed basis. The following serve as parameters for the average amount of time spent for nightly homework:

Kindergarten: 15 minutes

1st grade: 15 minutes

2nd grade: 20 minutes

3rd grade: 30 minutes

4th grade: 40 minutes

5th grade: 50 minutes

6th – 8th grades: 60-90 minutes

Note: These serve as general guidelines.

Grading Policy

Formal, detailed report cards are issued at the end of each quarter. Achievement or progress shall be reported as indicated below:

Kindergarten – Fourth Grade Standards Based Report Cards

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Student progress on these standards is reported as follows:

EX= Exceeds grade level expectations for this quarter with accuracy and a high level of quality

AC= Demonstrates grade level expectations with accuracy and quality for this quarter

PR= Developing but is not meeting grade level expectations for this quarter

LP= Beginning to show limited progress and understanding but is not meeting grade level expectations for this quarter

Blank=Standard not evaluated this quarter

Grades 5-8

Academics / Subjects

Defining “expectations” as the progress toward mastery of the standards and objectives as set forth by the North Carolina Common Core and Essential Standards:

90-100	A	Consistently Exceeds Expectations at this time
80-89	B	Exceeds Expectations at this time
70-79	C	Meets Expectations at this time
60-69	D	Inconsistently Meets Expectations at this time
0-59	F	Does not meet expectations at this time

Grades K-8 Lifelong Learning Behaviors

Reports on the student’s conduct and work habits are also included.

- + Consistently demonstrates grade level expectations
- ✓ Demonstrates grade level expectations with support
- Needs improvement/Does not meet expectations

Grades K-5 Discovery

Students will receive markings for each Discovery class at the end of the quarter. Students will be evaluated on their performance and content knowledge. Progress is reported as follows:

- + Consistently demonstrates grade level expectations
- ✓ Demonstrates grade level expectations with support
- Needs improvement/Does not meet expectations

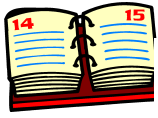
Grades 6-8 Discovery

Students in these grades will receive a formal grade just as their core areas classes.

Defining Cheating/Plagiarism

Cheating at school is the act of using any unauthorized means to complete any form of work for a class, an application, an activity, etc. Many forms of cheating at school can also be referred to as “plagiarism,” which is the act of using and claiming someone else’s material without giving credit to that person. Some examples include...

- o Copying any portion of another student’s answer or work and/or allowing someone to copy one’s own answer or work, including working together on an independent assignment and/or copying the work of another person that has already been submitted as that person’s own
- o Using and claiming another person’s ideas, opinions, theories, words, sentences, paragraphs, or entire work without appropriate acknowledgment of the source, which includes failing to use parenthetical in-text or in-project documentation and/or using documentation that does not “check out” and/or does not match the Works Cited page



Attendance

School Hours are 8 am until 3 pm
Grades K-8
Classes Start: 8:05 am
Dismissal: 3:00 pm

Tardiness

Students who arrive to class after the above start times will be counted as tardy. Tardies are excused for the following reasons: Doctor/Dental visits (with doctor's note), illness and religious obligations.

Attendance Policy

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.

Regular attendance by every student is mandatory. SCSA follows the compulsory laws of the State of North Carolina which requires that every child in the state between the ages of seven (or younger if enrolled) and 16 attend school.

All absences are to be verified by communication to the school office from a parent or guardian on the morning of the day of the absence. This includes all absences due to medical and dental appointments. Voicemail will be available before school hours for anyone who would like to leave a message.

Absences are excused for the following reasons:

- Student illness or injury*
- Death in the immediate family
- Doctor/dental appointments that *could not be arranged outside of school hours*
- Religious holidays not observed by the school calendar.
- Court or administrative proceedings
- Absence related to deployment activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention that absences be kept to an absolute minimum through the monitoring system of the school.

When students reach **3 days of unexcused** absences, parents will be notified of the concerns through a notification letter. When students reach **6 days of unexcused** absence parents will be notified again through a notification letter.

When 10 days of absence (**either excused or unexcused**) has been reached, parents will be contacted by school personnel to discuss academic status, factors surrounding the absences and make recommendations of corrective action as needed.

Should any student reach 15 days of absence (**either excused or unexcused**) the student and parents will be required to meet with members of School Leadership to review the potential of retention in grade level. Retention decisions are recommended to the School Principal from the School Leadership. Retention of any student, due to absences, will be at the discretion of the Principal.

*** Students with fever, vomiting, and/or diarrhea may not return to school until they have been symptom free for 24 hours.**

In the event of an excused absence, a written notification (either via handwritten note or email) must be received by the classroom. Additionally, should a student miss three consecutive school days, a doctor's note may be required in order to make the absence excused.

Make-Up Work

Students have an obligation to complete all assignments missed during illness or absence from school. Students are guaranteed two school days to make up their work for each day absent from school.

In case of a prolonged absence due to illness, necessary arrangements can be made to have assignments picked up. Parents must call before 8:30 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 3:30 p.m. on the date requested.

In the case of prolonged absence due to travel, it becomes the student's responsibility, with the help of the parents, to make arrangements with the teacher for any missed assignments. Students are guaranteed two school days to make up their work for each day absent from school.

Incomplete assignments will receive no credit. Students who miss an announced test during their absence will take the test upon their return to school at the convenience of the teacher. In an effort to ensure make up work reflects accurate classroom activity, please do not ask for work in advance of the trip.

Partial Attendance

Students must be in attendance for ½ of the school day to be counted present for the day. They must be in attendance until 11:30 am or arrive by 11:30 am and remain for the rest of the day to be counted present for the day.

Family Death or Terminal Illness

If there is a death, terminal illness, or similar traumatic situation in your family that may affect the student's attendance, emotional well-being, and/or level of concentration, please notify the office and classroom teacher.

Illness During the School Day

When a student becomes ill during the school day, he/she should notify the teacher, and the teacher will send the student to the front office. The office staff will call the parent or guardian or emergency contact for parent pick-up. **Pick up should occur within one hour of notification.** It

is the parent/guardian's responsibility to ensure that all emergency contact information is kept up to date at all times.

Early Dismissal

Early dismissals impact student learning and should be kept to a minimum. Please check in at the front office when you come to pick up your child. In no case will a student be allowed to leave school with anyone except his/her parent or guardian unless the school has a note signed by the student's parent/guardian or is listed as an emergency contact. **To ensure an orderly dismissal process, early dismissals past 2:30 pm daily will not be permitted.** Early dismissals are monitored as a part of student attendance and families will be contacted as the need arises.



Before/After School Care

Hours:

Before School – Opens at 6:45 am

After School – Closes at 6:00 pm

For more information on this contracted service, please email youngexplorerscenters@gmail.com



Communication

Effective communication between school and home is vital to the successful academic, social, and emotional well-being of all students. The school will communicate often and by a variety of means in an effort to keep parents informed of the happenings at school and the growth of the students. The following are a sampling of the methods of communication utilized by SCSA:

Electronic Communications

Parent Square

SCSA Email

School website: www.scstemacademy.org

Powerschool for 5th-8th grades (You will receive login information at the beginning of the year)

Parent/Teacher Conferences

Parent/ Teacher Conferences are held after the 1st quarter. Please refer to the school calendar for the Parent/Teacher conference schedule. Additionally, conferences can be held after school at other times during the year. Parents/Guardians should contact their child's teacher to schedule a conference.

SCSA Grievance Policy and Procedure

The only student disciplinary matters that may be appealed to the Board are those taken under N.C. Gen. Stat. §§ 115C-390.7, 115C-390.10, or 115C-390.11. Administrative recommendations to exclude a student from the School can also be heard by the Board.

Adverse Weather Communications

SCSA determines whether to close or delay school or release students early when inclement weather is predicted and road conditions are unsafe for travel. The decision to close or delay school, including how long to delay, will be shared by ParentSquare.

Grievances and Concerns related to Title IX Harassment claims and investigations:

The philosophy of SCSA is to resolve grievances with dialogue. The purpose of this policy is to establish a process for resolving public complaints when earnest dialogue alone is insufficient. Parents who have a grievance should use the following procedure in order to solve the grievance with other interested parties. Via this procedure, grievances will be resolved promptly and equitably. This policy is not intended to replace informal discussion and resolution of grievances.

- 1) Raise the grievance with the lowest-level interested member of the faculty or staff and seek to resolve the issue. The faculty or staff member may involve other, higher-level members of the school staff. SCSA will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.
- 2) If the problem persists and cannot be solved at the SCSA staff level, the Aggrieved Party can appeal to the appropriate administrative head - such as the Principal - in writing. SCSA will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.
- 3) If the grievance is not satisfactorily resolved by the administrative head, the grievance may be submitted to the Board Chair in writing for mediation. The Board will review and their decision will be final. Resolution at this level will occur by the next regularly scheduled Board meeting, unless that Board meeting is less than 3 school days after reporting at this level.

Cell Phones and School Phones

Students are not permitted to have or use cell phones (including texting) during the school day without permission from a teacher or other staff. Students may use school phones to call home with permission. If a student is ill, the school office will contact the parent/guardian. Important messages will be given to students or staff members upon request.

If a student is witnessed using a cell phone at school, a parent will be notified and the steps in disciplinary action will begin as indicated below:

- First Occurance: Written and verbal warning; notification to parents.
Second Occurance: Parent must come to the school to pick up the phone from the child.



Compliance (State & Federal)

Promotion and Retention

Southwest Charlotte STEM Academy will follow the North Carolina statutes and the State Board of Education regulations regarding promotion and retention.

Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. p1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR p 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies, and;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights

under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Americans with Disabilities Act--TITLE II

Southwest Charlotte STEM Academy does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the school, in the treatment of individuals with disabilities, or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans With Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

Non-Discrimination Policy

With respect to the services provided to our student population and staff, no person shall be discriminated against in any education program, activity or other related service based on race, color, religion, gender, sex, age, national origin or disability.



Uniform Policy

The student dress code is designed to further the learning process by providing parameters within which students can make personal decisions. The parameters are in place to ensure that the school learning environment reflects respect and dedication to the learning process. Clothing should never be distracting to the student or to anyone else.

If the uniform policy is violated, we will use the below process:

First Occurance: Written and verbal warning; notification to parents.

Second Occurance: Parent must come to the school to bring uniform clothing.

School leadership reserves the right to determine appropriateness of dress at all times including reserving the right to designate certain days, included but not limited to “Spirit Days,” where more flexibility in dress is allowed.

Students may wear...

- Green, Black or White collared shirts with SCSA logo **or** Official SCSA spirit shirts/sweatshirts
- Solid khaki or black pants, shorts, skirts or skorts
- Solid Khaki Jumper-style Dress or Polo Dress with SCSA logo
- Shoes that fully cover the toes and the back of the heel
- Outerwear with the SCSA logo *if worn indoors*.
- Outerwear that is only worn outdoors should be school and temperature appropriate.

Additional Dress Code Guidelines

- Hats and hoods must be removed when inside any building.
- Pants and shorts must be secured at the waistline.
- Clothing must be free of rips and holes.
- Skirts, skorts and dresses must reach the finger-tips with arms and hands fully extended.
- Shorts must reach the middle of the hand with arms and hands fully extended.
- All clothing must fully cover the underclothes, the shoulders, the areas around the waist, the back below four fingers from the base of the neck and the chest below four fingers from the collar bone; no visible cleavage.
- If clothing material (sheer, mesh, lace, etc.) reveals what is underneath, clothing must be worn underneath that meets the coverage guidelines above.
- Leggings and clothing similar to leggings may be worn only under shorts, skorts, skirts and dresses that meet length requirements. Leggings must be solid white or black.
- Socks and tights should be white or black.
- Athletic shorts and pants (warm-ups, sweat pants, yoga pants, joggers, etc.) may be worn only for a specific purpose designated by the school.
- All clothing must be free of words, sayings, slogans or graphics (symbols, images, etc.) with the exception of official SCSA spirit wear.



After School Clubs

Fee-based after school enrichment opportunities will also be offered after school daily. Details will be posted on the SCSA website and via Parentsquare as these programs are available.



Food

Lunch

Lunch will be staggered and begin between 10:30-1:30. Students will have access to the National School Lunch Program or may bring a nutritious lunch from home including a drink (**Soda or any form of energy drinks are not permitted**). Please remember to recycle and reuse lunch bags and containers.

Snacks

Students may have a daily snack. Children must bring their own snacks from home, as the school does not provide them. Snacks should consist of one food item and water daily. Students can have a water bottle throughout the school day.



General Information

Payments for School Activities, Etc.

All payments will be made electronically through Parent Square or the Cafe Portal. No cash or checks will be accepted.

Funds due to SCSA

All payments for activities, sports, and field trips are expected by the due date assigned. In the event that there is a delinquent payment students may not be able to participate in future extracurricular or non-academic activities. Payments may be made to the school business manager to clear up any debt.

Fundraising

Students are not permitted to implement non-school sponsored fundraisers for personal gain.

Personal Items

The school will not accept responsibility for the personal items of students. More specifically, electronic devices are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parent can retrieve them.



Parent Involvement

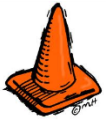
Southwest Charlotte STEM Academy is a strong advocate of parent support and involvement. Parents and guardians are encouraged to volunteer, participate in their child's academic success, serve as a grade parent, attend and participate in parent workshops, and extracurricular activities. All classroom visitation/volunteer opportunities should be scheduled with the classroom teacher.

For more information on the Rocket Parent Association, visit here: <https://bit.ly/3CShupU>

Visitors **(Due to COVID, SCSA is on temporary limited visitation.)**

The following are guidelines for visitors while they are in the building:

- All guests must enter through the front doors and sign in at the front office upon arrival to campus.
- All guests must wear a name badge. For security purposes, any guest on campus without a name badge will be asked to return to the office to obtain one.
- The distribution of literature of any kind is not permitted.
- Prior to leaving the campus, guests must sign out in the front office.



Safety at SCSA

Safety of the students, staff and visitors at SCSA is extremely important. The following are just a few of the measures that will be in place to secure the SCSA campus.

General Safety:

1. All SCSA employees must pass criminal background checks and drug tests.
2. Volunteers/visitors who may be in any unsupervised position with students will undergo criminal background checks also, or not be allowed to be placed in such roles (i.e. coaches, tutors, chaperones).
3. The coordinated dress policy will allow those who are not a part of the SCSA student body to easily stand out.
4. Access to the campus and to our facilities is monitored.
5. All teachers/staff will wear ID badges.
6. All visitors are required to check in at the office at the beginning and end of each visit.
7. Any medications will be kept in a locked location.
8. Emergency backpacks, including a first aid kit and other emergency needs, will be kept in each classroom and taken out during all drills.
9. Access will be granted to local health and fire department officials for inspection of the premises or operation of the school.

Immunization of Students:

SCSA will comply with all state and federal immunization requirements. All students will be required to produce a record of current immunizations within thirty days of enrollment. Failure to provide this record will result in suspension until such immunization record is submitted. SCSA will provide parents with immunization information as specifically required by the NC Health Department.

Medications

Prescription or over-the-counter medications cannot be dispensed by the school or brought to school without a written medical authorization form signed by a doctor. These forms are available in the school office. Medications must be brought to school in their original container. Students may not have medicine of any form, except inhalers or Epi-pens (provided the authorization for student self-medication form is on file in the office), in their possession or in their lockers on campus. Students must turn in their medications at the main office and a designated staff member will administer medications provided all requirements are met.

Fire and Safety Regulations:

SCSA will be in full compliance with all federal, state and local fire and safety regulations. Fire drills will be conducted once per month, tornado drills once per year, and lockdown drills twice per year. Evacuation plans will be posted in each classroom. All exits and stairways will be kept clear at all times to facilitate evacuation. All combustible materials such as cleaning supplies will be properly stored and maintained.

Tobacco Policy

SCSA is a tobacco-free school. To this end, the use of any tobacco product is prohibited on campus or during school events. This applies to anyone on campus, including faculty, parents, staff, and visitors.



School Governance

The governance of Southwest Charlotte STEM Academy involves a number of groups and individuals. Each is listed below with a description of their function.

Authorizing Agency

The Authorizing Agency, the North Carolina State Board of Education, grants a charter to the nonprofit corporation, Southwest Charlotte STEM Academy, Inc

School Board of Directors

The Board of Directors is the governing body of the school. School policy is created between the Board of Directors and the School Leadership.

Principal

The Principal provides daily support and supervision of all school programs.



Special Events

Birthdays

In an effort to acknowledge and celebrate students' birthdays and maintain continuity within each school day, SCSA has created the following policy: Students may celebrate their birthday during their lunch period. If their birthday falls on a weekend, the birthday can be celebrated on a day agreed upon between the teacher and the family. Celebrations are optional and to ensure the safety and fairness of all students, parents should only bring store-bought cupcakes enough for each student. **No other food items will be allowed.** The cupcakes must be labeled with contents as well. In the event of severe allergy, the teacher will notify families of any amendment to this policy as it relates to that particular class. **Party invitations may not be distributed at school and teachers can only provide the number of students in the class and not the names.**

Classroom Celebrations

Grade levels and individual classes will have various celebrations throughout the school year as deemed appropriate by the school's administrative decision.

Field Trips (Trips will be limited due to COVID.)

Field trips serve as extensions of the classrooms and as such are significant learning opportunities for our students. As such, the guidelines and expectations of SCSA continue to be in place for our field trips.

Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed at Southwest Charlotte STEM Academy. Every facet of the Student Code of Conduct will be enforced on field trips just as it is in the classroom. As in the classroom, the teacher will judge acceptable or unacceptable behavior.

Signed permission slips must be on file for each field trip

We encourage parents to serve as chaperones and must have a volunteer/background check completed by the school in order to chaperone. All chaperones are expected to serve in a supervisory capacity and to ensure optimal supervision and are asked not to bring additional children on the trip. Should the venue allow, additional parents may attend as participants. Parent participants would be responsible for their own transportation and fees. Please check with your child's teacher.

Overnight Trips

Learning at SCSA goes beyond the classroom walls. Beginning in sixth grade, these extended overnight field trips are designed to integrate and expand our core academic curriculum. These extended studies have as one of its goals to educate in a real environment with hands-on-learning. There are many other kinds of learning and growth in the Field Studies Program which include students developing independence within a nurturing framework, practicing social group living skills, activities that involve development of self and group awareness, practicing good manners and behavior in new environments. These experiences provide valuable life learning opportunities and help to bond students and build positive memories.

Southwest Charlotte STEM Academy

SCSA Bus Riding Rules and Expectations

1. Obey the instructions of the bus driver. At no time will a student act toward or address comments to the driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Do not push or shove.
3. Each student will be expected to remain seated in their assigned seats for the duration of the trip, and remain seated until released by the Driver.
4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
6. Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible.
8. Students should only use emergency door and exit controls at the request of the driver during an actual emergency event.
9. No rider shall be let off the bus without a parent present within the sight of the driver. Parents who are in vehicles or stores should exit vehicles/stores to permit the driver to make confirmation of their presence. If the driver cannot see the adult present, the student will remain on the bus and return to school. This procedure is in place to ensure the safety of your students.
10. There is no eating, drinking or gum permitted on the bus. Water is permitted on the bus, however, eating in any form is not.
11. The use of electronics is permitted when using headphones or earbuds so long as it respectful and courteous of other passengers. Sharing electronics is not permitted so as to prevent damage. Photographing or record sounds or images of peers, adults, or bus drivers is strictly prohibited.
12. Parents/Guardians are not permitted on the bus at any time; unauthorized boarding of the bus is considered trespassing.

The following is an outline of the Bus Discipline Procedure:

CATEGORY I

First Offense -The driver will inform the student of the discipline program. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the school's administration.

Second Offense The driver will attempt to contact the parent in an effort to correct the situation. This may be in the form of a phone call or a Driver's discipline Report sent home with the student for the parent to sign and return to the driver the following morning.

Third Offense The driver will send a discipline referral to the school administrator for disciplinary action.

The following disciplinary action will be administered by the CAMPUS ADMINISTRATOR:

First disciplinary referral — Bus privileges suspended for 3 days.

Second disciplinary referral — Bus privileges suspended for 5 days

Third disciplinary referral — Bus privileges suspended for 10 days.

Fourth disciplinary referral Bus privileges suspended for the remainder of the semester.

The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

CATEGORY I Minor Infractions Include, but are not limited to the following:

1. Using profanity or making offensive remarks or gestures. (automatic discipline referral)
2. Talking loudly or yelling.
3. Throwing objects (items that distract-non harmful)
4. Leaving paper or other debris on the bus.
5. Bothering (poking, pushing, etc.) other bus riders.
6. Not following the bus driver's directions.
7. Failure to sit in assigned seat will result in parent contact.

CATEGORY II Major Infractions Include, but are not limited to the following:

1. Accumulating (3) three minor infractions.
2. Being defiant or disrespectful to the bus driver. 8
3. Deliberately disregarding the safety of passengers or others.
4. Vandalizing the bus.
5. Throwing harmful objects (paper, rocks, books, etc.).
6. Fighting (contact with others).
7. Using profanity or making offensive remarks or gestures.
8. Making threatening remarks.
9. Refusal to sit in assigned seat.

CATEGORY II This is an automatic discipline referral to the CAMPUS ADMINISTRATOR.

First disciplinary referral — Bus privileges suspended for 10 days.

Second disciplinary referral — Bus privileges suspended for the semester.

Third disciplinary referral — Bus privileges suspended for the remainder of the year.

The safety of your children is our first priority. Please guide your child in understanding the importance of riding safely AT ALL TIMES.

Board Approved Feb. 2019