

# Parent & Student Handbook



**Northside Elementary**  
**2019 - 2020**

## **Mission Statement for Rock Hill School District Three**

Working together with the students, home, and community, the Rock Hill School District will ensure that all students have the skills, knowledge, and desire to become lifelong learners and succeed in a changing world.

## **Core Beliefs of Rock Hill School District Three**

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical and emotional) being met.
- Reading is the foundation for unlimited learning.
- An environment where taking risks is encouraged promotes learning.
- Understanding diversity enriches learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- The community is responsible for working interdependently to ensure the welfare of students.
- School will promote lifelong learn

The above were adopted by the Board of Trustees on November 22, 1993.

**The rules, regulations, and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in anyway during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website.**

## **MISSION for Northside Elementary School**

Working with our community, the fundamental purpose of Northside Elementary School of the Arts is to provide an inspiring, creative, artistically enriched learning environment where high achievement is the norm, so that all of our students achieve a lifetime of success.

## **VISION**

*Northside Elementary School of the Arts will be an academic and arts community that inspires creativity, courage, and character.*

# School Procedures

## Arrival

Students are expected to arrive on time and ready to learn. All students should be in their seats by 7:40. If your child eats breakfast at school, he/she must arrive in time to eat and be in class by 7:40. Students are tardy for school at **7:45**. All tardy students must be signed in by an adult. Habitual tardies will result in meeting with the attendance clerk and administrators. Excessive tardies (10 and over) will be referred to the District Attendance Office and could subsequently be turned in to Family Court.

*Morning arrival: You may walk your child(ren) to class the first day of school. After the first week of school, we will have our school Independence Day. Your child will be expected to walk independently from this day forward.*

## Attendance

Student attendance has a direct impact on student achievement. Perfect attendance is awarded to students with no absences. Early dismissals and tardies do affect student attendance reports.

## Breakfast

Breakfast is served from 7:00 AM-7:30 AM. Car riders should arrive prior to 7:30 AM for breakfast. No student should go to class first and then come to the cafeteria for breakfast.

## Buses

Riding the bus is a privilege and not a right. Students must behave in a safe and orderly manner. The primary goal of the bus driver is to get students home safely. They should be treated with RESPECT.

- Students are expected to sit in assigned seats.
- The bus aisle should remain clear and free of arms, legs, and book bags.
- Students who live outside our attendance zone are not permitted to ride the bus.
- By state regulations, no student is allowed to get on or off the bus anywhere other than their assigned bus stop.
- Major and minor bus offenses will result in write-ups and conferences with administration. Multiple offenses will result in parent conferences. Students who are habitually misbehaving and disrespectful to the bus driver will lose bus privileges. Parents are responsible for transportation when students can no longer ride the bus.
- Issues with transportation should be reported to the Transportation Department and then to school administrators if necessary.
- Transportation changes regarding riding the bus or changing buses MUST be preapproved by the Transportation Department.

## **Cafeteria**

Our school district contracts with Food Service to provide your child with breakfast and lunch. The cost for these meals is: Breakfast \$1.10 Lunch \$2.20 . Free and reduced lunch forms are available at school or on-line at [www.schoollunchapp.com](http://www.schoollunchapp.com). Reduced costs will be determined after reviewing your free/reduced lunch application. **These forms must be filled out each year.** On-line applications are approved quicker than hard copies. **Students will need to bring money for breakfast and lunch until these forms are approved.** Just as you cannot eat without paying in a restaurant, you cannot eat without paying for meals in the cafeteria. Parents are encouraged to set up accounts and pay for meals at [www.mealpayplus.com](http://www.mealpayplus.com) . This site will email you when your child is low on money. If you have an issue concerning the cafeteria, please contact the cafeteria manager, Mrs. Avery.

## **Challenger (After School Program)**

Challenger is an after-school enrichment program for students in Kindergarten through Fifth grade. It is our pleasure to offer Challenger at all of our district's elementary schools. We look forward to our working partnership as your child enters our program.

### **Challenger Daily Schedule**

Your child will be served a healthy snack each day during the homework/activity time. You may provide one for your child if you prefer. This structured homework and snack period will be daily from 2:30 p.m. to 3:30 p.m. Your child may enjoy sharing with you in the evening their completed homework for your approval or asking for additional help to complete a project. Following a healthy activity, Challenger curriculum activities begin. These activities will end promptly at 6:00 p.m. each day. Application Forms are located in the office.

## **Dismissal**

All students are expected to move in an orderly fashion to their respective areas for dismissal. In compliance to district regulations, no early dismissals are allowed after 2:00.

All car and van riders are dismissed from E Hall. In the event that your child is sick or dismissed early, please contact your child's daycare. For safety reasons, no parent is allowed to come into the building to pick children up at dismissal. **No child will be allowed to change the way he/she is dismissed unless a handwritten note is sent to school. For safety reasons, no phone calls or emails will be accepted.**

All **bus** riders are dismissed from D Hall. No child may change buses without approval from the District Transportation office.

## **Dress Code**

Students are expected to dress in a manner that does not distract from learning. Parents will be called to bring suitable clothing if students come to school dressed inappropriately. Please make sure your child is dressed appropriately for weather conditions.

- Messages and pictures on t-shirts must be suitable and age appropriate.

- Tank tops should be at least 3 fingers wide.
- No halter tops.
- No low cut tops.
- No short shorts, short dresses, or short skirts.
- No pants below the hips. Belts are to be worn to keep them up.
- No pants with holes or cut-outs.
- Leggings can be worn with dresses or skirts, but not with t-shirts.
- No flip flops or high heeled shoes. These are not safe in the hallway in the event of an emergency.

### **Lunch**

Students are expected to have good manners while eating lunch. While we want students to socialize and enjoy their meal, we also want them to eat during the time they have.

Parents who are joining their child for lunch may sit at a designated table. Please contact the school cafeteria by 8:00 am if you wish to purchase a lunch. Adult lunches are \$3.50. Parents who wish to send in treats for special occasions please check with the teacher first due to allergies. We are asking that you bring mini cupcakes, cookies or non-edible school supplies. You may bring them in the morning and leave it to the teacher's discretion as to when to distribute them. If you wish to be there, you may come at lunch to distribute the treats. **For the safety of our students with food allergies, please send in only store bought items with the ingredients clearly labeled. Please use the website below for reference on school-appropriate snacks. It is updated monthly.**

<https://snacksafely.com>

Parents eating lunch with students should wait on the bench or hallway until their child's class arrives. You are welcome to sit with your child on the stage and talk quietly during the music. Children are allowed to choose **only** one friend to join them. Parents who are eating with their child are encouraged to follow school-wide rules and supervise younger siblings. We respectfully request that parents choosing to sit at the lunch tables with the class follow the rule of silence while the music is playing. Please adhere to your child's lunch schedule and have him/her ready to line up with the class.

### **Awards, Showcases & Performances**

Unless prior permission has been obtained from the principal, siblings will remain in the learning environment for activities not pertaining to their grade level. Out of respect for all participants and due to safety concerns, we ask that you remain seated for the entire program. You may pick up your child in the designated area at the end of the program.

### **Observation of Classes**

Classroom observations are allowed. However, please make sure to contact your child's teacher to make sure the day you are coming is suitable. This way you will know you are coming on a day of instruction and not one of testing. Keep in mind that your visit is one of observation. If you would like to meet/visit with the teacher, please make an appointment.

Classroom visits and observations by parents/guardians of current students include the following board policies:

1. Parent / Guardian may either visit their student's classroom at the teacher's / school invitation or make a request to the principal to have a formal observation of the classroom.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom visits are at the discretion of the principal.
4. Building administrator or designee may remain with parent/guardian during a classroom observation, and the administration may conduct a post observation conference with parent/guardian.
5. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
6. Classroom observations should be scheduled for no longer than 45 minutes to an hour.

### **Parental Involvement**

Northside Elementary acknowledges parents as full partners, with teachers and staff, in the education of their children. Northside maintains an open, friendly environment and welcomes parents to visit the school and their children's classroom. Our concept of Parents as Partners goes far beyond the traditional understanding of parent involvement. An involved parent is one who is involved in their children's whole life and who has the opportunity to be active in nearly every aspect of the school's operation. Parents can support their child's learning in a number of ways. We invite parents to join with us in this partnership, committing themselves in a variety of ways. If you are there to volunteer, please inform the office staff so they can also have you record your volunteer hours properly.

If you would like to come and observe your child's class, please check in at the front office when you enter the building. In a proactive measure to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's School Check in System. Upon entering the school, all visitors/volunteers will sign into the School Check In System on the computer in the office. A printed visitor/volunteer badge will serve as verification of approval to enter the building/event. Then you will be given access into

the school areas. **You must present a valid driver's license or state issued identification to visit within the school.**

### **Ways to Volunteer**

Each volunteer must be approved and registered with the district. It's easy to do. Fill out the web form at

<http://www.rock-hill.k12.sc.us/community/volunteerapplication.aspx> . You should receive an email within a week stating your volunteer status and a card will arrive in the mail.

Classroom helper	Substitute
Shelving books in the Media Center	Gardening/Landscaping
School Improvement Council	Fund Raising
School Communications	Tutor
Reading with/to Students	Active PTA Member
Business Partner Coordinator	Volunteer Coordinator, Etc.

### **Phone calls**

Students may only use the phone in emergencies. Forgetting a permission slip, a book bag, or homework is not an emergency. Responsibility is a learned life skill that must be practiced.

### **Prohibited Items**

Students are not to bring radios, tape players, CD players, electronic games, water guns, lip gloss or other objects that result in disruption to school. Students should not bring large sums of money or other valuables to school. In the case of all of the above items, neither the school nor the district will assume liability if these are lost, stolen, or broken. If any student brings a knife, fireworks, matches or other dangerous items to school, he/she may be suspended or expelled from school. Clothes, buttons or magazines with obscene, suggestive or inappropriate messages are never to be brought to school; neither are items promoting alcohol.

### **School Day**

The school day begins promptly at 7:45 and ends at 2:25.

### **School-wide Discipline Referrals**

School-wide discipline referrals will be used once the classroom discipline plan has been exhausted.

**Minor** discipline offenses will be documented and handled by the classroom teacher.

One copy of the Written Referral will be sent home to be signed by the parent and another copy will be retained by the teacher. In addition, phone calls/emails to parents are highly encouraged.

**Major** discipline offenses will be documented by the teacher and handled by the principal or assistant principal. Parents will be contacted, one copy of the Written

Referral will be sent home to be signed and another copy will be retained by the teacher.

### **Student Information**

During registration, you will receive an emergency form for you to complete. This information is kept in the school office in case you need to be contacted. **Please make sure all telephone numbers and addresses are accurate, and clearly written.** Remember to put the name and telephone number of a person(s) who can be contacted in case you cannot be reached. **Please notify the school if you change addresses or telephone number during the year. It is very important that our records are kept up to date. Be sure each person listed for emergency contacts are people that are authorized to pick up your child.**

### **What Happened?**

**From time to time your child may come home telling you about something that happened at school that is upsetting to you. The first thing you need to do is breathe and then get the facts. Call your child's teacher and respectfully ask about the incident or situation.**

### **EMERGENCY DRILLS**

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places students may be located during most crises or natural disasters.

The purpose of fire, tornado and earthquake drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Fire drills are held on a monthly basis; tornado, lockdown, and bus safety drills are held once each semester. Evacuation routes are posted in each room. During these drills, students should follow the directions of staff members.

You will be notified of crisis situations through our school district's Parent Link communication system. **For this reason, do not telephone the school during such an emergency.** Telephone lines may be needed for emergency communication. In the event of inclement weather, parents will be informed through ParentLink phone calls, local TV and radio stations. This information will also be posted on the district website.

**Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc.** Providing as many telephone numbers as possible increases the chances of our being able to contact you in the event of an emergency.

*Fire drill / tornado drill plans are posted by each door in every room. Each school is required to have the following drills per year:*

*7-10 Fire Drills (We will have one fire drill each month.)*



*3 Lockdowns*  
*1 Reverse Evacuation*  
*1 Bomb Threat*  
*2 Tornado/Severe Weather Drill*  
*1 Shelter-in-Place*  
*1 Earthquake*

### **In Case of An Emergency**

Please talk with your child(ren) as to what they are to do if (1) they are dismissed from school early or if (2) they have to stay at school until an emergency has ended. It is especially important for you to talk with young children so they will feel comfortable if they have to remain at school longer than usual.

No one wants to think about a crisis occurring in our community. However, during a crisis that impacts the schools, it is essential that parents follow the guidelines set forth above by York County Emergency Assistance and FEMA and allow school officials to focus on the prescribed procedures required for an emergency. We must be able to depend upon you to help us keep your child(ren) safe.

### **Student Expectations:**

**Students have the right to an education that helps them to reach their true potential.**

- ENJOY!
- Control my voice, mind and body
- Respect everyone and everything around me
- Speak kindly
- Be helpful and responsible
- Keep Northside clean and green
- Work hard to do my best in class and complete my homework
- Ask the teacher any questions about classwork/homework
- Discuss with my parents what I am learning in school

### **Parent Expectations: Parents are the first support for children to succeed.**

- Encourage high standards of academic achievement and positive behavior
- Make sure my child attends school regularly and on time
- Find out how my child is doing by attending conferences, looking at my child's schoolwork, calling the school, and/or volunteering my time

- Respond promptly with all school communication
- Update personal information as it becomes necessary
- Show respect and support for my child, the teacher, and the school

**Thank you for being a member of Northside Elementary School of the Arts. We know this will be an exciting year of learning for all of us!**

## Things to Discuss

Please check off each item as you discuss it with your child.

- ☐ My child understands what to do if it is determined that school must be dismissed early.
- ☐ I understand the attendance policy for the school and district.
- ☐ I have discussed health issues with the school nurse.
- ☐ I have discussed behaving appropriately and respectfully on the bus with my child. (All students need to know bus safety and procedures so they can participate in field studies.)
- ☐ I understand I must contact the office if my personal information(address, phone number, etc.) changes.
- ☐ I have read and discussed the Parent/Student Handbook with my child.
- ☐ I understand that if my child has a dismissal transportation change, I need to send a handwritten note with my signature in order for this change to occur. A phone call or email will not be accepted.
- ☐ I understand that if I need to pick up my child(ren) from school early, I will need to do this before 2:00.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **Directory Information**

The following information is releasable upon request at the discretion of the principal of each school; the student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

## **Policy and Administrative Rule for Code of Conduct**

### **Policy: JICDA Code of Conduct**

Issued 5/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner.

This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district.

Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule [JICDA-R](#), the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#) and [JKE](#)). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours

- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop
- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District

### **Administrative Rule: JICDA-R Code of Conduct**

Issued 5/16

#### **Level I - Disorderly Conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:
  - verbal reprimand
  - withdrawal of privileges
  - detention
  - in-school suspension/recovery room
  - out-of-school suspension
  - confiscate item
  - academic penalty (cheating)

#### **Level II - Disruptive Conduct**

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to the following:
  - temporary removal from class
  - temporary or permanent removal from bus
  - alternative education program
  - in-school suspension
  - out-of-school suspension
  - transfer
  - referral to outside agency
  - expulsion
  - restitution of property and damages, where appropriate, should be sought by local school authorities

### **Level III - Criminal Conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, apply the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:
  - out-of-school suspension
  - assignment to alternative schools
  - expulsion
  - restitution of property and damages, where appropriate, should be sought by local school authorities

### **Extenuating, Mitigating, or Aggravating Circumstances**

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Student Conduct Away From School Grounds or School Activities**

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in

order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration. In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Additional Information is found in the published Administrative Rule