



**Queen City STEM School**

**2018 - 2019**

**STUDENT/PARENT  
HANDBOOK**

## **S. STUDENT POLICIES**

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## **S-1 DUE PROCESS AND STUDENTS' RESPONSIBILITIES & RIGHTS (Adopted September 19, 2015)**

All students at QCSS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate

### **STUDENT RESPONSIBILITIES**

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

### **STUDENT RIGHTS**

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, QCSS's policies and procedures governing due process for suspensions and expulsions will follow North Carolina Education Law.

All students at QCSS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

## **S-2 GRIEVANCE POLICY (Adopted September 19, 2015) [Re-adopted July 9, 2016]**

Student and parent complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships. Therefore, when a student or parent has a complaint or disagreement with any parties at QCSS, they should observe the following guidelines:

- 1.If the complaint involves a situation in the classroom, the student or parent should seek to resolve the issue with the teacher.
- 2.If a resolution with the teacher is not possible, or if the complaint is with a school-wide policy or procedure, the student or parent should seek to resolve the issue with the dean or assistant principal.
- 3.If a resolution with the dean or assistant principal is not possible, the student or parent should seek to resolve the issue with the principal.
- 4.If a resolution with the principal is not possible, the student or parent should provide a written statement to the superintendent.
- 5.If a resolution with the superintendent is not possible, the student or parent shall submit a written grievance within 30 calendar days of the situation or incident. The board of directors will discuss the grievance in closed session and respond in writing. This will occur within 30 days of receiving a grievance.
- 6.This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

## **ACADEMICS**

### **S-3 POWERSCHOOL (Adopted September 19, 2015)**

Parents can see their children's academic improvement, daily homework assignments, projects, discipline records, and attendance records through Powerschool. Parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit Powerschool on a daily basis to stay informed of their student's progress.

#### **S-4 GRADING SCALE** (Adopted September 19, 2015)

QCSS will be using a 10 point grading scale.

100%-90%	A	69%-60%	D
89%-80%	B	Below 59%	F
79%-70%	C	Incomplete	I

#### **S-5 CONFERENCES** (Adopted September 19, 2015)

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

#### **S-6 HOMEWORK POLICY** (Adopted September 19, 2015)

Homework is an essential part of your successful educational program at QCSS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time; if it is not, a grade of zero (0) may be given. In case of a conflict regarding homework assignments, the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's e-mail is available and daily assignments are posted on PowerSchool.

#### **S-7 CHEATING AND PLAGIARISM** (ADOPTED SEPTEMBER 19, 2015)

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at QCSS are required to be in the student's own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, quotations, drawings and/or pictures may be taken from the Internet or other source as long as they are properly cited in the document.

#### **S-8 SCHEDULE CHANGES** (Adopted September 19, 2015)

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

## **S-9 RETENTION POLICY (Adopted September 19, 2015)**

### **K-8<sup>th</sup> grades:**

At the end of the school year, the Student Academic Committee (which may include Assistant Principal, Dean, school counselor, and one core subject teacher) will review each student's case and make a recommendation to the principal for final approval. Final decisions on student promotion or retention rest with the principal.

A student's academic grades, mental ability, age, physical maturity, emotional and social development, national, state and local assessment results, and teacher recommendation are all considered when making retention decisions. Every effort will be made to work with the student and parents to remediate the student's difficulties before he/she is retained. Students must successfully complete a majority of the required academic subjects in order to be promoted.

1. Any student failing 3 or more core classes for an academic year is automatically retained at that grade level.
2. Any student who has unexcused absences for more than 10% of the required school attendance days may be retained.
3. Any student failing 2 core subjects in a given year may be retained:
  - a. If student fails math and language arts, then student is automatically retained.
  - b. If student also fails EOG's in two or more subjects, then student is automatically retained.
  - c. If student's MAP testing average for the year is not greater than 60%
  - d. If a parent requests retention.
  - e. If a student has been put on academic probation (probation to last through the following school year).
4. Any probationary student that fails the same 2 core subjects in a subsequent year will automatically be retained. (Parent will already have signed paper in step #3 above that indicates understanding of this action.)

### **High School:**

Students earn credits for courses through the QCSS and North Carolina Graduation Requirements. Any student who receives a passing grade in a course will earn credit for that course. Students will be placed into courses based on the credits that they have previously completed. The College Counselor is responsible for assigning courses to high school students. Any of the high school credits earned during middle school can be retaken with a parent's written request so that original grade is not counted against the student. More information regarding high school academic policies can be found in the High School Program Guide.

### **S-10 ACADEMIC PROBATION** (Adopted September 19, 2015)

Students who are on academic probation are required to go to after school tutoring during the week and student will not be eligible to participate in after school clubs or sports for that quarter or until they are removed from academic probation. Students who are retained will be on academic probation for the full academic year. Students who fail two subjects in a quarter will be placed on academic probation during the year and will continue to be on academic probation through the quarter and reviewed afterwards for their status. Before a student is placed on academic probation, an administrator will meet with the parent and student to explain the situation and will sign the “understanding academic probation document.”

### **S-11 TEXTBOOKS** (Adopted September 19, 2015)

Textbooks for pupils are furnished by QCSS. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second textbook or additional materials will be made available to a student. Students who owe money for lost or damaged textbooks or materials will be permitted to use a textbook during classroom instruction; however, they will not be permitted to take the textbook or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

### **S-12 HALL PASSES** (Adopted September 19, 2015)

No hall passes will be provided during the first and the last periods of the day or during the first and last 10 minutes of each class period. We urge all students to take advantage of the transitional times for their personal needs; however, emergency cases will be addressed accordingly.

## **S-13 ATTENDANCE, TARDINESS, AND TRUANCY** (Adopted September 19, 2015) [Re-adopted December 12, 2015]

### **ABSENCES AND TARDINESS**

TMSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents’ or guardians’ responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

#### **EXCUSED ABSENCES**

TMSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** Upon returning to school, the student must bring a written excuse. The excuse shall be submitted to the school office and filed as part of the student's school record. Absences which are not verified by parent contact with the office within 3 days will be viewed as unexcused. A student’s absence from school is excused by parent notification for a maximum of 10 days. Once a student reaches 10 absences (excused or unexcused), doctor verification or other acceptable documentation is required for additional absences to be considered excused.

In accordance with G.S. 115C-378, an excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness or Injury:** Personal illness or injury of the student or when attendance in school would endanger the health of the student or the health of others is excused. Your parent or guardian should call the school each morning you are home ill. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Medical or Dental Appointments:** Please bring documentation from the medical office to the school when your child returns.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Court Order:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health. Your parent or guardian must call the office to explain the situation and estimated time of absence. Documentation should be provided when the student returns to school.
- **Special or Recognized Religious Holidays:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by the faith of the student or the student's parents. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity. Approval for such an absence must be granted by the principal prior to the absence by completing the appropriate form.
- **Absence Related To Deployment Activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-375.5)
- **Other:** Other absences to be determined by and at the discretion of the Principal and/or Board of Directors may be excused.

### **UNEXCUSED ABSENCES**

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.

## TARDY POLICY

- Students will be considered tardy to school when they are not present at the beginning of the official school day. A tardy will only be considered excused in cases with documentation of one of the above listed reasons being provided.
- Students who are late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a “late slip” for admittance to class. If this procedure is not followed, the student(s) will receive an unexcused tardy.
- Unexcused Tardy: Arriving late to school with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc. shall result in an unexcused tardy. Tardiness to school – whether the result of oversleeping, car problems, baby-sitting, athletic workouts, or socializing – is unacceptable.
- **Excessive tardiness** to school may result in disciplinary action under the Code of Conduct and/or referral to Child Protective Services.
- Students are required to be in their classrooms prior to the bell ringing. If a student is late to class, a consequence may be assigned. If it is an ongoing problem, then further disciplinary action including an office level referral may be assigned.

## EARLY CHECKOUT

***Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout.*** A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student’s records at school will be allowed to check out a student.

- To be considered “in attendance” for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for half of the day.
- An authorized early checkout will be considered only in the cases of illness which is confirmed by the school or doctor or a preplanned medical appointment. Please provide documentation of any medical appointments when the student returns to school the next day.
- To avoid instructional interruptions, early checkouts should be kept to a minimum.
- Early checkouts are not permitted during the last 30 minutes of the school day.
- Excessive unexcused early checkouts from school may result in disciplinary action under the Code of Conduct and/or referral to Child Protective Services.

## Make-up Work for Absences – Excused or unexcused

An excused or unexcused absence from school, even for several days, does not remove any student from their academic responsibilities. Missed work should be made up. **Students who have been absent will be given the same number of days that they were absent to make up missed work.**

**On the day the student returns to school, it is the student’s responsibility to find out what work is required and when the work needs to be completed.** Failure to do this will result in a zero for each of those assignments.

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the student’s responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

It is understood that lower elementary (K-3) students will need additional guidance and assistance in these processes from their teachers.

### **PERFECT ATTENDANCE**

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences, zero tardies, and zero early checkouts to school and each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

### **TRUANCY**

***In accordance with G.S. 115C-378, any child between the ages of seven and 16 years is subject to the compulsory attendance law.*** Any parent or guardian shall cause the child to attend school continuously for a period equal to the time which the public school shall be in session. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.

- **After 3 days (24 periods) of unexcused absences:** The principal or designee will notify the parent/guardian of the unexcused absences.
- **After 5 days (40 periods) of unexcused absences:** The principal or designee will notify the parent/guardian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted.
- **After 7 days (56 periods) of unexcused absences:** The principal or designee will meet with the parent/guardian about the excessive unexcused absences and put interventions in place.
- **After 10 days (80 periods) of unexcused absences:** A letter will be sent from the administration to the parent/guardian regarding attendance. The principal or designee shall review any report or investigation and will confer with the parent/guardian. In addition, a referral shall be made to Child Protective Services by the administration.

**Note: Any student who has unexcused absences for more than 10% of the required school attendance days may be retained.**

If a student fails to attend school for 10 consecutive days with no contact with the school, the student is considered to be withdrawn from the school. If the student shows up after that period, the student will be considered as a new enrolling student. If there is a waiting list for that grade level, that student will be added to the waiting list.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

## **S-14 CONDUCT INFORMATION** (Adopted September 19, 2015)

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, the school will be teaching students all rules and procedures as well as good character traits. Students must make choices for themselves and **be responsible for their own behavior as well as for their academic performance.** Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

## **RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES**

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often, harm caused to other persons or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither QCSS and its employees, nor the Board of Directors, assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

QCSS has as its goal to help every student fulfill his/her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the QCSS administrators and teachers will not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. QCSS takes its responsibility seriously to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. Students who violate QCSS rules or state laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

## **GENERAL BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM**

### **Cafeteria**

- 1.No loitering in the cafeteria.
- 2.Keep tables, chairs, and floors clean.
- 3.Talk in a normal voice (classroom voice).
- 4.No backpacks (including string back packs) or books allowed in the cafeteria.
- 5.Dispose of trays, trash, and debris in trashcans.

6. Keep hands, feet, personal belongings and food to yourself.
7. Keep cafeteria lines orderly- no pushing, running, or cutting in line.
8. No playground equipment/toys in the cafeteria.

### **Assemblies**

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension may not be able to participate in any assemblies for the rest of the school year.

### **Technology Equipment**

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. (There may be some exceptions to this for high school students.) Students should not bring food items or beverages into the classroom setting near technology.

All students and parents are required to sign an "Acceptable Use Policy" agreement prior to using the school's technology equipment.

### **Halls, Bathrooms, Media Center**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and bathrooms are areas used by all members of QCSS. There are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls and bathrooms.
3. You may not run in the halls, lunchroom, and bathrooms.
4. Do not leave belongings on the floor outside your locker.
5. You must do your part to keep these areas clean and safe.
6. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in the halls, lunchroom, bathrooms, or media center.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the bathroom to a teacher or the office.
10. You may not yell, scream, hit lockers, or make excessive noise while in these areas.
11. Students who write and/or draw on the bathroom walls and/or stalls will receive OSS for destruction of school property.
12. No back packs or string back packs allowed.

### **Emergency Drills**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push. A signal will be given for returning to class. A student that does not follow the safety rules will receive an office referral and appropriate disciplinary action will be taken.

### **Discipline Procedures**

QCSS will use a consistent procedure for handling discipline. Teachers will document and address all minor infractions in the classroom. Teachers will refer all major infractions to the office by completing an Office Referral Form. If a student receives an Office Referral, parents will be contacted by the school to notify them of the incident and what actions will be taken. The principal or his/her designee will make the final determination of consequences.

Elementary classroom teachers will implement an age appropriate behavioral system within their classrooms.

### **Discipline Cycle:**

Although there is not a required order to assignment of consequences, the following is considered a recommended model should a student receive an Office Referral for exhibiting misbehavior which would not be considered as severe or extreme. For serious misbehaviors, some of these steps may be bypassed.

1. First Office Referral- Conference with Parents/ Administrative Warning
2. Second Office Referral- Morning Detention
3. Third Office Referral- One (1) day of In-School Suspension
4. Fourth Office Referral- Three (3) days of In-School Suspension
5. Fifth Office Referral- One (1) day of Out-of-School Suspension
6. Sixth Office Referral- Three (3) days of Out-of-School Suspension
7. Seventh Office Referral- Five (5) days of Out-of-School Suspension
8. Eighth Office Referral- Option to Withdraw or Ten (10) days of Out-of-School Suspension pending a Tribunal Hearing with a Recommendation for Expulsion.

Each Office Referral will be noted on a student's **permanent** discipline transcript. Parent(s)/Guardian(s) will be notified in writing of the offense, the resultant consequence, and advised as to their student's current status within the discipline cycle.

### **VIOLATION LEVELS OF CODE OF CONDUCT**

QCSS will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with a guide for handling such behaviors.

#### **Level 1 Behaviors Include:**

\*Typically Level 1 behaviors will be handled by the teachers at the classroom level.

Not following direction	Minor dishonesty
Running in hallway	Inappropriate language, gestures, drawings
Dress Code violations	Not prepared for class
Tardiness to school or class	Disruption of class
Electronic devices	Teasing, put downs, mocking
Horseplay	Defiance, disrespect, non-compliance

**Level 2 Behaviors Include:**

\*Level 2 behaviors may result in an office referral. Teachers will complete an Office Referral Form and submit it to the Discipline Coordinator. If student is unable to stay in the classroom teacher will radio for Discipline Coordinator or an available administrator to come and remove student from the classroom. Parents will be contacted regarding the incident on the same day that it occurs.

Open defiance, insubordination	Deception/withholding information/forgery
Backtalk, arguing with adult	Cheating
Minor property damage	Aggressive behavior- pushing/shoving
Truancy	Inappropriate language, gestures
Violation of technology policies	Failure to report to assigned area
Theft or attempted theft	Repeated level 1 behaviors
Verbal abuse/harassment	Violation of ISS or detention procedures
Reckless behavior/negligent injury	

**Level 3 Behaviors Include:**

\* Level 3 behaviors should be referred to the office immediately. Teacher should call for the discipline coordinator or an available administrator to come and remove student from the classroom immediately. Teacher will complete an office referral outlining the events that took place. Consequences for students who engage in level 3 behaviors will be determined by an administrator. An administrator will notify parents of action taken. **The consequences for such actions may result in immediate short or long term out-of-school suspension with a pending Board of Directors hearing for expulsion. Referrals will be made to law enforcement agencies when necessary.**

Fighting	Possession of stolen/lost property
Ethnic Intimidation/Racial Harassment	Vandalism/destruction of school property
Indecent/lewd behavior	Bullying/hazing
Assault on student or staff member	Leaving school without permission
Use/possession of tobacco product	Arson
Use/possession of prescription and non-prescription drugs	Use/possession of weapons, knives, and other dangerous instruments (includes replicas)
Use/possession of alcohol	Extortion
Insubordination/disrespect of authority and school rules	Violation of state or federal laws or Board of Directors' policies
Inappropriate use of technology	Trespassing
Possession of pornography	Bomb threat, false fire alarm, inducing panic
Repeated level 2 behaviors	

## DESCRIPTION OF DISCIPLINE OPTIONS

### Withholding of Privileges

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator. These privileges include, but are not limited to clubs, teams, field trips, assemblies, lock-ins, camps, dances, and/or competitions.

### Recess Detention

The student may be denied an opportunity to participate in recess as deemed appropriate by a teacher or the discipline coordinator. Time is provided to think about the behavior that occurred and how it can be prevented in the future.

### Silent Lunch Detention

The student may be assigned to eat their lunch silently under the supervision of the discipline coordinator. The student loses the privilege of eating with their classmates in the cafeteria. Time is provided to think about the behavior that occurred and how it can be prevented in the future.

### Morning/After School Detentions

The student may be assigned a morning or after school detention by the discipline coordinator or other administrator. If a morning or after school detention is not served, then the student still owes the original morning or after school detention and is assigned an additional morning or after school detention as a consequence. If the morning or after school detentions continue to not be served, then a more severe consequence may be assigned.

### In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by a QCSS administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. Students are to report to the ISS room with all the textbooks, supplies, and materials necessary to complete all assignments provided by their teachers. Assignments completed in ISS will be graded by the teacher who provides the assignment and students will receive credit for all work that is completed. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.**

### Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by a QCSS administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator may be required prior to the return to QCSS of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.**

### **Option to Withdraw**

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school, if under the disciplinary policy of the local school, such student would not have been subject to suspension or expulsion. In such instances, the local school shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

### **Expulsion**

Expulsion is a formal disciplinary action that can only be approved by the QCSS Board of Directors or designee after receiving a recommendation by the QCSS administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence to the student's parents, containing the date and time of the Board of Directors hearing will be mailed to the parents within ten days of the suspension.

### **Student Expulsion and Exclusion Policy**

A pupil generally will not be suspended from school or recommended for expulsion unless the principal of QCSS determines that the pupil has:

- Caused or attempted to cause or threatened to cause physical injury to another person;
- Possessed, sold or otherwise furnished any fire arm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the designee of the principal;
- Unlawfully possessed, used, sold or furnished, or been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, or drug paraphernalia;
- Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property or knowingly received stolen property
- Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.

### **Disciplinary consequences for behavior violation of the Student Code of Conduct:**

Students and parents will understand that disciplinary actions could be implemented for acts enumerated in this section and related to school activities which occur at any time, including (but not limited to) any of the following:

- While on school grounds;
- While going to or coming from school;
- During or while going to or coming from, a school sponsored activity.

If necessary, we reserve the right to carry a suspension or expulsion into the following school year.

## **S-15 Code of Conduct** (Adopted September 19, 2015)

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty is a difficult concept to define. As a school, QCSS's philosophy is to increase a student's ability to work independently and collaboratively, while realizing this only clouds the issue of academic dishonesty. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation. Students should attempt to do their own homework, but students should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism is a serious issue. Students should give credit to the appropriate individuals for their research and writing. It is often difficult to distinguish what should be duly noted and what is common knowledge. It is the job of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student. Students will begin learning the principles and process of research and writing in early elementary school. Over the course of the year, older students will be using the APA system for documenting paraphrased and quoted material.

Presenting someone's work as your own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, answers, plagiarism, and unauthorized access. Allowing others to copy is also a violation of this policy.

### **Bus Regulations**

Any time students are riding the school bus they are expected to comply with basic safety regulations in order to help insure the safe transport of everyone on the bus. Students should remain seated at all times, remain out of the aisle, and keep their voices at a low level. All school rules and policies apply on the bus as well.

### **Deception/Withholding Information**

A student shall not withhold, distort, forge, or falsify any information to a staff member relevant to an event which falls within the jurisdiction of the school.

### **Disruption of school/class**

A student shall not behave in such a way to disrupt the normal function of a classroom of the school. This would include excessive noise, talking, laughing, throwing of objects, horseplay, etc. at inappropriate times.

### **Extortion**

A student shall not obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation.

### **Fighting**

A student shall not attempt to resolve a conflict through active physical means.

### **Harassment/Verbal Abuse**

A student shall not intentionally engage in harassment, threats or intimidation against a student, group of students, or staff member when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. A student shall not display, possess, or use words, phrases, illustrations, or gestures which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

### **Harassment (Racial/Ethnic)**

A student shall not engage in racial/ethnic harassment. This may be any behavior, verbal or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening, or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

### **Hazing/Bullying**

Hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing//bullying and/or dating violence does not lessen the prohibition in this policy.

### **Indecent/Lewd Behavior**

A student shall not by any means, including verbal, written, gesture, or dress/appearance, behave in a manner which would be considered immodest, lustful, indecent, or lewd while under the jurisdiction of QCSS.

### **Inducing Panic**

A student shall not by any means create an atmosphere to provoke fear or endanger the safety or welfare of any student, staff member, or any other person.

### **Intimidation/Aggressive Behavior**

A student shall not by any means of physical contact, invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, staff member, or any other person.

### **Language- Profane, Obscene, or Inappropriate**

A student shall not use profane, obscene, or inappropriate language, either oral or written. This would include obscene gestures, signs, pictures, or publications. A student shall not possess pornographic material in any form.

### **Media, Recording or Transmitting**

A student shall not record or transmit audio/video/photographs of any student, school employee, or other person without the express written permission from the student's parent, employee, or other person.

### **Physical Assault**

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student or staff member.

### **Public Displays of Affection**

A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds or at school activities.

### **Reckless Behavior/Negligent Injury**

A student shall not behave in a manner which could reasonable be anticipated to result in injury to self, another person, or property.

### **Technology, Improper Use of**

All students are required to complete an "Acceptable Use Policy" agreement prior to using school computers. The school has a right to review material stored in files to which all users have access, and will edit or remove material which is considered unlawful, abusive, or otherwise objectionable. The school has a right to revoke a student's privilege to use the Internet and email for abusive conduct by the student. While it is the parent/guardian's responsibility to monitor their child's activities during non-school hours, if inappropriate actions or comments posted to social networking sites or via email are deemed disruptive or to pose a danger to school related activities, QCSS will work in partnership with our local law enforcement officials to prosecute individuals violating state or federal law. These actions may also be subject to school discipline.

#### **Theft**

A student shall not steal, attempt to steal, or be in possession of stolen property, school property, or personal property of students or staff on school grounds, bus, or school related event.

#### **Threat/Coercion**

A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, staff member, or any other person. This includes, but is not limited to, both verbal and written threats.

#### **Tobacco, Drugs, and Alcohol**

QCSS is a tobacco, drug and alcohol-free campus. Any possession, use, or sale of these substances is strictly prohibited. This rule, as do all school rules, applies to all school events and school trips. This policy includes all "look-a-likes", lighters, electronic cigarettes, and matches. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion. Both prescription and non-prescription medications are included in this policy.

#### **Truancy/Leaving Class Without Permission**

A student shall not be absent from any class or assigned area without proper school authorization. After arriving on school property or to a scheduled class, a student shall not leave without proper school authorization.

#### **Vandalism and Property Damage**

Caused or attempted to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property. This policy also covers personal property of students and staff members.

#### **Weapons/Dangerous Instruments**

Possession of a defined weapon, fireworks, or other dangerous instrument will not be tolerated. This policy includes all "look-a-likes", toys, and replicas of such devices.

#### **Willful Disobedience, Disrespect, Insubordination**

Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. It may take more time, patience, and understanding to educate the younger children; however, student safety and a positive educational environment must be maintained. Students are expected to demonstrate good citizenship and act in a reasonable manner. No student shall fail to comply with discipline or consequences issued by teachers or administrators.

#### **Other Violations**

It should be noted that other examples of conduct reaching the gravity of the above examples might also be subject to disciplinary action.

### **S-16 Search and Seizure** (Adopted September 19, 2015)

The administration of QCSS reserves the right to search the assigned locker, cubby, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, cubby, desk, persons and personal belongings including but not limited to: purses, athletic bags, and articles of clothing in the locker are subject to search for items prohibited by the Student Handbook and Conduct Policy.

Contraband- Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy or that QCSS determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband". Such contraband is subject to forfeiture to the school under the School's Conduct Policy.

The Board of Directors and administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol QCSS facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

### **S-17 Students with Disabilities** (Adopted September 19, 2015)

Students with disabilities may be suspended, in accordance with federal legislation and the state law, for inappropriate behavior. The principal or designee may suspend a student with disabilities for short-term suspension; suspension from school may not be for more than a total of fifteen (15) days in a school year and not more than ten (10) consecutive days. The principal may recommend a student with disabilities for long-term suspension or expulsion (more than 15 days or 10 consecutive) by following these procedures:

- The principal will follow regular procedures for long-term suspension or expulsion as described above.
- Once the principal has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene members of the Student Support Team for a Manifestation Determination meeting. The team will determine: if the student is eligible for special education services; if the student is appropriately placed in a special education program; if the student's IEP is being implemented; and if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined. The parent will be notified in writing of the time and place of the committee meeting and its purpose.

### **S- 18 DRESS CODE** (Adopted September 19, 2015) [Re-adopted July 9, 2016]

Students are expected to wear the QCSS uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or

other authorized school official shall determine whether any particular use of the school uniform is in violation of the spirit and/or the intent of this school uniform policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness.

**1. GENERAL GUIDELINES:**

- Students must be in complete uniform when they arrive at QCSS.
- Uniforms are expected to remain intact and appropriately worn throughout the entire day at school. Students must remain in full uniform until after they leave QCSS.
- Students can only change out of their uniform if they are participating in PE class, sports, and/or other school activities that require flexible clothing or athletic gear. If a student changes clothes when not appropriate, disciplinary action will be taken.

**2. BOYS:**

- Shirts must be tucked in at all times.
- Boys may wear pants or shorts that must have belt loops. (Kindergarten and 1<sup>st</sup> grade may wear elastic waist)
- Pants or shorts must be worn properly at the waist and not sag below the top of the hips. They may not wear the top of their pants or shorts below their buttocks.
- Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts. No outside pockets, patch pockets, or additional pockets are permitted. No cargo shorts or cargo pants.
- Material may not be denim, suede, or corduroy- it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- Pants or shorts may not be rolled or folded up. Shorts must be at least fingertip length and no longer than the top of the knee when standing. Capri style pants are not acceptable for boys. Pants and shorts must not fit too snugly.
- Athletic shorts are not permitted except for PE class or after school sports.

**3. GIRLS:**

- Girls may wear pants, capris, scooters, and bermudas. Skirts are not permitted regardless of length.
- Material may not be denim, suede, or corduroy- it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- Front pockets must be side seam pockets and back pockets must be sewn inside the pants/capris/scooters/bermudas- no outside pockets, patch pockets, or additional pockets are permitted. No cargo pants.
- Bermudas and scooters length cannot be more than a 3x5 horizontal index card above the knee.
- Girls are required to wear a belt with their pants/capris/bermudas, but not with their scooters.
- Pajama bottoms, jeans, pants, or other apparel may not be worn under the pants/capris/scooters/bermudas.
- Pants/capris/scooters/bermudas must be worn properly at the waist and not sag below the top of the hips. They may not wear the top of their pants/capris/scooters/bermudas below their buttocks. Bottoms may not be folded or rolled up. They must not fit too snugly.

**4. TOPS FOR BOYS AND GIRLS:**

- **The embroidered QCSS school logo is required for all top options list below. The logo should only be embroidered on the upper left side of the top apparel.**
  - **Polo Shirts** They must be a pique or jersey fabric. They may be short or long sleeved.
  - **Sweatshirts** When wearing a sweatshirt, the student must still be wearing another TMSA shirt underneath the sweatshirt. Sweatshirts may not be worn/tied around the waist. Sweatshirts cannot have a hood.

- **Vests & Sweaters** The vest is a pullover type sweater and the sweater has buttons down the front. Both the vest and the sweater require that the student still wear a QCSS shirt underneath. Sweaters may not be worn/tied around the waist.
- **Polo Fleece** This may be half or full zippered. The fleece requires that the student must still be wearing a QCSS shirt underneath. Fleece may not be worn/tied around the waist.
- **Jackets** These are fleece lined windbreakers without a hood. Jackets may be worn to school, but they are not permitted to be worn in the school building during the day. Once in the building the jacket must be taken off and placed in the student's locker or cubby.

#### 5. **SHOES FOR BOYS AND GIRLS:**

- The emphasis regarding shoes is safety. For that reason, all shoelaces must be tied properly, all buckles fastened, all straps/velcro secured- nothing may dangle or drag from the shoe.
- Shoes must be closed toed dress shoes, majority solid black, white, navy blue, or brown in color, or athletic shoes in that are majority black, navy blue, or white.
- Logos, trim, and shoelaces should be solid black, white, brown, or navy blue.
- No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted.
- No flip-flops, slippers, or open-toe shoes are permitted.
- Boots, Uggs, or high heeled shoes are not permitted. Heels on shoes may not be higher than one (1) inch.
- Roller shoes, wheelies, or shoes with wheels are not permitted.

#### 6. **BELTS**

- Belts must be leather or fabric in a solid color of black, brown, or khaki.
- Grommets or excessive ornamentation on the belt is not permitted.
- Belts are required to be worn properly with all boys' pants or shorts and girls' pants/carpis/bermudas.
- The belt must go through all the belt loops on the pants, be properly fastened or buckled, and the "end" of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student's bottom garment from sagging below the hips.
- Kindergarten and 1<sup>st</sup> grade students are excused from wearing a belt.

#### 7. **SOCKS, STOCKINGS, TIGHTS, OR HOSE**

- These may only be in solid colors of red, navy blue, or white. Socks must match.
- Clear or skin-tone hose are acceptable. Fishnet or patterned stockings/hose are not permitted.
- Stockings, tights, or hose must cover the full length of the student's legs and feet. Leg warmers are not permitted.

#### 8. **PHYSICAL EDUCATION UNIFORMS**

- Middle and high school students are required to dress out during their scheduled physical education classes in a PE uniform. Students are required to wear the PE uniform that can be purchased through our vendor.

#### 9. **MISCELLANEOUS GUIDELINES (Note- some guidelines only apply to Dress Down Days)**

- "Henleys" or long sleeve shirts are not permitted to be worn under the school uniform at any time. If the student needs the extra warmth, long-sleeve uniform shirts are available – wearing a short sleeve uniform shirt with a long sleeve item of clothing underneath is not acceptable.
- All outside coats and jackets or hooded apparel may not be worn inside the school building – this includes windbreakers during the school day. All outside coats and jackets or hooded apparel must be put in the student's locker immediately upon entering the school building. The TMSA uniform includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.

- The bottom two or three buttons on the uniform shirt must be buttoned at all times.
- Clothing should be neat and clean.
- Clothing may not be worn inside out or backwards.
- Undergarments must not be exposed.
- Hair, face, and body paint are inappropriate for school and not permitted.
- Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.
- Extreme hairstyles are not permitted and should not attract undue attention. Hair designs shaved into the hair line are not permitted.
- Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, brushes, sweatbands, chains, sunglasses, gloves, arm warmers and coats are not to be worn during school hours. Head wraps for religious or cultural purposes are permitted. Head wraps should be a solid color that coordinates with the school colors.
- Clothing that is excessively revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, sheer/mesh shirts, or shirts exposing the midriff are not to be worn to school. Leggings should only be worn under tunics/dresses/shirts that are at least knee length. All dresses and skirts must be at knee level. (Mainly applies to non-uniform days at school)
- All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for students - i.e., alcohol and tobacco products, etc. (Mainly applies to non-uniform days at school)
- Excessive multiple piercings are not allowed while in uniform so as not to attract undue attention or pose a safety risk.

***The administration at each school reserves the right to evaluate and rule upon any dress, grooming, or student appearance that is not consistent with a safe, non-distracting educational environment that may or may not be contained in this policy. This would include, but is not limited to, new trends or fads in fashion which may have been unknown at the time of the policy's approval by the Board of Directors.***

The following Disciplinary Action will take place for Dress Code Violations:

There are two types of dress code violations:

Dress Code Violations we **can** modify at school

Examples: Having students tuck their shirts in, have students remove articles of clothing that are not prohibited- hats, jackets, sweaters, etc.

Students will be asked to correct their dress code violation.

Dress Code Violations we **cannot** modify at school

Examples: Shorts that are too long, skirts that are too short, not wearing belt, not wearing the appropriate shoes.

Parents will be contacted and required to bring the students proper attire.

## SERVICES FOR STUDENTS

### S-19 AFTER SCHOOL ACTIVITIES (Adopted September 19, 2015)

In order to participate in any after school extra-curricular activity, including music performances, plays, sports etc., students must arrive in time to be counted present during the school day. Students must be present that school day to be able to go to activities. Students staying for after school activities will be expected to follow the Code of Conduct or they may be banned from all after school activities.

### S-20 COMMUNICATIONS BETWEEN SCHOOL & HOME (Adopted September 19, 2015)

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voicemail, written request, or by accessing the school's web page. A softcopy of the newsletter will be sent home regularly via e-mail announcing upcoming school activities and events. Hardcopy versions will be available in the front lobby of the school. QCSS also uses School Reach, an automated phone, sms, email system, to notify parents with events or weather closures.

### S-21 FIELD TRIPS (Adopted September 19, 2015)

Field Trips offer exciting ways to learn. QCSS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. **Students who have received an out-of-school suspension (OSS) during the school year will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the QCSS Code of Conduct and Dress Code while on the field trip.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

### **S-22 LUNCH/NUTRITION PROGRAM** (Adopted September 19, 2015)

Students may purchase a nutritional lunch through our caterer or may bring their lunch from home. The cost for student lunch will be announced by the caterer. Please inform an administrator with a physician's note about any allergies or special requirements your child may have.

### **S-23 SPECIAL EDUCATION SERVICES** (Adopted September 19, 2015)

QCSS employs certified Special Education Resource Teachers. They provide services to the special education students and consultation to the classroom teachers who serve these students. QCSS shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

### **S-24 SCHOOL PICTURES** (Adopted September 19, 2015)

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

## **HEALTH AND SAFETY**

### **S-25 STUDENT HEALTH GUIDELINES** (Adopted September 19, 2015)

Parents/guardians should not send their child to school if he/she has:

- Fever in the past 24 hours
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat (that cannot be relieved with a cough drop)
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night

**If your child becomes ill at school and the teacher or school aide feel the child is too sick to benefit from school or is contagious to other children, you will be called to pick him/her up from school.**

### **S-26 MEDICATION POLICY** (Adopted September 19, 2015)

#### OVER-THE-COUNTER MEDICATIONS

**Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school.**

**Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school's administrative assistant.**

**Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:**

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian. The school must

receive a **Medication Administration Directions Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the *original* medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the school.

#### SELF-ADMINISTRATION OF MEDICATION

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Medication Self-Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

### GENERAL INFORMATION

#### **S-27 ANNOUNCEMENTS** (Adopted September 19, 2015)

Official announcements are provided on our website, by phone calls using School Reach, and in our newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. QCSS encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Board of Directors, administration, teachers and staff at QCSS are dedicated to keeping our community informed.

#### **S-28 STUDENT BAGS AND PURSES** (Adopted September 19, 2015)

Students may use book bags to transport only school materials to and from school. During the school day, however, QCSS requires that all book bags remain in students' lockers. **Roller bags are NOT ALLOWED in the building.** All book bags must be small enough to fit easily inside the locker.

Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers.

Only **handheld purses** are permitted; purses worn on the back must remain in student's lockers.

#### **S-29 CELL PHONES** (Adopted September 19, 2015)

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the student's locker.** The student may not carry the phone with them during school hours. Students not complying with these requirements will have their cell phone confiscated and the cell phone will only be returned directly to the parent/guardian. Should there be additional offense(s), the student may also be given an *Office Referral Form* for repeated violations of school rules. Cell phones are brought to school at the student's own risk and the school assumes no investigative or financial responsibility if the device is lost, damaged, traded, or stolen.

### **S-30 CLASSROOM OBSERVATIONS** (Adopted September 19, 2015)

QCSS values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, all classroom observations are limited to one per semester per subject and must be scheduled in advance with an administrator. Parents should arrive to observation at the scheduled time, not interrupt the normal class proceedings, and turn off all electronic devices.

### **S-31 CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK** (Adopted September 19, 2015)

QCSS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the school newsletter. The latest version will always be available on our website.

### **S-32 EMERGENCY DRILLS** (Adopted September 19, 2015)

Regular emergency preparedness drills will be held throughout the school year so that students and staff will be trained to act properly in an emergency. These drills will include fire, tornado, lockdown, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

### **S-33 MISSING, LOST AND FOUND ITEMS** (Adopted September 19, 2015)

Personal items that are found should be turned in at the front office. Students should check with the front office secretary for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items.

When an item is missing, students should report the missing item to the front office administrative assistant. A lost item will be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the front office as soon as the item has been located.

### **S-34 VISITORS AND VOLUNTEERS** (Adopted September 19, 2015)

All visitors and volunteers must enter the building through the main office. They must then sign in and receive a nametag/ID. This nametag/ID must be worn and visible at all times while in the school building.

### **S-35 VOLUNTEERING AND PARENT PARTICIPATION** (Adopted September 19, 2015)

We encourage parents to take part in their child's education. There are a number of opportunities at QCSS for which a parent can volunteer including: after school club supervisors or assistants, library assistants, cafeteria aides, room representatives, and instructional partners. Contact the office for more information. We encourage our parents to become a member of our parent organization and to support their efforts.

Volunteers may be required to have a background check completed depending on their level of involvement with students. For example, a background check is required for:

- Sponsoring, advising, or coaching a student club, activity, academic team, or sports team
- If the volunteer would be working with or supervising students without a staff member present
- Chaperoning any overnight travel with students

### **S-36 DONATIONS** (Adopted September 19, 2015)

If parents and/or businesses would like to make a monetary donation to the school to help cover the cost of student incentive prizes, consumable workbooks, student planners, locker maintenance, etc. it would be greatly appreciated. Checks can be made payable to QCSS.

### **S-37 STUDENT AGENDA** (Adopted September 19, 2015)

Students must bring their agenda to school daily and carry it with them to all of their classes. All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom of each page. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. Regardless of the reason issued, hall passes are only valid for a maximum time of five (5) minutes out of the room. It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued. An agenda will be issued to each student at the beginning of the school year. If it is lost and needs to be replaced, then a new agenda can be purchased from the school office.

### **S-38 TELEPHONE CALLS** (Adopted September 19, 2015)

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. **Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to an administrator for approval. **Students must have written permission from a staff member stating a reason in order to use the office phones between 7:30am and 4:00pm.** We ask that all students please come to school in the morning clearly knowing whether their parents will be picking them up or be picked up by another family member or friend in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

**S-39 Fundraising and Selling in School** (Adopted October 17, 2015)

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fundraiser. Fundraising and selling may be approved for school related activities only. Fundraising, selling, or buying without the principal's approval is prohibited.

**S-40 Student Activity Fee** (Adopted December 12, 2015)

Any after school activities, clubs, or food service that are sponsored by an outside vendor company will handle fees directly with the parent/guardian of the student.

An annual student materials fee will only be charged if the local county school district is assessing a materials fee to their students.

There may be individual fees assessed to students in order to participate in a school field trip or activity. Prior to the field trip or activity, the organizer must submit a request form through the online system including any student fee associated with the event. This request must be approved by the principal and business manager. The parent will also sign a permission slip when submitting the fee.

There may be individual fees assessed to students in order to participate in a school fundraiser activity (i.e. admission to a dance or carnival). Prior to the fundraising event, the organizer must submit a request form explaining the purpose and any fees associated with the event. This request must be approved by the principal and business manager.

Parents may apply for a fee waiver based on financial need for any incident when a fee is assessed.