



# **Student Handbook 2018-2019**

Updated 8/01/18

# Table of Contents

School Day	3
Attendance	3
Make-Up Work	3
Tardiness	4
School Closings and Delays	4
Transportation	4
Car Riders	4
Student Drivers	4
Early Dismissal	5
Late Arrivals	5
Lunch	5
Communication	5
Health and Safety	5
Electronic Devices	6
Electronics Policy	7
Visitors and Volunteers	7
Textbooks	7
Dress Code	7
Course Offerings	8
Graduation Requirements	9
Promotion Standards	9
PCHS Citizenship Diploma	10
Grading	10
Testing	12
Graduation Distinctions	12
Code of Conduct	13
Honor Code	13
Discipline	13
Grievances	17

*Mission: Piedmont Classical High School, by providing a rigorous, traditional education, will graduate productive citizens prepared to succeed in any endeavor.*

## **School Day**

The academic school day will start at 8:20 A.M. and end at 3:25 P.M. All students must be in their first period class at 8:20 A.M. Students not in class at this time must sign in at the front office and obtain a tardy slip.

## **Attendance**

Daily attendance is essential to academic success. Students are expected to attend school daily. In the event that a student needs to miss school, the absence may be excused if the absence has 1) been approved by the principal in advance or 2) falls into one of the excused absence categories. A parent note is required within three days of the student's return to school to be excused. A student will be counted absent if not present for 50% of the class period.

Examples of excused absences include:

- Illness
- Doctor's or Dentist's appointment
- Death in the family
- Absences that have been approved in advance
- Religious observations

Students, who miss more than six days per semester in any given class, will be considered excessively absent. The principal, or his designee, will work with the student and his or her parents to develop an improvement plan for the student's attendance.

## **Make-Up Work**

In the event of an absence, it is the responsibility of the student to obtain all missed assignments from the appropriate teacher. Class work and homework that is missed due to an excused absence must be made up within three days upon the return to school, or within the same number of days that the student was absent. Teachers are not required to give assignments in advance of absences, but may do so at their discretion.

All assignments including tests/project, quiz, or homework that is missed due to an unexcused absence may be made up at the teacher's discretion, but will be recorded at no more than 50%.

## **Tardiness**

Students are expected to be in class on time. Excessive tardiness disrupts the classroom instruction and exhibits disrespect to the teacher and the other students in the class. Three or more tardies to a single class in one semester will be considered excessive. Parents will be

notified and teachers may require students to make up time during after school study hall. Students who are tardy to a single class more than three times may be referred to the principal for disciplinary procedures in accordance with the code of conduct. On the 6<sup>th</sup> tardy for the year, the student will not be eligible for exam exemption in that class.

### **Tardy Policy**

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Parent notified, detention assigned by teacher
3 <sup>rd</sup> Tardy	Parent notified, detention assigned by teacher
4 <sup>th</sup> & beyond	Referral sent to administration

### **School Closings and Delays**

School closings or delays due to inclement weather will be announced by email to PCHS parents, on local news channels, and on the school website. In the event that PCHS is not closed or delayed, but the parent makes the determination that travel to and from school will be unsafe, the student's absence will be excused.

### **Transportation**

#### **Car Riders**

Students whose parents bring them to school may be dropped off as early as 7:45 A.M. However, students will not be allowed in the building until 8:00 A.M. unless temperatures are in the extreme. All cars should follow the published traffic pattern and only drop off and pick up students in the assigned locations.

#### **Student Drivers**

Students who wish to drive to school must obtain a parking pass. Parking Passes are \$20.00 and may be purchased in the main office. The parking pass must be displayed in the car at all times during the school day. Students and parents must sign the parking pass request, submit copies of the student's driver's license, insurance card, and car registration, and pay the parking pass fee. Driving to school is a privilege and parking passes may be revoked or suspended as part of disciplinary actions. During the school day, students will need to obtain permission to go to their cars through the front office. If a student forgets his/her pass, a student may rent a pass for \$2.00 per day from the front office. Any car parked without a parking pass will be towed at the owner's expense.

#### **Early Dismissal**

In the event that a student needs to leave school before the end of the day, the parent may sign the student out of school via phone call or with written permission to the school.

## Late Arrivals

Students arriving late to school must sign-in at the front office. Students must have a note signed by a parent for the tardy to be excused. Notes should be submitted within three days of the student's tardy.

Examples of excused tardies include:

- Illness
- Doctor's or Dentist's appointment
- Absences that have been approved in advance by the principal
- Religious observations

## Lunch

Lunch for students, who qualify for free and reduced lunch, will be provided by the school at no cost or at a reduced cost. All other students may bring their own lunch, or order hot lunch through our online system. Refrigerators will not be available for student use. Visitors are not allowed to eat lunch with students unless they are family members.

## Communication

Communication between the school and the families of PCHS is vital to the success of our students and school. If you have a problem or concern, please contact your teacher, the office staff, or administration.

The PowerSchool Parent Portal and the school website ([www.piedmontclassical.com](http://www.piedmontclassical.com)) should be used by parents to get valuable information about PCHS and their student's progress. Teachers will update the online grade book weekly. PCHS teachers have made a commitment to be accessible to parents and students. If you need to contact a teacher, you may email, write a note, or call the office and leave a message. Teachers will respond within 24 hours of receiving the message.

## Health and Safety

Student health and safety is a priority for PCHS. Key members of our staff will be trained as first responders by the American Red Cross. Further, all staff members will be trained on the school's emergency response plan.

When medically necessary, medications (over the counter or prescription) may be administered by trained school personnel. Medical forms must be on file for the school to store and issue medications.

School personnel will not administer any medication to students unless they have received a medication permission form properly completed and signed by a parent/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be **NO EXCEPTIONS TO THIS POLICY**.

---

A charter school shall meet the same health and safety requirements required of a local school administrative unit. The Department of Public Instruction shall ensure that charter schools provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year.

This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children.

The Department of Public Instruction shall also ensure that charter schools provide parents and guardians with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the beginning of the school year to parents of children entering grades five through 12. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and the places where parents and guardians may obtain additional information and vaccinations for their children.

The Department of Public Instruction shall also ensure that charter schools provide students in grades seven through 12 with information annually on the preventable risks for preterm birth in subsequent pregnancies, including induced abortion, smoking, alcohol consumption, the use of illicit drugs, and inadequate prenatal care.

## Electronic Devices

All electronic devices are required to be put away and silent during class time. This includes but not limited to earbuds/ headphones, tablets, cell phones, and any other electronic device deemed a distraction. These devices must not be visible during instructional time. Earbuds, headphones, and phones will not be allowed in the hallway during restroom breaks. The only appropriate time for earbuds/ headphones/ and other electronic devices will be before or after school and at lunch. Students bring electronic devices to school at their own risk, and the school will not be responsible for lost or stolen electronics. Staff will not look on cameras to track down electronic devices that were not properly secured.

## Electronics Policy

If a student is seen using their electronics or wearing earbuds or headphones outside of approved times, the following will occur:

1<sup>st</sup> offense: Teacher will ask for the phone/device/earphones and turn into the main office, and parent is notified. The student may pick up at the end of the day.

2<sup>nd</sup> offense: Teacher will ask for the phone/device/earphones and turn into the office. Lunch detention will be issued. A parent will need to pick up the cell phone after school.

3<sup>rd</sup> offense: Teacher will ask for the phone/device/earphones and turn into the office. A parent will need to pick up the cell phone after school. The student will have 1 period of ISS from the class in which the incident occurred.

4<sup>th</sup> offense: Teacher will ask for the phone/device/earphones and turn into the office. A parent will need to pick up the cell phone after school. The student will have 1 day of ISS.

5<sup>th</sup> offense: Teacher will ask for the phone/device/earphones and turn into the office. A parent will need to pick up the cell phone after school. The student will have 1 day of OSS.

If at any time the student refuses to turn over **any item**, including but not limited to cell phones, ear buds, and other personal devices to the teacher or Administration, the student will receive a **two day suspension** from school.

## Visitors and Volunteers

Volunteers are an integral part of the mission of the school. It is our goal to welcome all visitors and volunteers. When you arrive at school, please check in at the front office and pick up a visitor's pass. School volunteers who are working with students on a regular basis will be required to pass a background check prior to volunteering.

## Textbooks

Students are expected to take good care of the textbooks that have been assigned to them. Students are responsible for all damage that occurs to textbooks assigned to them, with the exception of normal wear and tear. The school will bill parents to recover the cost of damaged textbooks. Students who have not paid their fees may be in jeopardy of not receiving their report card and/or diploma.

## Dress Code

Piedmont Classical High School strives to foster a welcoming and encouraging learning environment. As such, all attire should be neat, clean, inoffensive, and not revealing. Students have a wide range of appropriate clothing from which to choose. In the event that students come to school dressed in clothing that creates a disruption to the educational environment, the school administration may choose to send students home to change or remove the student from attending class until more acceptable attire is available. If removed from class, students may be placed in ISS.

The following rules are not an exhaustive list but serve as a template for appropriate dress.

- Shorts, skirts, and dresses must not be shorter than mid-thigh and appropriate even when sitting. All shorts must be longer than the top accompanying them.
- Tight clothing, such as jeggings, yoga pants, and leggings may be worn only with a shirt that is long enough to cover the student's backside. Leggings may not be worn alone as regular pants.
- All pants must be worn at the waist.

- Shoulder straps must be at least two finger widths wide.
- No visible undergarments.
- No midriff showing.
- No hats, headwear or bandanas deemed inappropriate, no hoods
- The only visible piercings allowed: ears and small nose stud
- Clothing with obscene language or inappropriate references including references to alcohol, tobacco, or illegal substances is prohibited.
- No pajama bottoms or slippers.

## Course Offerings

PCHS will make every reasonable effort to place students in the appropriate course in both subject and rigor. Before making final course selections, students and parents will consult with a designated staff member who will help determine the best educational plan for that student. Some courses, such as advanced music, language, and arts, will require an audition or portfolio. Other courses, such as selected math or science courses, may require students to pass a placement test to be admitted into the class.

The following courses will be offered for the 2018-2019 school year:

English 9, English 10, English 11, English 12 (Standard & Honors levels)  
 AP English 11, AP English 12, Journalism  
 Alg. 1, Geometry, Alg. 2 (Standard & Honors levels)  
 AFM, Honors Pre-Calculus, Discrete, Foundations of Algebra, Foundations of Geometry  
 AP Statistics, AP Calculus AB, AP Calculus BC  
 Honors Earth Science, Physical Science  
 Biology, Chemistry, Physics (Standard & Honors levels), Forensics, Astronomy  
 Anatomy and Physiology  
 AP Biology, AP Physics  
 World History, Civics & Economics, American History 1&2 (Standard & Honors levels)  
 AP Human Geography, AP US History, AP World, AP European, AP Government,  
 AP Psychology  
 Honors Film History  
 Latin 1&2, Latin 3 Honors, Foundations of Latin, AP Latin  
 Spanish 1&2, Spanish 3&4 Honors  
 Logic, Rhetoric, Drama, Theater Appreciation 1&2, Chorus, Photography 1&2  
 Art 1&2, Art 3&4 Honors, Band, Study Skills 1&2

## Graduation Requirements

Graduates of PCHS will have met the following requirements:

- 4 Credits English
- 4 Credits Math (at least one beyond Alg II)
- 4 Credits Science (including earth science, biology, and a physical science)
- 4 Credits Social Studies (including world history, US history, and civics and econ)
- 3 Credits Foreign Language (at least one Latin)

- 1 Credit Fine Art
- 1 Credit Logic
- 1 Credit Rhetoric
- 1 Credit Health/PE
- 1 Credit Elective

A total of 24 credits must be earned to graduate. Study Hall will not receive credit towards graduation requirements or count towards his or her GPA.

### **Early Release for Seniors**

Seniors who have met graduation requirements may leave 1-2 periods early.

### **Early Release for Dual Enrolled Students**

Students enrolled with 4 face to face courses at PCHS and 1 GTCC course on their campus may leave campus early. The GTCC courses must be courses that PCHS does not offer and that students can get to with their own transportation. This pertains to juniors and seniors only. For more information on Dual Enrollment, please speak with an academic advisor.

### **Early Release for Zero Period**

Students who are enrolled in a zero period class may be allowed to leave campus early.

## **Promotion Standards**

To be promoted to the next grade level, students must meet the following credit requirements:

- 10<sup>th</sup> grade – 6 credits
- 11<sup>th</sup> grade – 12 credits
- 12<sup>th</sup> grade – 18 credits

Students in danger of not meeting the requirements for promotion to the next grade level will be offered, or in some circumstances required to participate in interventions that may include tutoring, study hall, and mentoring.

Students, who after appropriate interventions, still do not meet the requirements for promotion to the next grade level will be retained in their current grade level. Retained students will work with the Academic Advisor and the Principal to develop an intervention plan that will outline a path for the student to graduate with all of the requirements for graduation.

## **PCHS Citizenship Diploma**

As one of the three pillars of Piedmont Classical (along with Scholarship and Character), we must actively work to make sure it stays an integral part of our program. One way to do that is by offering graduating seniors a chance to earn a citizenship designation on their diploma. Along with our Service diploma, a Citizenship Diploma will give students an opportunity to stand out, and add an additional distinction that will make PCHS stand out among area high schools.

The Citizenship Diploma will be earned if a student completes the following:

- Successful completion with a grade of B or better of the senior project
- Successful completion of a US citizenship exam with a grade of 80% or better
- Completion of three government engagement activities (letter to the editor, attending a city council meeting, speaking at a forum, writing to an elected official, meeting with an elected official, etc.)

## Grading

PCHS will use a 10 point grading scale to calculate grades.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F < 59

Grades from previously attended secondary schools will be included in calculations of class rank.

For the purposes of weighting GPAs see charts below:

**Quality Point Weights  
Quality Point Weights (Class of 2019, 2020, and 2021)**

Type of Course	A	B	C	D
Standard	4	3	2	1
Honors	5	4	3	2
Dual Enrolled	5	4	3	2
AP	6	5	4	3

**Quality Point Weights (Starting with class of 2022 and beyond)**

Type of Course	A	B	C	D
Standard	4	3	2	1
Honors	4.5	3.5	2.5	1.5
Dual Enrolled	4.5	3.5	2.5	1.5
AP	5	4	3	2

Students and parents may check a student's grades anytime by logging into the PowerSchool Parent Portal. PCHS teachers will update grades weekly.

Report cards will be released at the end of each semester. Student transcripts will be included with the final report card of the school year.

### Final Grade Calculations

Semester 1	Midterm	Semester 2	Final Exam	Final Grade
35%	10%	35%	20%	100%

Grading and Homework guidelines:

- Homework should not be busy work
- Meaningful, frequent assessments benefit students and learning
- Meaningful, frequent assessments should be graded and returned promptly
- In order for students to benefit from meaningful feedback, all assignments should be corrected
- Homework and assessments should be equally rigorous
- Summative assessments should only include material that has been presented
- Communication with parents and students should be timely, consistent, and transparent
- Tests should be returned to students so they can correct errors and use them as resources

### Alternate Assessment Policy

Alternate assessments are designed to encourage good study habits, facilitate appropriate feedback, and encourage student understanding of concepts. If a student wants an opportunity to improve a test grade he or she may participate in an alternate assessment.

- Teachers shall grade tests in a timely manner and return to students or give other meaningful feedback
- All students will be eligible to take an alternate assessment
- Students must request an alternate assessment before the deadline set by the teacher
- Each student will be able to earn a maximum of 10 points that will be added to his or her test score, not to exceed full credit
- Alternate assessments shall be designed to allow students to demonstrate understanding of topics covered on the test
- An alternate assessment may be a quiz, short essay, project, or other assignment

### Final Exam Exemption

Students in good standing may exempt one Non-EOC Final Exam. For the exempted class, students must have a cumulative average of 85 or above, have no more than 6 absences (excused or unexcused,) have no more than 6 tardies, and no Out-of-School Suspensions.

### Opt-out Policy

Parents have the option to contact their student’s teacher when they would prefer to have their student opt-out of a particular assignment. The teacher will then provide an alternative assignment comparable to the original assignment.

### Semester Grade Weight

Engagement (homework, discussion, classwork, etc.)	50%
Tests/ Projects	35%
Quizzes	15%

### Testing

As a North Carolina Public School, PCHS is required to administer all of the tests and assessments required by the State Board of Education. All PCHS students are expected to participate in the appropriate state assessments.

### Graduation Distinctions

*Valedictorian* – awarded to the graduate with the highest weighted GPA

*Salutatorian* – awarded to the graduate with the second highest weighted GPA

*Summa Cum Laude* – awarded to students with a weighted GPA of 4.5 or higher

*Magna Cum Laude* – awarded to students with a weighted GPA of 4.0-4.49

*Cum Laude* – awarded to students with a weighted GPA of 3.5-3.99

*Voluntary Service Diploma* – awarded to students who complete 200 hours or more of voluntary community service

### Code of Conduct

#### Honor Code

PCHS students will be held to high standards, not only academically, but in their conduct. Student expectations will be clearly communicated to students and parents at orientation, in the student handbook, and at other times throughout the year.

Students of PCHS will be expected to memorize and abide by the PCHS honor code:

***I, as a student at Piedmont Classical High School, will uphold the three pillars of citizenship, character, and scholarship through my words and actions, and I will honor my school, my family, my country, and myself.***

### Discipline

A set of rules does not replace the administrator’s judgment in the review of discipline incidents. The levels indicated for school-initiated consequences are a guide for the administrator but the levels may be increased or lessened if, in the view of the administrator, the situation calls for

that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator’s jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well-being of our students.

**CODE OF CONDUCT EXPECTED OF EVERY STUDENT:**

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should immediately contact an administrator for a complete explanation.

**PCHS Bullying Policy**

Students shall respect other students, visitors, school employees, and other persons by utilizing appropriate language and behaviors at all times. Any action which is abusive, harassing, profane, obscene, bullying, intimidating, seriously disrespectful or which demeans or degrades another person based on characteristics including but not limited to, his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/ expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or disability is specifically prohibited. Students who believe they have been subjected to bullying, harassment, or discrimination should inform a teacher, counselor, or school administrator.

Students who have been found to have participated in bullying, including online or on social media, will be subject to disciplinary actions which may include in-school disciplinary action and up to 5 days OSS. Long term suspension may result if aggravating circumstances continue.

**PCHS Violations of the Code of Conduct**

**Rule 1 Trespassing- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
2 Days ISS	1 Day OSS	2 Days OSS	3 Days OSS

**Rule 2 Attendance- Consequences**

A. Skipping

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
ISS for period(s) skipped	1 Day ISS	2 Days ISS	1 Day OSS

B. Tardies

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Warning (1 <sup>st</sup> semester)	Lunch Det. Teacher Assign	Lunch Det. Teacher Assign	Referral to Administration

4<sup>th</sup> Tardy and beyond- Administration assigned consequence (Community Service, parking pass suspended or ISS) On the 6<sup>th</sup> tardy student will not be eligible for exam exemption.

**Rule 3 Cheating & Plagiarism- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Zero on Assignment	1 Day ISS Zero on Assignment	2 Days of ISS Zero on Assignment	1 Days OSS Zero on Assignment

\*If student participates in NHS or Beta Club, they will follow guidelines for each organization's cheating policy.

**Rule 4- Inappropriate Interpersonal Behavior/ Display of Personal Affection- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Lunch Detention	1 Day of ISS	2 Days of ISS	Administrator's Discretion

**Rule 5- Use of Tobacco/Possession of Tobacco (Including Vaping)- Consequences**

Level 2	Level 3	Level 4	
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	
5 Days OSS	10 Days OSS	Long Term	

**Rule 6- Non-Compliance with Directives from Principals, Teachers and Other School Personnel- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Up to 3 Days OSS	Up to 5 Days OSS	Up to 7 Days OSS	Long Term Suspended

**Rule 7- Insulting, Abusive, Harassing, Profane, Obscene or Seriously Disrespectful Words, Acts of Touching, Gestures, Signs, Verbal Threats or Other Acts- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Up to 3 Days OSS	Up to 5 Days OSS	7 Days OSS	Long Term Suspended

**Rule 8- Gambling- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense

1 Day ISS	2 Days ISS	1 Day OSS	Administrator's Discretion
-----------	------------	-----------	----------------------------

**Rule 9- Forging Notes/Documents- Consequences**

Level 1	Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
1 Day ISS	2 Days ISS	1 Day OSS	Administrator's Discretion

**Rule 10- Arson or making or possessing explosive or incendiary devices- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
10 Days OSS	Long Term Suspended

**Rule 11- Unjustified Activation of a fire or other alarm system- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
5 Days OSS	Long Term Suspended

**Rule 12- Fighting among students- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
10 Days OSS	Long Term Suspended

**Rule 13- Extortion- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
5 Days OSS	Long Term Suspended

**Rule 14- Theft or Destruction of School or Personal Property- Consequences**

Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
3 Days OSS Restitution	5 Days OSS Restitution	Long Term Suspended Restitution

**Rule 15- Incidents of Aggressive Behavior- Consequences**

Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
2 Days ISS	1 Day OSS	3 Days OSS

**Rule 16- Threats or Actions of Assault against Adults (Verbal & Written)**

Level 4
1 <sup>st</sup> Offense
10 Days OSS up to 365 days Suspension Law Enforcement Called

**Rule 17- Violent Physical Assault upon a Student- Consequence**

Level 4
1 <sup>st</sup> Offense
10 Days OSS up to 365 days Suspension Law Enforcement Called

**Rule 18- Incidents of Aggressive Physical Action- Consequence**

Level 2	Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
3 Days 1SS	1 Day OSS	3 Days OSS

**Rule 19- Possession of a Firearm or Dangerous Weapon- Consequences**

Level 4
1 <sup>st</sup> Offense
10 Days OSS up to 365 days Suspension Law Enforcement Called

**Rule 20- Disruption of School, Communicating a False Bomb Report or a Bomb Hoax, Inciting or participating in Student Disorder- Consequences**

Level 4
1 <sup>st</sup> Offense
10 Days OSS up to 365 days Law Enforcement Called

**Rule 21- Possession, Use, Sale, Delivery or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages and Any Other Unauthorized or illegal Substances or Drug Paraphernalia- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
10 Days OSS/Community Service Law Enforcement Called	Long Term Suspended Law Enforcement Called

### **Rule 25- Gang Activity- Consequences**

Level 3	Level 4
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
10 Days OSS	Long Term Suspended

When considering disciplinary actions for students with special needs, the principal will review and consider, with the assistance and support of the IEP team, any accommodations made as a result of the student's IEP or 504 status and whether the behaviors are a manifestation of the student's disability. If student behaviors are deemed to be a manifestation of the student's disability, the student will receive a Functional Behavioral Analysis (FBA) and the IEP team may write a BIP (Behavior Intervention Plan) that will focus on the inappropriate behaviors in order to help the student be more successful in the school setting.

A parent may appeal a Level 3 or Level 4 disciplinary action by submitting a written request for review to the principal within 24 hours of receiving written notification of the action. The principal will either reconsider the discipline or forward the request for review to the Board of Directors. The Board will hold a hearing where the parents and a representative, if desired, will be given a chance to speak as to why the disciplinary action should be changed. The Board of Directors' decision on the request for review will be final.

### **Grievances**

Situations may occur where a parent/ student believes that the fair and consistent application of a policy has not been followed.

Parents or students with a grievance should first bring up the problem with the staff member who is directly involved in the grievance (teacher, coach, etc.) If the issue is not resolved to the parent or student's satisfaction, the parent or student may outline the grievance in writing and submit it to the principal within 3 days. If the principal does not resolve the issue to the parent or student's satisfaction, an appeal may be made to the Board of Directors by submitting written notice of appeal to the principal, who will notify the Board chairman immediately. The Board chairman will schedule a hearing. At the hearing, the parent or student and/or his or her representative will be given a chance to present the grievance. The decision of the Board of Directors will be final.