

If a student is more than twenty-five minutes late for any class he/she will be marked absent.

If a student has a scheduled doctor's appointment, which causes him/her to be late for school, he/she must bring a note from the doctor to have the tardy excused. The appointment must be for the student, and not for the parent, sibling, or relative.

Visitors

The eStem Public Charter Schools are learning organizations that value the presence of observers and guests. Visitors must sign in at the security desk, present the appropriate identification, and wear a name tag identifying them as a visitor while touring the school.

Visitors – Student Shadow Policy

eStem High School does not have a student shadowing program. The school offers multiple school tours throughout the year where prospective families can meet with building leadership, enter live classrooms, and speak with students about their experiences at eStem High. Additionally, shadowing guests must be a potential student on the waiting list with a sincere interest in attending eStem Public Charter Schools.

Discipline

Behavior

eStem schools hold high expectations for student performance and behavior. Students are expected to BE G.R.E.A.T by showing respect for fellow students, staff members, volunteers, and members of the community with whom they have contact during the school day and at school events. Students are expected to take responsibility for their own behavior and for working towards their academic goals. Students will be held accountable for their behavior as defined in the Learning Compact. Repeated violations of the Learning Compact could result in removal from school. All rules will be strictly enforced.

Be G.R.E.A.T

Grow everyday:

- Reflect on what you have learned and ask lots of questions.
- Use positive communication with your peers & the staff.
- Plan ahead of time.

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Respect Yourself and Others:

- Refrain from disrupting the learning environment.
- Refrain from using vulgar or profane language.
- Follow directions and stay on task.
- Keep the Hallways and Restrooms clean.

Embrace the Culture:

- Invite someone new to eat lunch with you.
- Do YOUR best. Cheating and Plagiarism has Consequences.
- Refrain from eating food and carrying unapproved containers.
- No cell phone use in the main building.
- Comply with Dress Code and ID Requirements.
- No tobacco, weapons, drugs, or alcohol is allowed on campus or at school events.
- Protect and return peer and school property. Theft and vandalism will not be tolerated.

Attend School:

- Manage your time wisely.
- Show up to every class for every minute.
- Use transition time wisely.
- Refrain from loitering.
- Stay in assigned areas.
- Stay in authorized locations.

Treat People with Kindness:

- Be kind to other people. Harassment, bullying, teasing, communication of threats, nor physical or sexual assault will not be tolerated.
- Say excuse me and remember not to huddle.

Behavior – Offenses/Consequences

Student behavioral offenses are categorized based on the severity of the action. When a student returns from in-school suspension or an out of school suspension, a parent conference is required. Parents must bring the student to school at the end of the suspension and meet with a school administrator to seek resolution of the misconduct and the reinstatement requirements.

Category I Offenses

Failure to comply with faculty or administrative directives without disrupting the learning environment.

- Sleeping in class
- Off task behavior
- Failure to comply with the dress code
- Excessive tardiness
- Failure to wear student ID or to produce student ID upon request

Category I Consequences

- *Minimum consequences for category I include a guided conversation, parent contact, response to intervention, or peer mediation.*
- *Maximum Consequences for Category I could include Saturday Alternative School (SAS), In-School Suspension (ISS), or out of school suspension for repeated violations.*

Category II Offenses

Failure to work productively with the teacher and learning cannot continue. This may include arguing, denying, blaming, ignoring, interrupting, crying, etc.

- Disruption of the classroom
- Defacement of school property or the property belonging to another person
- Insubordination
- Emotional abuse of others, including teasing and bullying
- Vulgar or profane language
- Inappropriate physical contact
- Sexual, racial, or religious harassment
- Plagiarism or cheating
- Truancy or skipping class
- Petty theft
- Leaving school authorized locations
- Leaving a classroom or the school building without permission from the classroom teacher or a school official
- Intentional removal of student identification
- Repeated violations of the electronic device/cell phone policy during school hours
- Possession of tobacco products including vape pens

Category II Consequences

- *Minimum Consequence for Category II is Saturday Alternative School (SAS), In-School Suspension, or out of school suspension.*

- *Maximum Consequences for Category II could result in probationary status with suspension, removal, or expulsion.*

Category III Offenses

These are dangerous, illegal, and highly disruptive behaviors that not only prevent others from learning and feeling safe in school but can lead to the expulsion of offending students.

- Theft
- Destruction of private property
- Destruction of school property
- Possession, use, or distribution of drugs, including alcohol
- Vandalism of school property
- Possession of a weapon
- Performance of any act leading to the endangerment of others
- Tampering with any safety device on school property
- Physical or sexual assault
- Fighting
- Communication of threats
- Repeated violations of Category I or II offenses

Category III Consequences

- *Minimum Consequence for Category III is an in-school suspension and a mandatory behavior contract created with a parent/guardian and the RTI team.*
- *Maximum Consequences for Category III could result in probationary status with suspension, removal, or expulsion*

For all matters of discipline, the administration reserves the right to issue consequences.

Bullying

eStem Public Charter School District strives to provide a positive learning environment, free of bullying and harassment, for all of its students.

eStem utilizes the BRIM anti-bullying app as a reporting resource for students, parents, teachers, and other stakeholders to anonymously report incidents of bullying. Each school's website includes a red, highly visible BRIM button on the front page, and anyone may submit a report by clicking on the button and answering questions about the incident.

Bullying is defined as “the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against any

other student or public school employee,

- by written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated; · and causes or creates actual or reasonably foreseeable

- a) physical harm to a public school employee or student or to their property,

- b) substantial interference with a student's education or with a public school employee's role in education;

- c) a hostile educational environment for one or more students or public school employees due to the severity, persistence, or pervasiveness of the act, or;

- d) substantial disruption of the orderly operation of the school or educational environment.

- In other words, bullying is when someone repeatedly and systematically on purpose says or does mean or hurtful things to another person who has a hard time defending themselves.

Cyberbullying is defined as bullying in the form of an electronic act. An electronic act includes written communication or images transmitted by using an electronic device such as a telephone, tablet, or computer.

- Cyberbullying is prohibited even if the incident did not originate on school property or with school communication systems/tools. If students are found to be using a cell phone or electronic devices to bully other students or causing a disruption to the school day by what has been posted or shared with other students, the student may be required to turn the cell phone into the office in the morning and retrieve the cell phone at the end of the school day. Repeated disruptions using cell phones or electronic devices may require parents to retrieve from the Administration and/or may result in the child not being allowed to bring the device to school.

eStem Public Charter Schools prohibit bullying, meaning that it is not allowed in the following areas:

- in school,

- on school equipment or property,

- in school vehicles, at school bus stops,

- at school sponsored activities, or at school sanctioned events,

- or by an electronic act that results in the substantial disruption of the

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educational environment; does not matter whether the electronic act originated on school property or with school equipment

If a staff member of the school has witnessed or has reliable information regarding an act of bullying as defined by the outlined definition of bullying, the staff is required to report the incident via BRIM or notify the Administration. Once the incident is reported, the director, assistant directors, deans, and/or counselors will be alerted.

When an incident of bullying is reported to the school either through BRIM or by notifying an Administrator, the school will follow the school's bullying investigative process which includes the following steps:

- An administrator will be assigned to investigate the report of bullying and will begin an investigation no later than 24 hours after a report is received. Parents of the students involved will be communicated to within this same timeframe, regarding the alleged incident of bullying.
- The investigation shall be completed no later than 5 school days following the date of the initial report. The parents of the students involved will receive communication regarding the completion of the investigation and what follow up steps will be taken.
- Once an investigation is complete, the administrator assigned to the case will finish the BRIM report, including the findings from the investigation as well as any disciplinary action that was handed out. The report will also include any additional follow up actions that will be completed for the individual(s) involved.

Students found to be in violation of the bullying policy will be subject to disciplinary action, up to and including expulsion. The consequence for a student engaging in an act or bullying will vary depending on the age and grade of the student.

· In addition to any disciplinary actions that may be handed out, the school will take appropriate steps to remedy the effects of bullying that may have been incurred from those students and/or public school employees that were involved in the incident(s).

The student or staff member that files the complaint of bullying will not be subject to retaliation or reprisal in any form.

Crisis Intervention Training (Handle with Care)

Designated personnel are certified as practitioners to practice the transportation and personal safety techniques and procedures incorporated in the Handle with Care program. This training teaches a wide range of nonphysical and verbal strategies for the prevention of crisis situations and de-escalating techniques.

Discipline Ladder

Step 1: Redirection by the teacher

Step 2: Redirection, Parent contact by the teacher **AND** Detention by the teacher or referral to the Dean of Students

Once a student has been referred to the Dean of Students, the Dean will be responsible for issuing that student the appropriate consequences, notifying both the parent and teacher of the outcome via email or phone.

High School students may be issued multiple detentions for a single offense. Students will be given a specific deadline to complete detentions. Failure to do so can result in Saturday School. Failure to attend Saturday School can result in an automatic 1-day suspension.

Due Process Procedures (in regard to disciplinary matters)

Due process for students will include, at a minimum, the following steps:

- 1) Notice of charge
- 2) Opportunity for denial
- 3) Evidence against him/her (if denies)
- 4) Opportunity to tell his/her side
- 5) Decision, timely notice, and an opportunity for a fair hearing

The degree of due process required is directly proportional to the degree of loss to the student. Any penalty that effectively denies a student's education will require the greatest degree of due process.

Expulsion

eStem Public Charter Schools may expel a student for a period longer than ten (10) school days for violation of eStem Public Charter School's written discipline policies. The Chief Executive Officer may make a recommendation of expulsion to eStem Board of Directors

for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Chief Executive Officer or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on eStem Public Charter School's records) that he/she will recommend to the eStem Board of Directors that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the eStem Board of Directors will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of eStem Public Charter Schools and student may agree in writing to a date not conforming to this limitation.

The Board President of eStem or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the eStem Board of Directors unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the eStem Board of Directors shall be in open session.

During the hearing, the Chief Executive Officer will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the eStem Board of Directors, the Chief Executive Officer, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Chief Executive Officer shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Chief Executive Officer shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement

acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Chief Executive Officer and the eStem Board of Directors shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507

Harassment

Harassment is any form of uninvited and unwanted physical, verbal or written behavior that creates an intimidating, hostile, or demeaning environment for education. The eStem Public Charter Schools will not tolerate this type of behavior.

Harassment – Sexual

eStem recognizes that harassment on the basis of sex is a violation of law, school policy and common courtesy. eStem is committed to providing a learning environment free from sexual harassment and will not tolerate such conduct on the part of employees, students, non- employees, vendors, board members or any others having business or contact with eStem students. Sexual harassment when perpetrated on any student by an employee or student will be treated as sexual harassment under this policy.

Sexual harassment of students consists of unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or advancement
- Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student(s)
- Such conduct has the purpose or effect of interfering with a student's academic performance or of creating an intimidating, hostile or offensive learning environment.
- Forms of sexual harassment include, but are not limited to:
- Verbal harassment, including derogatory comments, jokes, requests, or other sexually oriented language
- Uninvited letters, telephone calls or materials of a sexual nature
- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, or impeding or blocking movement
- Visual harassment, including offensive posters, cards, cartoons, graffiti, drawings, or gestures

- Attempted or actual rape or sexual assault.

Harassment – Verbal

Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. eStem is a place where everyone must be comfortable and treated with due respect. Verbal harassment when perpetrated on any student by an employee or student will be treated as verbal harassment under this policy.

Harassment – Response

The eStem Public Charter Schools are committed to the equitable and swift resolution of harassment issues. Any student experiencing harassment should follow these measures:

- Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
- If you are not comfortable confronting the offender alone, ask an adult to accompany you, or write a letter to the offender, keeping a copy.
- Make a record of when, where and how you were mistreated; include any witnesses, direct quotes, and other evidence.
- Notify a teacher. The Director of Schools will ensure that the student discipline policy is used for handling the case.

Sanctions

All eStem students are expected to comply with school rules. However, a student may be subject to disciplinary action for any inappropriate behaviors not specifically listed in this Culture Deck. A Dean of Students will determine such disciplinary actions, where the offending student is enrolled. In addition, **the offending student may be permanently removed from the school for violations of the school's student conduct policies or repeated violations of the Learning Compact.** It is the policy of the eStem schools not to administer corporal punishment.

The following is a list of disciplinary actions for students who fail to comply with school rules:

Minimum - Parent Conference: A meeting or phone conversation involving the classroom teacher and parent/guardian to address specific concerns about a student's behavior.

Lunch Detention: Lunch Detention is supervised detention conducted on weekdays during lunch periods. Students will participate in Restorative Justice activities.

High School students may receive multiple detention sessions for a single offense.

Saturday School: Saturday school sessions will be held in the high school building from 9:00 a.m. – 12:00 p.m., on most Saturdays.

Saturday School will not be offered for violations regarding drugs, alcohol, weapons, fighting, or abuse of school employees.

Tardiness will not be permitted. Saturday School starts promptly at 9:00AM. If a student is tardy to Saturday School, he/she will not be permitted to serve for that day and will have to make up the Saturday School at a different session.

Failure to appear without prior written notice from a parent can result in an automatic 1-day suspension.

When writing referrals for students, teachers will provide documentation of the pattern of misbehavior. Please remember that Saturday School can be used for, recurring behavior such as the actions listed below:

- Skipping detention
- Multiple tardies
- Recurring discipline issues (a pattern of a particular offense moderate in nature)
- First time severe offenses that do not warrant out of school suspensions, including truancies

In-School Suspension: An in-school suspension is issued to the student for misbehaviors based upon a Dean of Student's recommendation. Formal paperwork will be generated and given to the parent. Students will complete classwork as well Restorative Justice activities.

- Each in-school assignment may be up to five (5) days.
- The Director's decision is final in the appeal process governing in-school suspensions.
- Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

Out of School Suspension: Under state law, a student may be suspended from school for a period not to exceed 10 days. A student's parent/guardian will be notified

immediately when the student has been suspended. A parent/guardian must come to the school to meet with a Dean of Students in order to review the student's actions and discuss consequences. Upon the student's return to school, a parent/guardian must accompany him/her to school to have a Re-Entry Conference with the school's RTI team. The parent/guardian must meet with the RTI team to ensure that the student's inappropriate behavior does not continue. The student will not be permitted to attend classes until the completion of the Re-entry Conference.

Emergency Send Home: Requires the student's immediate removal from school grounds while the administrative team deliberates to determine the appropriate consequence. The administration will notify the parent/guardian of the decision as soon as possible.

Probation: A student who has been issued consequences for negative behavior may be placed on probation for a period not to exceed one year. Students on probation are subject to immediate recommendation for removal by the Dean of Students if he/she violates the conditions of his/her probation.

Maximum - Expulsion: A student who consistently disrupts an eStem school may be expelled for a period exceeding 10 days. In addition, state law requires that a student must be expelled for a minimum of one year for bringing a firearm onto the school campus. Law enforcement officials must be involved in this process.

Security

The superintendent, directors, teachers and staff are responsible, within limits imposed by available resources, for taking precautions for the health and safety of school personnel and students, in compliance with applicable local, state and federal rules, regulations and laws governing school health and safety.

The eStem school building is protected during the day by trained security personnel, 24 hours a day by a security surveillance video system, and an alarm system. Access to the building is restricted during school hours. All visitors must register at the security desk.

Terroristic Threatening

A person commits the offense of terroristic threatening in the first degree if with the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. (A.C.A 5-13-301). Terroristic threatening in the first degree is a class D felony.

A person commits battery in the second degree if the person intentionally or knowingly, without legal justification, causes physical injury to a person he or she knows to be a teacher or other school employee while acting in the course of employment. (A.C.A 5-13-202). Battery in the second degree is a class D felony.

Verbal Abuse of a Teacher

State law specifically prohibits insults or verbal abuse directed to a teacher in the course of his or her duties. Those who violate this policy will be prosecuted to the fullest extent of the law.

Students

Cell Phones

Students must keep cellular telephones off and out of sight if they are carried to school. An eStem staff member will confiscate any cell phone that is on, visible or emits an audible signal. Visible headphones and earbuds will also be confiscated. A cell phone holder, even if it is empty, will be confiscated if observed by an eStem staff member.

The parent/guardian of a student whose cell phone or holder was confiscated must pick up the item in the main office of the school by 4:00 PM on any regular school day.

Parents concerned about their child's cell phone becoming lost or stolen should not allow the child to bring the phone to school. eStem cannot guarantee that any cell phone or other electronic equipment will be safe. eStem Public Charter Schools, Inc. is not responsible for lost or stolen items. eStem staff members will not be held personally responsible either.

We do not allow cell phones to be in use during school hours inside of the building. This includes texting. Cell phones should be out of sight and turned off during the regular school day. This also includes students texting or calling parents during the school day.

If there is an emergency, parents should call the school to get in touch with their child. (501-478-2800). Administration reserves the right to use discretion in disciplining for violating the cell phone policy.

Cell phone use for educational purposes is at the discretion of the director.

Also, see **Electronic Items**

Counseling Services

eStem High School counselors collaborate with students, parents, teachers, and other stakeholders to improve student success. Counselors help students apply academic achievement strategies, manage emotions and apply interpersonal skills, and plan for postsecondary options. Additionally, counselors provide referrals for long-term support, advocate for students at student-focused meetings, and analyze data to meet students' needs.

Driving Permit Application

Schools no longer participate in the driver's license process. Please review the guidelines at [Arkansas State Police-Driver Examination](#) for more information. Before you begin the process, review the following checklist [Testing 1-2-3 Checklist \(Know before you go!\)](#).

Drugs and Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population that is free from the harmful effects of alcohol and drugs. The illegal manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or other controlled substances on school premises or during school-sponsored activities is strictly prohibited for both students and all school personnel. If a student is suspected of being under the influence of drugs or alcohol, local law enforcement will be contacted.

Students who violate this policy will be subject to discipline, up to and including expulsion, and may be subject to criminal prosecution. Satisfactory completion of a rehabilitation program may be substituted for part or all of the proposed disciplinary measures at the discretion of the superintendent. The school may not require that a student seek treatment as a condition of return, whether through an administrator or Board, nor will the school be financially responsible for any portion of treatment or rehabilitation. Such expenses are the responsibility of the parent or student. The decision to seek treatment or rehabilitation shall be the sole decision of the affected student, of the affected student's parent(s) or guardian(s).

Food and Drinks

No outside food or drinks are allowed in the school building without the approval of the school director. Students are permitted to carry clear plastic bottles filled with water throughout the day.