

**STAR CITY MIDDLE SCHOOL  
STUDENT HANDBOOK  
And  
PARENT RESOURCE GUIDE  
2018-2019**



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**Policies in this handbook were approved by the Star City  
School Board on June 26, 2018.**

Each student will receive a copy of this handbook and will be required to sign a statement of receipt.



**Star City Middle School**  
**An Energy Bus School**

The first and only middle school in the country to  
receive the  
Best in Class Certified Energy Bus School  
Award.

**Star City Middle School Mission Statement:**

SCMS is a safe and positive environment that  
empowers all through accountability and  
respect.

**Star City Middle School Vision:**  
**(Our Dream)**

Shaping tomorrow's society by loving today's  
youth and offering unlimited growth for all.

**#SCMSStrong**

**#whateverittakes**

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## **ACADEMIC DISHONESTY (Cheating)**

A student may not cheat or plagiarize on tests or other work, nor will a student aid other students in cheating or plagiarism. A student that is cheating or aids another student in cheating will not be given any points for the assignment/test; however, the student cheating along with the student assisting the student cheating will be given another opportunity to show understanding of the content or concepts with a maximum of 70% of the total points possible on the assignment/test.

## **ACADEMIC TIME RECOVERY**

Students who miss instructional time due to various reasons (i.e. restroom breaks, going to gym or field house, etc.) may be assigned at the discretion of the teacher to Academic Time Recovery to make up for the missed instructional time and to complete any missing assignments. Academic time recovery will be served in the lunch detention room during the last 15 minutes of the lunch recess.

## **ALTERING GRADES**

Any student who knowingly or purposely alters or duplicates a report card will be subject to disciplinary action.

## **ALTERNATIVE LEARNING ENVIRONMENT**

As required by ACA 6-18-508, the Star City School District provides an alternative learning environment. The ALE will have rules and procedures in addition to the student handbook.

The mission of the Alternative Learning Environment is to offer educational choices, encourage and support the development of students whose educational needs are not met by traditional programs. The primary goals of the program are to help students develop and maintain the skills they need to function successfully in school and in society. Assignment of students to the ALE is not subject to appeal or review to the Star City School District Board of Directors.

Some characteristics which may indicate a need for placement in the alternative learning environment:

1. Below grade level
2. Retained one or more times from grades 1-8
3. Recurring absences
4. Disruptive behavior
5. Personal or family problems or situation
6. In transition to or from residential programs

## **ALTERNATIVE METHODS OF INSTRUCTION (AMI) DAYS**

Act 862 of 2017 allows a public school district to develop a plan for alternative methods of instruction (AMI) to be used on days when the superintendent closes school due to exceptional or emergency circumstances. Public school districts may have an alternative instruction plan approved by the Commissioner of Education for the use of alternative methods of instruction, including without limitation virtual learning, on days when the public school district is closed due to exceptional or emergency circumstances such as: contagious disease outbreak, inclement weather, other acts of God, or utility outage. The public school district's alternative instruction plan shall demonstrate how teaching and learning in the public school district will not be negatively impacted by the use of alternative methods of instruction.

In the event of such an occurrence, SCMS will notify parents and students of the procedures that will be followed. Students will be expected to complete the work for the AMI days as assigned when school is not in session.

## **ANIMALS**

Animals will not be brought to school without permission of the principal. Animals are not allowed on the bus at any time. Classroom pets must be kept in appropriate case/containers and are not to be handled by students.

## **ARRIVAL TIME**

The school day is from 7:56 a.m. to 3:00. Students arriving at school after 8:00 a.m. must be checked in by their parent/guardian or have a note from their parent/guardian explaining why they are late.

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the person in charge asks for your attention, give it to them immediately.

4. Be courteous to the performers and to your neighbors. Do not use an interval of applause or the short time between numbers to start conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Do not leave the assembly until dismissed.

## **ATTENDANCE POLICY**

### **Attendance Philosophy**

It is the belief of the faculty and administration of Star City Middle School that students shall attend school on a regular basis. Common sense, as well as research, tells us that regular daily attendance is essential for student success. We believe that absences, repeated tardiness, and truancies have a negative effect on the student's overall classroom experience, and therefore, on his/her classroom grade. In addition each student's attendance not only impacts his/her individual performance but also the educational experience of every student in class. While it is true that some students may be able to pass tests and even get good grades on them despite absences, tests are only one measurement of what is learned at school. We believe that daily attendance, timeliness to class, and participation foster the probability of successful performance and development of self-discipline and responsibility. These are qualities that will continue to be important to students throughout their lives.

### **Absences**

Students shall not be absent more than six (6) days in a semester. When a student has (3) absences, parent(s)/guardian(s) will be notified that student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) absences in a semester, the District shall notify the prosecuting authority and the parent(s)/guardian(s) shall be subject to a civil penalty as prescribed by law.

Students with ten (10) absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student. Also see section 4.7 ABSENCES in the District Policy.



## **BICYCLES AND MOTORCYCLES**

Bicycles and motorcycles will be parked at the bike rack and left until school is dismissed. Irresponsible riding will result in losing permission to ride your bike to school.

## **CAFETERIA (MEAL) PAYMENT AND CHARGES**

Lunches will be paid daily at the point of service (or in any amount in advance). For example, a parent may prefer to pay for a week's or a month's worth of lunches in advance. Our system will account for this payment, and your child will be served accordingly.

No charges for lunches will be allowed after the fifth accumulated charge. Following the fifth accumulated charge, the student will be provided up to five alternative lunches.

## **CHECKING OUT**

Students will not be able to check out of school with a note or phone call, except under extenuating circumstances that have been cleared with the principal. The student's parent or guardian should come to school in person to check out their son/daughter, or provide a list to the school of the persons authorized to check out their child(ren). If the parent or guardian is aware several days in advance, they may come in and designate a time and date in the future when the student may leave school. A picture identification may be required to check out a student.

Star City Middle School is a closed campus. Students will not be allowed to check out just for lunch.

## **CHEERLEADER REQUIREMENTS**

Cheerleaders are a very important part of the athletic program. They have a great deal to do with the spirit and sportsmanship of all athletic events and should take this responsibility seriously.

1. Must be enrolled in the Star City School District to be eligible to try out.
2. A candidate for junior or senior cheerleading must have made a minimum 2.5 GPA in the fall term in their core classes of English, math, science, and social studies in order to try out in the spring term. They must not have been placed in ISS or OSS that school year. Cheerleaders must then meet the eligibility requirements as mandated by Arkansas Activities Association and the State Department of Education to remain eligible for competition.

3. Candidates must sign with the sponsor by the designated date.
4. Candidates must try out before a panel of judges whose scores will count as 75% of the candidate's score.
5. Candidates will be rated by the cheerleading sponsor for their squad during clinic week. This will count as 25% of the candidate's score.
6. Cheerleaders are expected to attend regular practice sessions in the summer and attend summer cheerleading camp.
7. Cheerleaders are expected to purchase their own camp clothes, shoes, tights, wind suits and socks.
8. Cheerleaders are expected to attend ALL games and to properly conduct themselves in such a manner that will reflect well upon themselves and their school.
9. If any replacements have to be made due to someone moving away, etc., it will have to be done by the last school day of the school year the election was held.
10. Candidates must have a physical examination. Those students involved in athletics who have already received a physical for the year will not have to get an additional examination.

The mascot will follow all rules and regulations that are set forth for the cheerleaders.

### **CHILD ABUSE (ACT 214 OF 1999) AND ACT-28 (SB 17) COUNSELORS ACCESS TO CHILD ABUSE REPORTS**

Any teacher, school official, school counselor, social worker, or day care center worker who has reasonable cause to suspect that a child has been subjected to maltreatment or that a child has died as a result of maltreatment or observes a child subjected to conditions or circumstances which would reasonably result in maltreatment shall immediately notify the area child abuse hotline.

Certified counselors in public schools are added to the list of persons to whom child abuse records may be disclosed. Counselors must treat disclosed information as confidential. Effective 7/3/89 (Instructional Services).

Any school employee is legally responsible to report child abuse and/or neglect to the proper authorities.

## **CLASS CHANGES**

Changes should be made during the first seven (7) school days of the semester. No changes will be made after this time, unless there are extenuating circumstances.

## **CLASS OFFICERS**

Students will be chosen to serve as a class officer by the guidelines set forth by the building principal. Officers will be chosen early in the school year.

## **CLUBS AND ORGANIZATIONS**

Star City Middle School has established numerous social, sport, and academic activities to promote initiative, leadership, school spirit, and pride in its students. All students are encouraged to participate in the various clubs and organizations and to truly get involved in their school life and what is happening. Membership in extra-curricular activities and/or school sponsored clubs requires consent to random drug testing. Officers of the various organizations will be chosen early in the school year.

## **CONFERENCES**

Conferences may be initiated by either the parent or the teacher. Parents will be notified if a conference is necessary. Parents must call the school office and make an appointment for a conference. Teachers shall conference with parents once each semester. More frequent communication will be required for students not performing at grade level.

## **DEBTS**

All debts must be paid by the end of the school year in which they were incurred.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

1. Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education.
2. The individualized education plan (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Students with disabilities may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a disabled student be excluded for more than ten

days in a school year without review of the student's IEP committee.

4. After an emergency suspension is imposed on a student with disabilities, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the suspension.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
6. Jordan Frizzell is the designated grievance officer for Section 504.

## **DRUG TESTING POLICY**

### **MISSION STATEMENT:**

The Star City School District recognizes that drug abuse is a significant problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes and development. The Star City School District is determined to help students by providing another option to say, "NO". Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

### **PURPOSE OF A CHEMICAL ABUSE POLICY:**

To allow the student participants in all activities representing Star City Schools to know that we are concerned about their total wellbeing. We are not interested in prosecuting the students, but instead we are interested in helping students who have problems.

1. To confirm and support Arkansas state law concerning the use of mind and physical altering chemicals.
2. To assist students representing the Star City School District to resist peer pressure that directs them toward the abuse or misuse of chemical substances.
3. To work with parents to assist in keeping their children free from mind and physical altering chemicals.
4. To deter chemical abuse or misuse by students through the use of random drug testing.

### **DEFINITIONS**

**Drug:** Any substance considered illegal by Arkansas state laws or which is controlled by the US Food & Drug Administration under the Controlled

Substance Act unless prescribed by a licensed physician or a person licensed prescriptive authority to the individual taking the substance.

School Year: From the first day of classes in the fall until the last day of classes in the spring.

Summer Programs: Any practices, camps, or activities required in the summer.

**Activity Program:**

Football	Art Club	First Priority
Cross Country	Drama Club	Student Council
Tennis	Robotics Club	FCCLA
Golf	Library Club	Rocket Staff
Basketball	Math Club	Bulldog Times Staff
Track	Science Club	Band (not 6 <sup>th</sup> grade)
Softball, Baseball	Spanish Club	Cheerleaders
BETA Club	FFA	Choir (not 6 <sup>th</sup> grade)
FBLA	Fire Marshal	Others as Formed

\*Also students who drive on campus to school are subject to this program.

**PROCEDURES FOR STUDENTS**

**Consent:** Each student wishing to participate in any activity or to drive a vehicle on campus as well as the students' parents or legal guardian will consent in writing to the Star City School District's random drug testing program. Written consent of this policy is a form provided by the District. No student will be allowed to participate in any activity or to drive on campus absent of such consent. This form is binding for the remainder of the school year unless the District is notified in writing by the student's parent or guardian that the student no longer wishes to participate in activities or does not wish to drive on campus. This notification will also be given to the Coach\Sponsor.

**Student Selection:** The names of all students who participate in activities or who drive on campus will be collected and sent to the Drug Testing Coordinator. He\She will send those names to the Testing Agency, school principals, and the superintendent of schools. The testing agency will create a computer generated pool of names from which students will be randomly selected for drug testing. All of those involved in this process will take every measure to insure the least intrusive means as possible. In random selection, a student may be

selected more than one time in a school year. It is possible for a student to not be selected during a school year, but no student will be tested randomly more than three times per school year.

There will be a 20% selection of names for the month of September and additional 10% selection of names four times during the school year. If a student is absent on the day of the test, he/she will be responsible for providing a urine sample under the supervision of the school nurse at a designated location within 48 hours of the original test date.

**Reasonable Suspicion:**

Reasonable Suspicion is defined as a reasonable suspicion by a school administrator or a District employee that a student has used, possessed, or sold illegal drugs or alcohol on campus or at a school sponsored event. This includes the misuse of prescription medications on campus or at a school sponsored event. Students under the influence of said chemicals will be subject to the consequences of the student handbook.

Students identified under the Reasonable Suspicion clause will be notified along with their parents or legal guardian. They will be required to submit to a drug test at that time. The cost of this test will be the responsibility of the student. Students who refuse to test will be removed from all activities and from driving on campus.

The Reasonable Suspicion Clause only pertains to students in the drug testing program.

**Court Documented Positive Drug Test:**

Students who are drug tested in the juvenile court system are subject to the same procedures for first, second, and third offenses in the Star City School Drug Testing Policy.

**Sample Collection:**

Representatives of the testing company will collect the urine samples. Samples will be collected at a convenient time of day. All students providing samples will be given the opportunity of doing so in an individual stall with the doors closed.

**Testing Agency:**

The Star City School District will choose a highly qualified testing agency for the purpose of collecting, processing, and maintaining privacy with respect to test results and related matters. Only testing performed by this testing agency will be recognized by the Star City School District.

**Prescription Medications:**

In a student's sample, the existence of lawfully prescribed medication is not a violation as long as it was taken in accordance with a physician's prescription to that specific student. If the student is taking a prescription medication at the time of the test, he/she should inform the testing coordinator immediately. The student will be asked to provide a doctor's prescription to verify the prescription. If the student fails to provide the verification of the doctor's prescription, he/she will be subject to actions specified by a positive test.

**Scope of Tests:**

The drug tests will follow Federal Standards. Student's samples will not be screened for any substance other than illegal drugs and alcohol.

**Limited Access to Results:**

The testing lab will be authorized to report results to the Drug Coordinator and the appropriate principal.

**Procedures in Event of a First Positive Test:**

Whenever a student's test results indicate the presence of illegal or prescription drugs, the following will occur:

If the prescription medications are prescribed to the student, the positive results will be voided at that time. All others will be deemed positive. If the sample is positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the student, parent/guardian, coordinator, principal, and head coach or sponsor. The Drug Testing Policy procedure will be covered including an explanation of the consequences.

**A STUDENT MAY REQUEST A RETEST AT HIS\HER OWN EXPENSE WITHIN A 24 HOUR PERIOD OF A POSITIVE TEST. THE SPECIMEN MUST BE GIVEN AT ONE OF THE DESIGNATED LABS.**

The initial urinalysis method is an immunoassay screen. The retest utilizes a gas chromatography/mass confirmation (GC/MC) test. If the retest is negative, the student will be considered to have a negative test result. If the retest is positive, the student will be considered to have a positive test result.

No student will be allowed to participate in activity programs without a negative test result.

The student will be encouraged to seek treatment and/or counseling for drug related problems. The Star City School District will not assume any expense incurred for attendance in any drug rehabilitation programs or for any counseling services.

The student will be placed on probation for twenty (20) days. The student under probation will not be allowed to drive on campus, to participate in any competitions, presentations, or activities representing Star City School District, nor may a student dress out for any competition.

After twenty (20) days, the student will be tested again at his/her expense. A written copy of the results will be given to the Drug Coordinator. If the student refuses to take this test, the probation will continue.

If the test is negative, the probation will be lifted.

If the test is positive, the student will not be allowed to drive on campus or participate in any activity for ninety (90) consecutive school days. If the semester or school year ends before this time is completed, the probation will carry into the next semester or school year.

A student may be required to practice or participate in off-season activities at the discretion of the head coach or sponsor provided the student has a medical release from a physician.

This probation will not be responsible for lowering the student's grade. The student will be allowed to obtain grades other than activity performance grades, but it is his/her responsibility to do the required work.

**Second Positive Drug Test:**

A second positive result within the period of one hundred and eighty (180) consecutive school days will result in the student being suspended from driving on campus and from participating in any activity programs for a period of ninety (90) consecutive school days.

If the semester or school year ends before this time is completed, the suspension will carry over into the next semester or school year.



The GC/MS test is also an option at the student's expense. Just as in the First Positive Drug Test, to be removed from suspension the test must return as a negative test.

**Third Positive Drug Test:**

For the third positive result within a period of two consecutive years, the student will be permanently suspended from driving on campus and from participating in any activity program for the remainder of his/her enrollment in the Star City School District. This remains in effect if the student withdraws from school to attend another school and returns and re-enrolls in the Star City School District.

**Non-Punitive Nature or Policy:**

There will be absolutely no penalty whatsoever as far as academics are concerned in the event of a positive drug test. The results of a drug test pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will not be given or disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, at which time the student's custodial parent or legal guardian will be notified as soon as possible by the District.

**Other Disciplinary Measures:**

The Star City School District is not precluded from using other disciplinary measures as outlined in the student handbook dealing with the student discipline policy.

**DUE PROCESS**

1. Prior to any suspensions, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the parents(s), tutor, or legal guardian of the pupil.
4. Any parent(s), tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

## **EMERGENCY DRILLS**

**Fire Drills:** Intermittent high pitched horn over the intercom

**Storm Drills:** One continuous, warble tone (doorbell)

**Earthquake Drill:** Announcement over intercom

**Lockdown Drill:** Announcement over intercom

Teachers will give students instructions on what action to take. If evacuation of the building is necessary, students will follow the routes posted in each classroom. Drills will take place periodically.

## **ENTRANCE TO THE BUILDING FOR PARENTS AND VISITORS**

Star City Middle School has a new procedure for entering the main building for parents and visitors. This is important for the safety and wellbeing of not only our students, but also our staff, faculty, and any visitors to the building that we may have at any given time.

Parents and visitors must enter the main building through the front doors. There you will find yourself in a vestibule that provides access to the office through a safety window. The office secretary will be able to take any information that is necessary at that time. If entrance into the building is required, after checking the parent or visitor in, the office secretary will buzz the parent or visitor into the building.

Access to the building will be through the safety doors that have been installed. These doors are safety doors that require the office secretary to “buzz in” any individual wishing access to the building. Parents and visitors should not be on campus without going through the main office, even to the gymnasium or field house. Any individual who does not have a visitor pass will be questioned by school personnel or the School Resource Officer.

## **ENTRANCE TO THE BUILDINGS FOR STUDENTS**

Students will gather in the cafeteria and the student morning locations designated by the Middle School Administration prior to the start of school. No one should be at school prior to 7:20 AM as there is no one to supervise students at that time. The School Resource Officer and Administration, in addition to any duty personnel, will be on campus and circulating through the student areas beginning at 7:20 AM.

When the bell rings for the first class in the morning students will enter the building through their designated doors. Any student who must arrive early to school will need to check in through the main office. Any

student who is tardy will need to check in through the main office. There will be no other open doors on campus.

After the first bell rings, the only doors that will be accessible as an entrance to the main buildings will be the door at the back of the building. There will be a camera and a buzz in system at these doors. Students who are called to the office will use the back entrance to the building.

Students in the other buildings: Middle School #2, Middle School Gymnasium, Field Houses, and High School Gymnasium will be allowed into those buildings by the individual teachers assigned to that class.

### **FOOD/LUNCH DELIVERY**

In an effort to provide a learning environment that is both secure and one with minimum interruptions, **delivery of food by outside sources (i.e. vendors) is not allowed** with exception to principal approved class or organizational parties/workshops.

Parents/Guardians may bring lunch for their student at the appropriate lunch time. **Classroom instruction will not be interrupted for the delivery of a lunch or snack.** **Lunches shall be left in the office with the student's name on it for a student to pick up.**

**Students may bring a lunch prepared outside of the cafeteria, but it is against State Law for any of this food to be shared with other students.**

If a student forgets to bring his/her lunch, he/she will need to eat in the cafeteria.

During lunch period, students are to eat their food in the cafeteria only.

Students needing a snack for medical reasons should bring the snack to school with them. These will be eaten at times designated by the nurse. **Snacks may not be delivered to the school by a vendor.**

### **GRADING**

Nine weeks and semester grades will be calculated by using percentages and any percentage .50 or higher will be rounded to the next whole number. Assignment value for grades entered in grade book are 25% for classroom and homework assignments and 75% for all assessments.

Summative assessments will be administered at the end of each quarter.

The following grades are used by teachers:

Grade A-Superior.....	90-100
Grade B-Above Average.....	80-89
Grade C-Average.....	70-79
Grade D-Below Average.....	60-69
Grade F-Failing.....	59 & Below

“I” means incomplete work and is used when a student failed to complete work by the time of recording.

SCMS will send out written reports to parents and guardians on their children’s academic progress every 4 ½ weeks. The district will schedule Parent Visitation once a semester. Teachers shall conference with parents once each semester.

Additionally, the school provides parents an online grade book service. This application allows parents to view their student’s grades and attendance in a real-time atmosphere. By using the student’s ID number and the password assigned by the school, a parent is able to view their child’s current information, as well as, information from previous marking periods. Parents are encouraged to utilize this service to monitor their child’s progress.

### **HALLWAY TRAFFIC**

Running, crowding, shoving, pushing, pulling, striking others, loud talking, and the like are not permitted in the corridors, classrooms, restrooms, etc. In using the hallways students are asked to pass always to the right. There will be no loitering in the halls. Students should use their designated hallways and not be out of their assigned locations.

### **HOMEWORK & TESTING POLICY**

It is recognized by the Star City School District that students greatly benefit from properly structured and targeted homework assignments. We further recognize that homework should be assigned on a regular basis in all academic subject areas and that it should be relevant to what is taking place in class.

Because homework is essential for the student to master the skills necessary in each discipline and a certain amount of independent work is necessary at each level, the following guidelines are to be followed regarding homework:

1. Homework should be a gradual and progressive experience for all students.
2. Grade and achievement level should be considered before assigning homework.
3. Homework should not be assigned on material not previously taught.
4. Homework should not be given in such extensive amounts as to put unnecessary burdens on family life or recreation.
5. Time should be allowed in class for practice.
6. Student work should always be evaluated and students shall receive feedback.
7. Failure to complete or turn in homework will result in parental contact by the teacher and a reduction in point value at a rate of 5% per day up to 3 days at which time the assigning teacher will make an academic discipline referral to the principal's office.
8. Students who have failed to turn in homework will be assigned Academic Support. Students will remain in that placement until missed work is completed. Point value deductions will continue at the rate of 5% per day.

Students are required to take summative exams at the end of each quarter. If a student cannot be at school the day the quarter tests are given, he/she may be allowed to make up the tests. The test/tests must be taken on the date or dates designated by the teacher or administration. Vacations should not be scheduled during the time when summative assessments are being given.

### **HONOR GRADUATE CRITERIA**

Honor graduates will be classified on three levels based upon grade point average as follows:

- a. Summa Cum Laude (or Highest Honors) – 4.0 or higher
- b. Magna Cum Laude (or High Honors) – 3.75-3.999
- c. Cum Laude (or Honors) – 3.50-3.7499

### **Transfer Policy**

Transfer students may be eligible for honor graduate and class rank status only if the transfer is from an accredited school and the student has met the requirement regarding the number of AP courses and curriculum set forth in the honor graduate requirements by the Star City School District. Star City High School will accept all weighted AP, IP, and IB credits from other accredited schools. Transfer students must be

enrolled in Star City School District on the beginning day of school of their senior year to be eligible to be a graduation speaker.

### **AP and Pre-AP Course Drop Policy**

1. Following the fifth week of the first quarter, any student wishing to drop an AP/Pre-AP class must meet with the principal, counselor, AP instructor and AP coordinator to identify academic reasons for wishing to drop the course.
2. There will be a four week waiting period following these meetings, during which the student must continue to participate in the AP/Pre-AP course.
3. During this four week waiting period, the student and AP/Pre-AP instructor must document efforts to improve coursework. This may include extra tutoring sessions, study aids, and time with the AP/Pre-AP instructor, etc. If the student has not made efforts to improve class performance, the student will not be allowed to drop.
4. If at the end of the four week period the student has satisfied all requirements but still is not making satisfactory progress, the student will be removed from the class with the approval of the principal and AP coordinator. If there is no corresponding course, the student must stay in the class until the semester is over.
5. No students will be allowed to drop an AP/Pre-AP course until the first nine week grading period has ended and all requirements are met.
6. At the discretion of the AP committee (AP/Pre-AP instructor, AP coordinator, principal, counselor), a student may be recommended for removal from the course if it becomes evident the student cannot be successful.

### **HONOR ROLL/MERIT LIST**

SCMS recognizes the academically talented students each nine weeks grading period and each semester with an Honor Roll and Merit List published in the local paper. Grades in semester courses will be used to figure Honor Roll and Merit List. Classes that rotate on a daily or 9 weeks rotation will not be figured into the average. Students on the honor roll must have a 3.5 to 4.0 average on their report card for a nine weeks period. For a student to qualify for the merit list they must have a 3.0 to 3.49 average.

## **STUDENT INSURANCE PROGRAM**

Officials of your school have completed arrangements for a School Insurance Plan for the school year. It is hoped all students will avail themselves of this protection. The master policy will be on file with school authorities. Benefits provided by the policy may be found on-line at [K12insurance@hsri.com](mailto:K12insurance@hsri.com).

## **JUNIOR BETA CLUB**

To be eligible for Jr. Beta Club, a student must:

1. Be a second semester sixth grader or above.
2. Have a 3.0 (B) semester average in core courses (English, math, science, social studies).
3. Have no more than 2 disciplinary referrals in the qualifying semester and no in-school or out of school suspensions during the qualifying semester.

After becoming a Beta Club member, the student's grades and discipline records will be reviewed each grading period. Grades and discipline will be calculated cumulatively from the semester of qualification. Students who do not meet the grade requirements will be placed on probation and will not be allowed to participate in club activities. If the student does not raise his/her grades by the next grading period, he/she will be dropped from the club. If the student does raise his/her grades, he/she will return to being an active club member.

A student placed in in-school suspension or out of school suspension will be removed from the Star City Middle School chapter of the Beta Club for that school year. Student's request to be readmitted must be made in writing to the sponsor for him/her to be considered for readmission the following year. Students who receive two disciplinary referrals in a semester will be placed on disciplinary probation for the remainder of that semester. A third referral will result in being removed from the Star City Middle School Junior Beta Club for that semester. Student's request to be readmitted must be made in writing to the sponsor for him/her to be considered for readmission the following semester.

## **MAKE-UP WORK**

Students who miss school due to an absence shall be allowed to make-up the work they missed during their absence. It is the school district's desire that students take the responsibility of arranging for all make-up work with his/her teacher(s). Failure by the student to take this responsibility will result in the teacher(s) communicating the time frame

for make-up work. Students will be allowed one day for each day absent to make-up work unless other arrangements are made with an individual teacher. Failure to meet this time-line will result in a deduction of point value of 5% per day up to three days at which time an academic referral will be made to the principal's office. The student will be assigned Academic Support until the assignments are complete. A 5% deduction will continue until make-up work is complete.

## **PARENTAL INVOLVEMENT**

We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates.

The Title I Parental Involvement Committee, consisting of teachers, administrators, parents, and community members, met to develop the following list of services and activities to promote parental involvement and provide additional support for student learning:

1. School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.
  - The school will distribute handouts to parents. They will include parenting tips relating to school achievement such as homework tips, organizational skills, and study skills.
  - The school will create a Web site to house school information. Also, parents can access their child's grades using the PIN number they receive at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
  - Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
  - The school will provide to parents progress reports/report cards every 4 ½ weeks with information regarding their



child's academic progress and upcoming classroom and school events.

- The school will offer parents an opportunity each year (Annual Report to Public) to learn about the school's approach to school improvement and ask questions.
- The school will send brochures home with students, post notices in school facilities and public buildings, use multiple technology resources, and provide information through local newspapers about parent workshops and/or meetings.
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.

2. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

- These meetings will include parent–training sessions to help parents understand how to enhance their child's education.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. An Academic Improvement Plan will be developed for students scoring below proficient. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- The school will work with Jimmy Brown Elementary School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities through a handout. In addition to the handout, the

school will host an orientation night for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the beginning of the school year.

- The school will engage parents in the following types of roles and activities to increase their involvement and support for student learning:
    - Book fair helpers
    - Awards day presentations
    - Student Showcase Night and activities
    - Field day volunteers
    - Family learning nights
    - Parent education workshops
    - Orientation presentations
    - Open house
    - Band and choir concerts
    - Various committees
3. The school will provide information to parents about volunteer opportunities.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents.
4. The school will work with parents to create a School–Parent–Student Compact Contract.
- School staff, parents, and students will develop a school–parent–student compact. This compact will outline how parents, school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high academic standards.
5. The school will provide an opportunity for parents to engage in decision–making processes regarding the school’s Title I, Part A program.
- The school will involve parents in school improvement planning committees.

- The school will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement.
6. The school will provide a parent resource center for parents.
- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center.
7. The school will engage parents in an evaluation of parental involvement efforts.
- The Title I Committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. Collecting evidence through the use of surveys about satisfaction with programs and the school's efforts to increase parental involvement will be a part of the evaluation.

## **PETITIONS**

All petitions shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination and retribution from members of the staff and administration.

Petitions will be turned in to the principal's office to be forwarded to the superintendent's office for a response.

## **PLAYGROUND RULES**

1. Stay in designated areas:
  - MORNING:
    - a. 6<sup>th</sup> and 7<sup>th</sup> grades-south side of main building, playground area
    - b. 8<sup>th</sup> grade-south side of main building, play area east of the awning covered sidewalk behind the MS gym
  - LUNCH RECESS:
    - a. 6<sup>th</sup> and 7<sup>th</sup> grades-south side of main building
    - b. 8<sup>th</sup> grade-east side of cafeteria
2. Obey directions of duty personnel at all times.
3. Any playground items brought to school must be approved through the office. Items such as baseball bats, skateboards, etc. will not be permitted.

During inclement weather, students are to report to the hallways of the middle school before school or during the lunch recess.

## **RESTROOMS**

The breaks between class periods are to be used for a student's restroom needs. Students will be allowed to use the restrooms in their classrooms according to classroom rules. Public restrooms will be used as directed or by permission from a teacher or the office staff. A student is not to leave class without permission and go to the restroom unless there is an emergency. Students who must miss learning opportunities for out of classroom restroom use will be required to make-up the missed learning opportunity by attending 15 minutes of Academic Time Recovery. Failure by a student to attend Academic Time Recovery will result in disciplinary action.

## **RETENTION, PROGRESS AND PROMOTION POLICY**

Students in grades 6-8 must pass three core subjects (math, English, science, social studies) to be eligible for promotion. Students that qualify under PL 94-142 and Act 504 must meet the terms of their Individual Education Plans to be eligible for promotion.

## **SCHOOL COUNSELING**

Through a comprehensive school counseling program, the middle school counseling program addresses the academic, career and personal/social development of all students. Middle school counselors work as a team member with school staff, parents and the community to create a caring, supportive climate and atmosphere whereby young adolescents can achieve academic success. Middle school counselors enhance the learning process and promote academic achievement. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community.

## **SCHOOL TRIPS**

School trips are as much a part of our school as regular everyday courses. Misbehavior on these trips will result in the same type of discipline as if you were on campus.

## **STUDENT COUNCIL**

The student council, representing the student body, serves as a forum for free expression of student opinion and a channel of cooperation

between faculty and students. Realizing that final decisions of any matters must have approval of the administration, the council shall make no attempt to be a governing body.

Students interested in running for office will sign up during the fall semester (August) for the present school year. The election will be held at the beginning of the school year (August-September). The council will be elected from the 8<sup>th</sup> grade students. It will be made up of a president, vice president, and secretary. Representatives for the upcoming year will also sign up or be nominated and then elected at the same time as follows: 2 from the 6<sup>th</sup> grade, 2 from the 7<sup>th</sup> grade, and 2 from the 8<sup>th</sup> grade.

The council offers valuable training to the youth of SCMS by giving them actual experience in proper government participation.

To be eligible to serve as a Student Council member, a student must:

1. Have a 2<sup>nd</sup> semester grade average of C, from the previous school year, in each of the four required core courses.
2. Have no more than 2 office referrals in the previous year and no in-school suspensions.

After nominations are completed or closed, grades and conduct grades will be reviewed to determine eligibility for running for office. Eligible candidates will be placed on the ballot for president, vice president, and secretary. At the conclusion of that election, all eligible students not elected to one of these offices will automatically be placed on the ballot for representative. The election for representatives will be held last.

The student must maintain the conduct and grade point average after being elected. If they do not, they will be removed from office.

## **STUDENT MEDICATIONS**

Medication and medical care of the student are the responsibility of the parent. Whenever possible, all medications should be taken at home. Only prescription medication may be given at school and only if it is in the original container and properly labeled. Only prescription medication that is to be given four or more times a day will be given at school, with the exception of prns, seizure, and morning or mid-day behavior meds. All other dosage amounts should be given at home. Students must not bring prescription medications to school unless they are to be given by the school nurse/designee as stated above. No over the counter

medication (including aspirin), shall be administered to any student except by order of a physician. Physician order regarding changes in medication can be accepted by the school nurse by telephone.

### **STUDENT SUCCESS PLANS**

With the passing of Act 930 of 2017, beginning in the 2018-2019 school year, school districts will develop student success plans for students by the end of 8<sup>th</sup> grade. This plan is a personalized education plan intended to assist students with achieving readiness for college, career, and community engagement. The student success plan shall guide the student along the pathway to graduation, address accelerated learning opportunities, address academic deficits and interventions, and include college and career planning components. All students at SCMS will have a student success plan, or personalized learning plan, developed based on their individual needs to guide their success at the middle school.

### **SUMMATIVE ASSESSMENTS**

A quarterly assessment will be given in every course at the end of each 9 weeks. Students may be exempt from summative testing for the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks. To be exempt, a student must have a semester average of "C" or better and no more than six (6) absences during that semester.

### **TELEPHONE**

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

**DAILY MESSAGES FOR STUDENTS MUST BE MADE ONLY IN CASES OF EMERGENCY.**

### **TEXTBOOKS, LIBRARY BOOKS**

When textbooks are issued or books checked out of the library, it is necessary that students take good care of their books. Students will be responsible for any lost or damaged books. Books damaged or lost while in the custody of the student will be paid for by the student to whom the book belongs. The cost of the book will be the price of a new book regardless of the age or condition of that lost book.

### **WITHDRAWAL FROM SCHOOL**

Students should check-out in the school office and get their withdrawal form. All fees need to be paid on the day the student withdraws. All books must be turned in before withdrawing.

# **DISCIPLINE POLICY**

## **INTRODUCTION AND PURPOSE**

The Star City School District Board of Education, administration, and staff are committed to maintaining a school climate in which all students can learn and one which ensures the safety and welfare of everyone in the school environment.

Discipline will work toward developing behavior skills necessary for a successful, productive life because rules are required for order when many people work together in one environment. Disciplinary measures are intended not to be punishment but actions to help students understand obligations to themselves and others in the school setting and the role of the law, rules, and Board policies in meeting these obligations.

As discipline is not intended to be punishment, but often is intended as restorative in nature, a referral to counseling services may be recommended in lieu of or in addition to other disciplinary measures.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether or not a specific prohibition of the conduct is contained in this Student Handbook.

Students who are suspended or expelled from school may not attend athletic events, etc., in which Star City Middle School is a participant at home or away.

### **Buses - Policies for Students Riding School Buses.**

1. Be at the bus stop at the scheduled time. Stand back at least ten (10) feet from the bus stop and wait until the bus comes to a complete stop. Approach the bus once the door has opened. Do not play on the highway or road. If you miss the bus, do not attempt to hitch-hike a ride or walk to school.
2. Students should try to be on the right side of the road to load the bus when possible. If you have to cross the road to load, wait until the bus comes to a complete stop, the door opens, and the driver signals for you to proceed.

3. Students cannot ride any bus except their own, visitors are not allowed except in a case of emergency. All emergency permission must be secured from the office.
4. Students loading the bus should do so in an orderly and safe fashion.
5. While riding the bus, students are under the supervision of the bus driver and must obey the driver at all times. The driver will make seat assignments and has the option to change a student's seating at any time.
6. Students are expected to conduct themselves in a manner that does not distract the driver or disturb the other riders on the bus. Students are to be reasonably quiet and keep their hands and feet to themselves.
7. No sharp objects of any type are allowed on the bus. No type of weapons, explosives, or any type of animal may be on a bus.
8. No EATING, DRINKING, GUM CHEWING, or TOBACCO PRODUCTS will be allowed on a school bus at any time.
9. Students must stay seated while the bus is in motion. ACT 1744 of 2001 mandates that students are to remain seated while the bus is moving.
10. Students are not to put their hands, arms, head, or any other body part out a bus window.
11. Students are not to yell out the bus window while on the bus.
12. Students are to keep the aisle of the bus clear of books, bags, coats, etc. Do not rest your feet in the aisle at any time.
13. Students are not to deface the school bus or any school property. Students are not to tamper with any of the safety devices, such as door latches, fire extinguishers, first aid kit, etc.
14. Students will only be dropped off at their regular stop. Do not ask the driver for any exceptions.
15. When the students exit the bus it must be done in a safe and orderly manner. Students who must cross the road after unloading must go to a point up from the bus where the driver can clearly see them. Then wait for a signal from the driver or student patrol to safely cross the road.
16. Students are never to return to the roadway to retrieve items or check their mail boxes while the bus is in the area.
17. Students will be permitted to use cell phones on the bus if used for texting only. Bus drivers and school officials may restrict any and all cell phone use or privileges at any time.
18. Students will be permitted to use electronic devices on buses as long as ear buds are in use by the listener.



19. This is not intended to cover all the “dos” and “don’ts”. These guidelines are set to ensure the safety of students, driver, and general public. The driver may find it necessary to interpret these policies in light of his/her own needs.

IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS.

Failure to abide by these policies will result in punishment by one of the following:

First Offense	Reprimand
Second Offense	One (1) day suspension from the bus
Third Offense	Three (3) days suspension from the bus
Fourth Offense	Ten (10) day suspension from the bus
Fifth Offense	Suspended from the bus for the remainder of the semester or for not less than thirty (30) school days.

Bus penalties for students who qualify under PL 94-142 will be as follows:

First Offense	Reprimand
Second Offense	Referral to the counselor
Third Offense	One to Three (1-3) days suspension from the bus
Fourth Offense	Three to Five (3-5) days suspension from the bus
Fifth Offense	Ten (10) day suspension from the bus
Sixth Offense	Suspended from the bus for the remainder of the semester or for not less than thirty (30) school days.

**Cafeteria Behavior.** The cafeteria must be kept neat and clean in order for breakfast and/or lunch to be pleasant. Every student must do his/her part to clean up after eating. The following rules must be observed:

1. Take cafeteria trays to the disposal window after eating.
2. Breaking into the lines or saving places in the line is unfair to the other students and is not allowed.
3. Excessive noise in the cafeteria creates an uncomfortable atmosphere and will not be tolerated.
4. Students will not be allowed to take food or drink out of the cafeteria.
5. Students are under the supervision of the cafeteria duty personnel.
6. Throwing food will not be tolerated.
7. Students are not to use or have visible brushes, combs, or any hair products in the cafeteria.
8. Cell phones are not to be used in the cafeteria.

Penalty will include one of the following:

- A. Reprimand
- B. Detention Hall
- C. In-school suspension

While in the cafeteria, students will sit in their assigned locations. During breakfast, high school students and middle school students do not sit together. High school students sit to the east side of the cafeteria and middle school students will sit to the west side of the cafeteria. During lunch, 6<sup>th</sup> grade students will sit in the first two rows of tables on the east side of the cafeteria and a third row as needed. 7<sup>th</sup> and 8<sup>th</sup> grade students will then sit at the remaining tables.

**Dress and Grooming.** Students will appear at school clothed and groomed in an appropriate manner which is dictated by principles of personal hygiene. It is recognized that the choice of attire and grooming are matters of expression and subject to fashion and current fads; nevertheless, the school board expects that good grooming shall be stressed at all times. Any article of clothing or manner of hair style which is determined by the building administrators to materially and substantially interfere with the educational process is prohibited, but not limited to those expressions which are obscene, profane, pornographic, representative of a clear and present danger or illegal behavior, dress that is demeaning others in racial, religious, or sexist ways, or advocating pain, death, suicide, or the use of drugs, alcohol, tobacco, or gang affiliation.

1. Shorts, skirts, or dresses must be no shorter than the length of the student's finger-tips as the student is standing with arms and hands extended down the student's sides.
2. Shorts, skirts, dresses or tops (on all sides) of any kind worn over leggings must be no shorter than the length of the student's finger-tips as the student is standing with arms and hands extended down the student's sides.
3. Body form fitting materials worn as pants are not permitted unless top clothing material is no shorter than the length of the student's finger-tips as the student is standing with arms and hands extended down the student's sides.
4. No clothing will be allowed that results in immodesty.
5. All students must wear shoes at all times for health and safety reasons.
6. Students are NOT permitted to wear tank tops (any top that has less than 2 inches across the top of the shoulder), spaghetti

- strap tops, tube tops, halter-tops, see-through shirts, lace-back shirts, racer-back shirts or midriff tops – no cleavage exposed.
7. Male's shirts must have sleeves.
  8. Hats, caps, or any other head covering will not be permitted to be worn in the building.
  9. Pants must be the proper size and worn at the waist. NO SAGGING!
  10. Clothing torn or with holes will not be permitted if torn area or holes are above the length of the student's finger-tips as the student is standing with arms and hands extended down the student's sides.
  11. No mesh shirts unless shirts worn under the mesh shirts meet the school dress code.
  12. Students are not to wear sunglasses inside the building.
  13. Students are not to wear clothing representing a gang affiliation.
  14. Students are not permitted to wear clothing or footwear that is intended as sleepwear.
  15. No type of combs, brushes, or hair picks will be allowed to be kept in a student's hair during the school day.
  16. No bandanas are allowed on campus at any time.

Students will not be allowed to attend class unless they are in compliance with the dress code. Any dress code violation inside the classroom will be punished through a referral to the office. Students dress must be in compliance during all school activities. Students may be sent home to change the inappropriate clothing.

Penalties for dress code violations will include:

1st offense	Reprimand/correct dress code infraction
2nd offense	1 day of after school detention
3rd offense	2 days of after school detention
4th offense	3 days of after school detention
5th offense	In-school suspension

**Below are detailed activities that are considered infractions of proper school conduct and will subject the student to discipline. Three categories of offenses and discipline are given.**

**Minor Offenses:** First level of discipline problems  
 Consequences: Lunch time detention hall

**Major Offenses:** These are more serious offenses

Consequences: After school detention hall, in-school suspension (ISS), out of school suspension (OSS), with or without a recommendation for counseling services or expulsion.

**Criminal Offenses:** These offenses will normally involve reporting to law enforcement officials and out of school suspensions (longer time period than normal) and/or expulsion. A referral to counseling services may also be included.

**When behavior threatens the security and well order of the school, progressive discipline is not necessary.** Even though the District may list disciplinary actions in a progression from less to more severe, the administrator may choose the most severe action based on the severity of the infraction. Consequences may range from a reprimand to expulsion. Consequences will be determined by the nature and severity of the offense.

### **Minor Offenses**

A minor offense is the least severe offense and these kinds of behaviors often occur in a classroom setting. They are usually handled by teachers or their designee through the classroom assertive discipline plan.

### **Classroom Assertive Discipline Plan**

Assertive Discipline utilizes a three step system. All classroom referrals will be sent to the office at the end of the class period for recording purposes. This three step system works as follows in the classroom:

1<sup>st</sup> step: Warning

2<sup>nd</sup> step: Classroom consequence (ex. Redirect student)

3<sup>rd</sup> step: Student will receive a classroom referral for noon-time detention. Teacher will contact parents by phone, cell phone, email, or note to inform the parent of the student's inappropriate behavior and what needs to be corrected.

Consequences for classroom misbehavior under the assertive discipline plan are cumulative for SCMS for a nine weeks and are as follows:

1st classroom write-up or referral

1 day of lunch time detention hall

2nd classroom write-up or referral

2 days of lunch time detention hall

3rd classroom write-up or referral

3 days of lunch time detention hall

After the third classroom write-up or referral during a nine-week period, the student will be referred to the principal and will follow the consequences as listed for minor offenses outside the classroom. For the third classroom write-up or referral, the student will serve the noon-time detention and will count as the first minor offense outside the classroom.

### **Minor Offenses Outside the Classroom**

If these minor behaviors occur outside the classroom setting, the student will be referred to the principal. The consequences for minor misbehaviors that occur outside the classroom that are not addressed specifically in this handbook will be the following:

1st Minor Offense	Reprimand
2nd Minor Offense	1 day of after school detention
3rd Minor Offense	3 days of after school detention
4th Minor Offense	5 days of after school detention
5 <sup>th</sup> Minor Offense	1 day of in-school suspension

### **Other possible actions that could occur in addition to the other disciplinary action:**

- a. Confiscation with return of property
- b. Referred to the counselor
- c. Referral to counseling services
- d. Restitution
- e. Parent Conference
- f. Temporary loss of privileges

**Blankets.** For security and safety reasons, students will not be allowed to have blankets at school.

**Computer Unauthorized Access or Use.** A student shall not access, modify, erase, send messages, or in any way use software or hardware that violates school policy or disrupts instruction.

**Disruptive Behavior.** Students will not engage in any kind of behavior that disrupts the educational process. These behaviors may include, but not be limited to, the following: loudness, inattention, inappropriate language, gestures, making noises, talking when teacher is teaching, and minor disrespectful behaviors toward teachers, etc.

**Failure to Attend Academic Time Recovery or Support.** It is the goal of SCMS to ensure that all students learn at high levels. Academic Time Recovery and/or Academic Support will be assigned when additional support is warranted. Attendance is mandatory when recovery has been assigned. Failure to attend this necessary recovery will not be tolerated.

**Failure to Follow Instructions.** Students shall follow reasonable instructions from teachers, administrators, substitute teachers, bus drivers, and any other authorized school employee and shall follow all school rules.

**Food and Soft Drink Consumption.** For cleanliness, health, and sanitation, food and drinks will not be consumed in the building except in the cafeteria without special permission from the teacher—usually on special occasions.

Eating candy or food, chewing gum or drinking soft drinks is not permitted in the buildings. Bottled drinks, other than water, are not to be brought into the building. Water must be in a clear container. Drinks not in clear containers or other than water will be confiscated.

Students are prohibited from selling candy\food to other students on campus.

**Forgery or Falsification of Information.** Students shall not falsify signature or information on official school records.

**Gum Chewing** Students will not be allowed to chew gum on campus at any time.

**Language (Mildly Inappropriate).** A student will not use inappropriate language in school or at any school activity. **Mildly** inappropriate language may be handled in the classroom through assertive discipline; however, profane or obscene language moves this rule to a major offense.

**Littering Classroom, Building or Campus.** All school personnel shall exhibit good citizenship by caring for the environment both inside and out. Students shall not litter the building or the campus.

**Note Writing.** Students shall not write or pass notes or pictures in the classroom.

**Sleeping in class.** Students are to be awake and attentive in class.

**Tardiness.** A student is tardy if he/she is not in the room and in his/her seat when the tardy bell rings. **A student arriving at school late must be checked in by a parent/guardian or have a note signed by a parent/guardian explaining why he/she is tardy.** A student who is checking into school 20 minutes or less will be counted tardy and sent to class. A student who is more than 20 minutes late will be sent to class, but will be marked absent for that class period. If a student receives three tardies in a class period, he/she will be assigned to time recovery.

**Tossing objects in the classroom.** A student is never to toss or throw anything in the classroom.

### **Major Offenses**

Major offenses are considered more severe offenses and discipline. These offenses will be handled by an administrator and include, but may not be limited to, the following:

### **Primary Actions**

- a. Detention (after-school)
- b. Referral to counseling services
- c. In-school suspension
- d. Out of school suspension
- e. Out of school suspension with recommendation for expulsion

### **Other Possible Actions**

- a. Confiscation without return of property
- b. Referred to the counselor
- c. Restitution
- d. Parent conference
- e. Loss of privileges
- f. Legal action

**911 Prank – Illegal Use of 911.** Students will not call 911 as a prank. This type of behavior carries with it a fine.

1 <sup>st</sup> Offense	10 days of out of school suspension
2 <sup>nd</sup> Offense	10 days of suspension with possible recommendation for expulsion

**Academic Dishonesty.** A student may not cheat or plagiarize on tests or other work, nor will a student aid another student in cheating or plagiarism.

- 1<sup>st</sup> Offense      1 day of after school detention
- 2<sup>nd</sup> Offense      3 days of after school detention
- 3<sup>rd</sup> Offense      5 days of after school detention

**Alarms-False.** A student shall not start a story of a fire, bombing, bomb threat, or other catastrophe when the student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to legal authorities.

- 1<sup>st</sup> Offense      Out of school suspension
- 2<sup>nd</sup> Offense      10 days of suspension with possible recommendation for expulsion

**Bullying.** Students shall not bully, i.e. injure or threaten another student. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat, or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger. See section 4.43 BULLYING in the District Policy for further explanation or definition.

- 1<sup>st</sup> Offense      1 day of in-school suspension
- 2<sup>nd</sup> Offense      3 days of in-school suspension
- 3<sup>rd</sup> Offense      5 days of in-school suspension
- 4<sup>th</sup> Offense      7 days of in-school suspension

**Cell Phones and Electronic Communication Devices.** Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by district policy or administrative regulation, shall be subject to discipline, up to and including suspension or expulsion. Students are allowed to use or have out cell phones or other similar communication devices for texting purposes before school, after school, and during the students' lunch time (outside time only). Talking on a cell phone, listening, ringing, checking the time, taking pictures, etc. will not be allowed at any time during the school day (7:56 a.m. - 3:00 p.m.) unless permission is given to the student from school personnel. During instructional time (including intervention period) phones may not be used for any reason (including talking on a cell phone, listening, ringing, text messaging, checking the time, taking



pictures, etc.) unless permission is given from school personnel. Cell phones and other electronic devices will not be allowed in hallways when students are transferring to and from classes. At no time should a student use a cell phone during a test.

Students will not use cell phones or other electronic devices for music or entertainment purposes during instructional time or within the building without special permission. When being used before school, after school, or at recess, ear buds must be utilized or used.

Due to test security reasons and the administration of high stakes testing (ACT Aspire, etc.), students are prohibited to have phones in their immediate possession during test administration. Violation of this policy will result in immediate confiscation of the phone and the student will be assigned 3 days of in-school suspension. Further action may be taken by the testing company and/or the Arkansas Department of Education, in addition to the action of SCMS.

Students bring these devices to school at their own risk. Star City School District faculty and staff members are not responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone or other electronic device stolen or damaged, the school will not utilize administrative time to investigate the incident nor will the school take any financial responsibility for the cell phone or cell phone charges.

1 <sup>st</sup> Offense	1 day of after school detention
2 <sup>nd</sup> Offense	3 days of after school detention
3 <sup>rd</sup> Offense	5 days of after school detention
4 <sup>th</sup> Offense	1 day of in-school suspension
Additional Offenses	3 days of in-school suspension

**The number of cell phone offenses are cumulative for the entire school year.**

**Detention Hall-Skipping After School Detention Hall.** Detention hall meets for 30 minutes after-school Monday-Friday. Students shall bring study materials to detention hall and will remain the full time for full credit.

1 <sup>st</sup> Offense	Add 1 additional day of after school detention
2 <sup>nd</sup> Offense	Add 2 additional days of after school detention
3 <sup>rd</sup> Offense	Detention will be cancelled and in-school suspension will be added

**Disrespect to teacher or school employee.** Students are expected to display proper respect towards school employees at all times. Disrespect towards a teacher or school employee will be subject to the following consequences.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	5 days of in-school suspension
4 <sup>th</sup> Offense	Out of school suspension

**Exposing another Student.** A student shall not expose another student's under garments in any way in a public place or in public view or under any circumstance knowing the conduct is likely to cause alarm or affront. Pulling another student's clothing in a way to expose the under garments will not be tolerated. Disciplinary action will be taken if underclothing is exposed at all. More severe disciplinary action will be taken if the under garments are exposed in a bodily "private" area.

Consequences can range from a minimum of in-school suspension to a maximum of out of school suspension with recommendation for expulsion.

**Failure to Follow Instructions Outside of Classroom.** A student shall follow a command or instruction given by a staff member.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	5 days of in-school suspension
4 <sup>th</sup> Offense	Out of school suspension

**Failure to Provide Identification.** Students shall not refuse to give identification or give false identification when identity is requested.

1 <sup>st</sup> Offense	1 day of in-school suspension
2 <sup>nd</sup> Offense	3 days of in-school suspension
3 <sup>rd</sup> Offense	Out of school suspension

**Fighting.** Fighting by students at SCMS will not be tolerated. Students who engage in fights will automatically be placed in out of school suspension. Fighting that threatens the security and the order of the school may result in law authorities being contacted.

1st offense	2 days out of school suspension
2nd offense	4 days out of school suspension
3rd offense	10 days out of school suspension with possible recommendation for expulsion

Students who double team another student may result in ten (10) day suspension with possible recommendation for expulsion.

**The number of fighting offenses are cumulative for the entire school year.**

**Fireworks Possession or Use on School Campus.** No student shall possess, use or threaten to use any fireworks capable of inflicting bodily injury in school or at a school-sponsored event.

1 <sup>st</sup> Offense	3 days of in-school suspension
2 <sup>nd</sup> Offense	5 days of in-school suspension
3 <sup>rd</sup> Offense	Out of school suspension

**Gambling.** Students shall not gamble while on school property or school buses or at school-sponsored activities. Cards, dominoes, dice, etc., are not allowed unless used as an instructional tool.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	5 days of in-school suspension

**Gangs and Gang Activity.** Gangs, secret societies, or other similar groups, whether organized in the community or other setting, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity—whether genuine or a pretense—that is identified by school officials will result in disciplinary action.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, **may be expelled for the remainder of the term, for the remainder of the school year, for one calendar year or permanently**, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, gangs, intimidation, and threats.

Consequences can range from a minimum of 3 days in-school suspension to a maximum of 10 days OSS with recommendation for expulsion at the discretion of administrator.

**Harassment:** Students will not be allowed to belittle or put down other students by calling names, teasing, or playing pranks on one another.

1 <sup>st</sup> offense	3 days after school detention hall
2 <sup>nd</sup> offense	5 days after school detention hall
3 <sup>rd</sup> offense	3 days in-school suspension

**Hazing.** A student shall not haze or aid in the hazing of another student.

1 <sup>st</sup> Offense	3 days of in-school suspension
2 <sup>nd</sup> Offense	5 days of in-school suspension
3 <sup>rd</sup> Offense	Out of school suspension

**Hitting.** A student shall not intentionally hit, punch, pinch, slap, kick, bite, shove, and/or knee students.

1 <sup>st</sup> Offense	3 days of in-school suspension
2 <sup>nd</sup> Offense	2 days out of school suspension
3 <sup>rd</sup> Offense	4 days out of school suspension
4 <sup>th</sup> Offense	10 days out of school suspension with possible recommendation for expulsion

**A student hitting a teacher or school employee will be suspended for 10 days with a possible recommendation for expulsion.**

**Horseplay.** Horseplay by students often leads to the unintentional harming of other students or property and will not be tolerated.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	3 days of in-school suspension
4 <sup>th</sup> Offense	5 days of in-school suspension

**Inappropriate Physical Contact:** Students shall keep all hands, feet, and other objects to themselves. Students shall not engage in any type of inappropriate contact. Students that engage in this type of activity will be punished at the discretion of the principal or assistant principal. Consequences range from a minimum of after school detention hall to 10 days out of school suspension with recommendation for expulsion.

**Inciting to Fight.** Any student that encourages, promotes, or provokes a student to fight will be punished.

- 1<sup>st</sup> Offense      5 days of after school detention
- 2<sup>nd</sup> Offense      5 days of in-school suspension
- 3<sup>rd</sup> Offense      Out of school suspension

**Indecent Exposure.** A student shall not expose his or her body or another student's body in any way, in a public place or in a public view, or under any circumstance knowing the conduct is likely to cause alarm or affront. Sagging or unbuttoned clothing may be considered indecent exposure if extreme.

Consequences can range from a minimum of in-school suspension to a maximum of out of school suspension with recommendation for expulsion.

**Insubordination.** Insubordination is the total failure to follow a command or instruction from a staff member (Direct insubordination is verbally refusing). Consequences for insubordination range from a minimum of 3 days ISS to a maximum of 10 days in-school suspension.

- 1<sup>st</sup> Offense      3 days of in-school suspension
- 2<sup>nd</sup> Offense      5 days of in-school suspension
- 3<sup>rd</sup> Offense      10 days of in-school suspension

In cases of **Extreme Insubordination**, where the student uses profanity that is not directed toward the school employee, consequences will include out of school suspension.

- 1<sup>st</sup> Offense      3 days out of school suspension
- 2<sup>nd</sup> Offense      5 days out of school suspension
- 3<sup>rd</sup> Offense      10 days out of school suspension with possible recommendation for expulsion

**Language (Major inappropriate) – See Profanity**

**Laser Pointers.** No student will possess a handheld laser pointer.

- 1<sup>st</sup> Offense      3 days of after school detention and confiscate laser
- 2<sup>nd</sup> Offense      5 days of after school detention
- 3<sup>rd</sup> Offense      5 days of in-school suspension
- 4<sup>th</sup> Offense      Out of school suspension

**Leaving Campus.** Students in SCMS are closely supervised. Once a student comes to school by bus, car, walking, etc., he or she is not to leave school without permission from a parent or guardian or school personnel.

- 1<sup>st</sup> Offense      5 days of in-school suspension
- 2<sup>nd</sup> Offense      8 days of in-school suspension
- 3<sup>rd</sup> Offense      Out of school suspension

**Loitering by Suspended with Expulsion Recommendation or Expelled Student.** No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator nor shall a student go on school district property. Consequences will be for school personnel to contact law enforcement.

**Medications.** Students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication. If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication. Each person present shall sign a form verifying the quantity of medication. Any student that is in possession of any medication without the proper paper work in the nurse's office will be subject to the following consequences.

Possession of nonprescription medication (over the counter medications)

- 1st offense      1 day out of school suspension
- 2nd offense      5 days out of school suspension
- 3rd offense      10 days out of school suspension with possible recommendation for expulsion

Distributing nonprescription medication (over the counter medications)

- 1st offense      3 days out of school suspension
- 2nd offense      10 days out of school suspension with possible recommendation for expulsion

Possession of prescription drugs

Consequence may range from 5 days out of school suspension to 10 days out of school suspension with possible recommendation for expulsion

Distributing prescription drugs

Consequence may range from 10 days out of school suspension to 10 days out of school suspension with possible recommendation for expulsion

**Not in Assigned Area/Leaving Classroom Without Permission.**

Students should report to and remain in the appropriate locations directed by their schedule and/or staff member.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	3 days in-school suspension
4 <sup>th</sup> Offense	Out of school suspension

**Profanity, Lewdness, Obscene Gestures, or Verbal Harassment.** A

student will not use profane, violent, vulgar, abusive, or insulting language or gestures at any time.

1 <sup>st</sup> Offense	3 days of after school detention
2 <sup>nd</sup> Offense	5 days of after school detention
3 <sup>rd</sup> Offense	5 days of in-school suspension
4 <sup>th</sup> Offense	Out of school suspension

**Threatening, Insulting, Obscene Gestures, or Abusive Language to a School Employee.** Any student who uses profanity, violent, vulgar, or abusive language or obscene gestures directly to a school employee

may be suspended for 10 days with possible recommendation for expulsion.

**Public Display of Affection.** Public display of affection is inappropriate in a school environment. Students will not hold hands, embrace, kiss, etc., in school or at any school-sponsored event.

1 <sup>st</sup> Offense	1 day of after school detention
2 <sup>nd</sup> Offense	3 days of after school detention
3 <sup>rd</sup> Offense	5 days of after school detention
4 <sup>th</sup> Offense	In-school suspension

**Selling on campus.** Students are prohibited from selling candy\food or other items to students on campus.

1 <sup>st</sup> Offense	1 day of after school detention
2 <sup>nd</sup> Offense	3 days of after school detention
3 <sup>rd</sup> Offense	5 days of after school detention
4 <sup>th</sup> Offense	In-school suspension

**Sexual Harassment or other Sexual Misconduct.** A student shall not touch self or other students in a sexually suggestive or offensive manner or behave in any way that causes alarm to others. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that, therefore, interferes with the educational process of its victims.

**Verbal:**

1 <sup>st</sup> Offense	5 days of after school detention
2 <sup>nd</sup> Offense	3 days in-school suspension
3 <sup>rd</sup> Offense	5 days of in-school suspension
4 <sup>th</sup> Offense	Out of school suspension

**Physical:**

1 <sup>st</sup> Offense	1-3 days of in-school suspension
2 <sup>nd</sup> Offense	3-5 days of out of school suspension
3 <sup>rd</sup> Offense	10 days of suspension with possible recommendation for expulsion

**Sexually Explicit Material.** Students may not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.

1 <sup>st</sup> Offense	3 days of in-school suspension
2 <sup>nd</sup> Offense	5 days of in-school suspension
3 <sup>rd</sup> Offense	Out of school suspension

**Smoking and Smokeless Tobacco.** Students may not smoke, have possession of any tobacco products, tobacco related substances, tobacco substitutes, e-cigarettes, smoking paraphernalia (matches, lighters, etc.) on school property, including school buses, at any time.

1 <sup>st</sup> Offense	5 days of after school detention
2 <sup>nd</sup> Offense	3 days of in-school suspension



- 3<sup>rd</sup> Offense 5 days of in-school suspension
- 4<sup>th</sup> Offense 10 days of in-school suspension

**Theft-Misdemeanor.** Students shall not take or possess property that belongs to others.

- 1<sup>st</sup> Offense 3 days of in-school suspension
- 2<sup>nd</sup> Offense 5 days of in-school suspension
- 3<sup>rd</sup> Offense Out of school suspension

**Threatening Behavior.** Students shall not threaten another student.

- 1<sup>st</sup> Offense 3 days of in-school suspension
- 2<sup>nd</sup> Offense 5 days of in-school suspension
- 3<sup>rd</sup> Offense 10 days of in-school suspension
- 4<sup>th</sup> Offense Out of school suspension

**Truancy.** Truancy is defined as a student being absent from school without permission of either parent/guardian or school officials. Truancy includes leaving school without permission, skipping any class or study hall, or not reporting to the principal's office after being sent out of the classroom. Consequences will include one of the following and it may also be reported to the appropriate authorities.

- 1<sup>st</sup> Offense 3 days of in-school suspension
- 2<sup>nd</sup> Offense 5 days of in-school suspension
- 3<sup>rd</sup> Offense 10 days of in-school suspension

**Behavior Not Covered Above.** The school district reserves the right to punish behavior that is not conducive to good order and discipline which is not covered in the preceding rules. The penalty for violation will depend on the urgency and seriousness of the situation and will be left to the discretion of the principal. Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the reasonable directions of a volunteer or non-certified staff member is a violation of this handbook and will result in disciplinary action being taken against the student, ranging from a warning to expulsion, depending on the circumstances.

**Zero Tolerance.** At times, a teacher may need to implement a **zero tolerance** policy while supervising students. This may be used for an

entire class, for groups, or for individual students. During this time, any infraction will be sent to the office and the classroom assertive discipline plan will not apply. Discipline will follow based on the infraction and where the student stands on the number of referrals.

**Persistent Disregard for School Rules.** A student, who persistently disregards school rules and reasonable efforts have been made to halt this conduct, may be recommended for suspension and expulsion in extreme cases.

### **Criminal Offenses**

**The following offenses are criminal acts as defined by Arkansas law; these acts will be reported to legal authorities.**

Whenever the principal or person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that a person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency.

**Disciplinary actions for the following items may include one or a combination of the following actions.**

1. In-school suspension
2. Referral to counseling services
3. Referral to ALE placement
4. Out of school suspension
5. Out of school suspension with the recommendation for expulsion.
6. Report to law enforcement officials.

**Arson.** No student will deliberately burn school property.

**Assault, Threatened Assault, and Abuse. Assault/Battery in the Second Degree.** Act 207 of 1997 stipulates that a person commits battery in the second degree if he/she causes or threatens to cause serious physical injury to any person and he/she intentionally or knowingly causes or threatens to cause physical injury to a student or teacher or other school employee while acting in the course of employment.

A student shall not threaten a fire, bombing, or other catastrophe. Act 1046 of 2001 – this law defines the offense of communicating a death threat concerning a school employee or a student as:

1. Communicating to another person a threat to cause the death of an employee or a student, and
2. The threat involves the use of a firearm or other deadly weapon, and
3. A reasonable person would believe the person intends to carry out the threat and
4. The person making the threat purposely engaged in conducts intended to culminate in the commission of the threatened act, and
5. There is a close temporal relationship between the threatened act and the substantial step.

The penalty for communicating a death threat as defined in the law is a Class D Felony. Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing as well as shoving, fighting, or threatening others constitute battery and/or assault and are strictly forbidden. All threats of violence or property damage will be taken seriously. Students should be aware that uttering threats cannot only lead to disciplinary action being taken against a student, but it can also lead to serious criminal penalties. Profanity and rude abusive language directed at others are considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony act of violence may have been committed on campus.

**Destruction of School Property/ Vandalism.** A student shall not purposely and without legal justification destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child.

**Drug/Alcohol Policy Violation.** No student shall knowingly possess, use, transmit, offer for sale, or be under the influence of any alcoholic beverage, any narcotic drug, or hallucinogenic drug, etc., while on school property or at any school-sponsored off-campus event. Students cannot possess drug paraphernalia. Examples are, but not limited to, pipes, rolling paper, syringes, clips, and etc. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. A trace of drugs/alcohol in one's body is a violation of this policy. The

student may be searched where there is a reasonable suspicion that the student may be hiding evidence of wrongdoing.

**Explosives/Fireworks Possession or Use.** A student will not possess, use, or threaten to use any firework or explosive or other such devices capable of inflicting bodily harm.

**Firearm Possession or Use.** No person in this state shall possess, handle, or transmit a firearm or replica of a firearm upon school property, on a school bus, at a school bus stop, or at a school-sponsored event.

**Sexual Abuse or Rape or Sexual Immorality.** Students shall not engage in sexual contact or sexual activity with another person on school property or at school-sponsored events.

**Terroristic Threatening.** Any student who threatens to cause death or serious physical injury or substantial property damage to another student, to a teacher or other school employee will be suspended for ten days and/or recommended for expulsion. The incident will be reported to the proper authorities. Before the student may return to school, a follow-up report from the authorities will be required.

**Theft.** Students shall not take the property of another person or be in possession of property belonging to another person without that person's permission. If a student steals or is in possession of property belonging to another person which is valued at \$100 or more, that student has committed a Category 3 offense.

**Threats-Illegal Emergency Threats-Bomb, 911, Fire, etc.** A student shall not threaten a fire, bombing, or other catastrophe.

**Verbal Abuse to a School Employee (Act 1565 of 2001).** It is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any school employee. A person who violates this policy shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) or more than one thousand five hundred dollars (\$1500).

**Weapons Besides Firearms.** A student shall not possess, use, or attempt to use a bladed instrument, knife, razor, razor blade, box cutter, ice pick, brass knuckle, unauthorized tool, chemical deterrent (mace, etc.), or any other dangerous object of no reasonable use to the students

at school which may cause bodily harm. This rule may include rocks if thrown at another person to cause harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The following procedure will be followed in these situations:

1. The weapon will be secured by an administrator.
2. The incident will be documented as a disciplinary referral with documentation of what consequences the student will incur if he/she possesses a weapon again at school or a school function.
3. The student's parent or guardian will be informed of the incident.
4. A copy of the disciplinary referral will be placed in the student's discipline records and a copy will be mailed to the student's parent or guardian.
5. The confiscated weapon shall be held in the office until the end of the school year at which time the student's parent/legal guardian shall pick up the weapon from the school's office.

Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

**Behavior Not Listed.** A student shall not engage in any behavior that violates Arkansas Law in school or at school-sponsored events even though an action may not be listed in this Discipline Policy.

## **CONSEQUENCES - SCMS**

### **Reprimand**

A formal conference with a teacher and/or administrator.

### **Lunch Time Detention**

This detention will meet during lunch time, immediately after 6<sup>th</sup> period. The students will spend the full 30 minutes in a designated room. Lunch will be served to the students in this detention. A student will be provided an opportunity to obtain a "standard meal" at lunch. A standard

meal meets all federal nutrition guidelines and will be selected at the discretion of the district. Students may provide their own lunch. Students are expected to bring books to work on assignments. Detention teacher may assign work to students if students do not bring assignments. Students must remain in detention for the full time in order to receive credit for completion. Lunch-time detention may begin the day the student is written up. The length of the assignment is determined by the teacher, principal or assistant principal. If a student fails to report to lunch-time detention, additional time will be added to his/her assignment. After a student misses lunch time detention, the student will receive an office referral. A student who creates a problem in lunch-time detention, will be subject to additional disciplinary action at the discretion of the detention hall teacher, principal or assistant principal. Lunch time detention will be dismissed promptly when recess bell rings and students will return to regular classroom assignments.

### **After School Detention**

After school detention will meet from 3:05 p.m. to 3:35 p.m. each school day. Parents will be notified of after school detention by a phone call from the principal or the assistant principal. If the parent cannot be contacted by phone, a note will be sent home with the student. After school detention assignment will begin 48 hours from the time the assignment is made (i.e. a student who gets after school detention on Monday, he/she begins the assignment on Wednesday after school or if a student gets after school detention on Thursday, he/she begins the assignment the following Monday after school.) The length of assignment is determined by the principal. If a student fails to report to after school detention, additional time will be added to his/her assignment and/or the student will be assigned to ISS. A student who creates a problem in after school detention will be subject to additional disciplinary action at the discretion of the principal. After school detention will be dismissed promptly at 3:35 p.m. Parents will be responsible for arranging transportation for their student(s) at this time.

### **Conflict Contracts**

Conflict contracts may be used with students that have been identified as having a severe conflict with another student and the conflict is causing a disruption in the learning environment or has the potential of causing a disruption in the learning environment.

Each student being placed on a conflict contract will meet with the principal or assistant principal where the rules of the conflict contract will be explained. The rules of a conflict contract are as follows:

1. Will not say anything to each other
2. Will not have any physical contact between both parties
3. Will not hang out or spend time in the same area and with the same group of students
4. Will not send messages to the other party of the conflict contract
5. Will not sit together in the cafeteria
6. Will be separated in the classroom
7. Will not say anything about the other party to another student
8. Will not text the other party

After the rules are explained, each student will sign the conflict contract agreeing to their understanding of the rules, their willingness to follow the contract, and their understanding that consequences will follow if the contract is broken.

Consequences for breaking a conflict contract will be left to the discretion of the principal or assistant principal.

### **In-School Suspension (ISS)**

The Star City School District will provide an in-school suspension for students who are identified as requiring such programs to continue their education. This program is provided for students who have been designated by the principal as having difficulty in following the rules set forth in the student handbook. Assignment of students to ISS by school district administration is not subject to appeal or review to Star City School District Board of Directors.

### **In-School Suspension Guidelines**

Parents will be notified by the principal or assistant principal with the reasons for ISS classroom placement. In-school suspension (ISS) assignment will begin on the date set by the administration.

Students that follow the rules for ISS will have the right to return to the regular classroom after the assignment has been completed. The assignment to ISS can and will be extended if the student's conduct warrants it. The determination of a day being accepted as counting as a day served will be determined by the ISS director in accordance with the rules stated. The ISS director will record infractions committed by each student.

Students who refuse to conduct themselves according to the ISS rules will be dismissed from ISS and taken to the principal or assistant

principal. The student will receive additional disciplinary actions which shall include additional in-school suspension days or out of school suspension, at the discretion of the principal or assistant principal. Any student that is removed from in-school suspension and assigned out of school suspension will be required to finish ISS days assigned upon arrival back to school.

Students assigned to ISS will be given the opportunity to complete regular classroom assignments and tests given during their absence. ISS staff will coordinate this work with the students and teachers. Work done while in ISS will be graded by the regular classroom teacher and credit given accordingly.

Each day assigned means a full day (8 periods). If the student is absent, that time must be made up.

Students assigned ISS are not allowed to participate in any school activities or to be at any school function, whether these activities or functions are in or out of town. Students are considered in ISS the day they begin their assignment and until the morning after their assignment ends.

If a student moves to another school district before completing his/her ISS assignment, that student will be required to complete the assignment before returning to and attending regular classes.

If a student fails to complete an ISS assignment during the school year that it was assigned, that student will be required to complete the assignment the following year before returning to regular classroom.

Situations which may occur that are not covered under this policy and the following rules will be decided at the discretion of the principal or assistant principal.

Students assigned to ISS must abide by these rules and guidelines:

1. **BRING ALL MATERIALS** that will be needed for learning. If a student fails to bring all text books and adequate school supplies, these materials will be provided by the ISS teacher.
1. **BE SEATED.** When entering the ISS classroom, the student is to go directly to his/her assigned area and be seated. The student is not to leave the area until given permission by the teacher/director.



2. **BEGIN WORK.** Assignments will be provided by the regular classroom teacher. If they are not, the ISS teacher will make assignments. Students are not to wait to be told to start to work. Students who fail to work will receive a warning. Students who refuse to work after receiving a warning will be given an additional day in ISS.
3. **NO TALKING.** When entering the ISS classroom, the student will not make any noise, gesture, or sound that would indicate an attempt to talk to gain the attention of another student. If a student has a question, he/she must raise his/her hand and wait for recognition. All questions must be of an academic nature and relate to the assigned work.
4. **WORK ASSIGNMENTS.** All work assignments must be completed in full to receive full credit.
5. **EACH DAY ASSIGNED MEANS A FULL DAY (8 PERIODS). IF THE STUDENT IS ABSENT, THAT TIME MUST BE MADE UP.**
6. **NO LOITERING.** When students arrive on campus, they are to go directly to the assigned ISS area. Students are not to enter other buildings unless accompanied by the ISS director/teacher. Students who violate this rule will be considered **OUT OF THEIR ASSIGNED AREA.**
7. **FOLLOW ALL RULES** that are stated in the Star City High School/Star City Middle School Handbook.
8. **MEALS.** A student will be provided an opportunity to obtain a “standard meal” at breakfast and lunch. A standard meal meets all federal nutrition guidelines and will be at the discretion of the district. Students may provide their own lunch.
9. Parents will be notified by the principal or assistant principal with the reasons for ISS classroom placement. In-school suspension (ISS) assignment will begin on the date set by the administration.

### **Out of School Suspension (OSS)**

Parents will be notified by the principal/assistant principal with the reasons for out of school suspension. Out of school suspension assignment will begin on the date set by the administration. When

behavior threatens the security and well order of the school, progressive discipline is not necessary. Consequences will be determined by the nature and severity of the offense. Consequences for major offenses that occur on the bus may result in a suspension from the bus and the consequence described in the handbook for that offense.

Any student placed in out of school suspension will not be allowed on campus for any reason. Students are expected to complete assignments while suspended. Students will be given an additional opportunity to complete assignments during Academic Support. Students will have the same number of days as assigned in the suspension to complete assignments. Example: 3 days of out of school suspension = 3 days to make up work. Failure to make up work in this time frame will result in reduction in percentage of 5% per day. Academic Support time will be assigned until all assignments are complete.

### **Suspension Return Guidelines**

A student returning to school following an out of school suspension must be accompanied by a parent or guardian. Both the student and the parent/guardian must meet with the principal/assistant principal.

## **2018-2019 SCMS BELL SCHEDULE**

Zero Period 7:35-7:56

1st period 8:00-8:47

2nd period 8:51-9:36

3rd period 9:40-10:25

3<sup>rd</sup> period is CARE and Second Breakfast

4th period 10:29-11:14

5th period 11:18-12:03

6th period 12:07 - 12:52

Lunch 12:52 - 1:22

7th period 1:26 - 2:11

8th period 2:15 - 3:00

## SCHOOL CALENDAR

August 13	First Day of School
September 3	Labor Day
September 17	Parent/Teacher Conferences 12:30 – 6:30
November 2	AEA Day
November 19-23	Thanksgiving
December 24-January 4	Christmas Break
January 21	Martin Luther King Holiday
February 18	President's Day
February 19	Parent/Teacher Conferences 12:30 – 6:30
March 18-22	Spring Break
April 19	Good Friday
May 24	Last Day for students (If there are no inclement weather days)
May 27	Memorial Day
May 28-June 3	Inclement weather days (Senate Bill 814)

## 2018 JUNIOR FOOTBALL SCHEDULE

August 9	Blue/White Game	Home 6:00
August 23	Watson Chapel	Home 6:00
August 30	Little Rock Hall	Home 7:00
September 6	DeWitt*	Home 7:00
September 13	Crossett*	There 7:00
September 20	Monticello*	There 7:00
September 27	Warren*	Home 7:00
October 4	Hamburg*	There 7:00
October 11	Dumas*	Home 7:00
October 18	West Helena*	There 7:00

The \* indicates conference games.

# STAR CITY MIDDLE SCHOOL

## MISSION STATEMENT

SCMS is a safe and positive environment that empowers all through accountability and respect.

Star City Middle School is  
“PAWSITIVELY” AWESOME



Practice Kindness

Act Responsibly

Work Hard

Show Respect