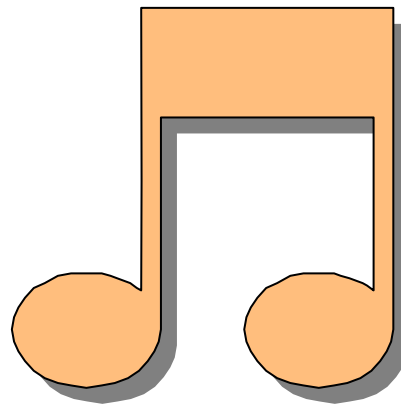


**DREAMLAND ACADEMY OF PERFORMING & COMMUNICATION ARTS:
CODE OF CONDUCT HANDBOOK**

2011-12



Choral Music!

Dramatics!

Instruments!

Performances!

Poetry!

A MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians,

We are pleased to welcome you and your children to a new school, **the Dreamland Academy of Performing and Communication Arts**. Our goal is to work together to provide a quality education and safe environment for all students.

We know that providing a safe and secure learning environment for our students is essential to student learning. Therefore, it is important that parents and/or guardians read and discuss the Code of Student Conduct with their children.

We need your support to teach and reinforce the student rules of conduct. It is crucial that all students see that we are committed to working together to provide a quality education.

Our dedicated teachers, administrators, and support staff look forward to a wonderful and productive school year with all students and families. Please assist us by becoming actively involved in your child's school and education.

Sincerely,

Dr. Brendly Clark, Principal/Superintendent

(Please return this to school)

I/we have read the *Code of Student Conduct 2007-08* discussed it with my/our child(ren), and will support the school's efforts to have a safe, well-disciplined learning environment.

Parent Signature _____ Date: ____/____/____



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The *Code of Student Conduct* shall be in force twenty-four hours a day, seven days a week and at all school functions, whether on or off school campuses. This document is intended for the use of students, faculty, school staff, and parents.

The Dreamland Academy of Performing & Communication Arts revised, March, 2009.

We all share responsibility for the safety and security of our students. Any and all threats of harm by a Dreamland student should be immediately reported to school staff. The school will work to protect the confidentiality of all involved within the limits of the law.




STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS SHALL HAVE:

- The right to attend school and a chance to get a good education. It is the responsibility of the students to come to school and be in all classes every day. Reasons for absences should be reported to the school as soon as possible. Students may be required to provide the school with a written note from parents or guardians explaining absences.
- The right to be told of all school rules and the consequences of breaking those rules. It is the responsibility of the students to know and follow all school rules, and accept the consequences of their behavior. The students should understand the student handbook.
- The right to have all steps of discipline followed fairly. It is the responsibility of the students to work with all school members in cases involving discipline. Students should follow the steps of appeals and accept final decisions and consequences.
- The right to get an education using books and materials at the level that will give the students success. It is the responsibility of the students to participate in the classroom and complete class work and homework to the best of their abilities.
- The right to know ahead of time how a grade will be earned. It is the responsibility of the students to understand how the teacher will grade and to keep track of their own grades in each subject.
- The right to use the school grounds and materials during school hours. It is the responsibility of the students to use the school grounds and materials correctly and show respect.
- The right to hear, see, and say different ideas. This shall include freedom to say, write or draw their ideas. It is the responsibility of the students to respect the thoughts of others that might be different from their own. These ideas must not offend or hurt others.
- The right to get personal counseling and counseling concerning grades. It is the responsibility of the students to go for personal counseling or counseling concerning grades.
- The right to be respected by other students and school staff. It is the responsibility of the students to show respect to other students and school staff.
- The right to take part in symbolic (flag salute) or religious programs. It is the responsibility of the students to respect other students when they take part in symbolic or religious programs.
- The right to take part in student activities and clubs for which they are permitted. Students must not be kept out of activities because of gender (except as allowed under Title IX), color, race, religion, or nationality. It is the responsibility of the students to follow the rules of student activities and clubs. The students should cooperate and demonstrate school spirit.
- The right to take part in student government which permits telling their ideas and solving problems in a democratic way. A student government shall be formed and students shall have a say in school rules and schoolwork. It is the responsibility of the students to support and take an interest in student government.

ATTENTION

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- The right to show their own style of dressing and grooming as long as it follows the school dress code. It is the responsibility of the students to know and obey school rules of dress.
 - The right to write and make available materials that are not commercial. All student publications have freedom of the press. It is the responsibility of the students to make sure that all materials made available are written in good taste and are not obscene or harmful to others. This will be decided by the Board of Principals.
 - The right to participate in groups and meet on school grounds. It is the responsibility of the students to meet in a way that does not break school rules or keeps others from learning.
 - The right to a fair amount of personal privacy. If school personnel have a reason to believe that the students have items that are against the law, they may check the students and their belongings. It is the responsibility of the students to keep themselves and their belongings free of items that might cause harm or be against the law.
 - The right to be free from bullying, name calling, or harassment. It is the responsibility of the students to avoid and discourage such behavior or to report it to school staff.
 - The right to attend school functions sponsored by the school on or off campus, unless under disciplinary restriction. It is the responsibility of the students to be accompanied by an adult when supervision has not been previously arranged by the school staff and to follow rules at all times while attending.

ATTENTION

RULES OF STUDENT CONDUCT

The following behaviors are NOT permitted for students:

LEVEL 1

- Gum chewing
- Running, tripping, pushing, hitting, or similar aggressive acts
- Throwing or propelling objects
- Unauthorized use of toys, audio devices, collectibles, or other similar items.
- Bringing animals to school
- Violation of the dress and appearance code
- Being in unauthorized parts of the school
- Unauthorized use of wireless communication devices

LEVEL 2

- Classroom/Cafeteria disruptions
- Disruptive behavior, including gang related materials, dress or hand signs.
- Skipping Class or leaving without permission
- Failure to complete disciplinary intervention
- Fighting, physical confrontation without injury, also, instigating or encouraging a fight
- Showing disrespect to, harming, or bullying others
- Defacing and/or destroying school property resulting in damages of less than \$1,000
- Lewd or obscene gesture/language, literature, or objects
- Leaving school without permission
- Truancy
- Cheating, plagiarism, forgery, violation of copyright laws, or abuse of technology
- Providing false information to school personnel
- Having a toy or imitation weapon
- Disobeying, defying, disrespecting and/or using profanity
- Having or using matches or lighters
- Habitual offenses from Level 1

LEVEL 3 (Serious Misbehavior)

Fighting or any careless or malicious action that results in the injury of a person or damage to property.

- Hitting, striking, or lying about a school staff member
 - Using, possessing, selling having or distributing alcohol, drugs, or drug related items
- Having weapons or other dangerous objects, including knives, brass knuckles, mace/pepper spray, chem or fireworks, including smoke/stink bombs or laser pens or using toy/imitation weapons in a threatening manner
- Stealing, theft or accessory to theft
 - Sexual harassment
 - Major campus disruption, taking part in a riot
 - Arson, setting fire to a building or other property
 - Bomb threats, false fire alarms or hoaxes
 - Extortion, (i.e., taking anything by force)
 - Intimidating school staff or students, bullying or threatening them with violence
 - Pattern of bullying or harassment of school staff or students or threatening them with violence
 - Violations of other criminal laws



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LEVEL 3 (Serious Misbehavior)

- Possession or use of tobacco products or look-alikes
- Defacing and or destroying school property resulting in damage of \$1,000 or more
- Lewd or obscene behavior or sexual misconduct
- Habitual offenses from Level 2



Consequences

The school's administrators will consider the seriousness and cause of the offense as well as the attitude the student when determining the consequences for students who break school rules.

The following consequences will be used to deal with students who break school rules:

LEVELS 1 & 2

- Conference with student
- Conference with parent
- Assignment of written work, work detail, and/or restitution of property
- Behavioral or student self-improvement agreement
- Loss of privileges
- Parent shadowing and/or daily or weekly report to parents
- Referral to school social worker, school psychologist, guidance counselor, nurse, or school resource officer
- Detention
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement agency (criminal investigation and/or arrest)
- Change of placement
- Functional behavioral assessment

LEVEL 3

- Recommendation for expulsion with educational services (removal from school)
- Recommendation for expulsion without educational services (removal from school)

LEVEL 3 (Serious Misbehavior)

NOTE: FERPA (Family Educational Rights and Privacy Act) changes mandate that schools maintain and transfer suspension and expulsion records on all students.

- Many Level 3 misbehaviors, including threatening or hitting school staff, may result in arrest and criminal charges.
- Teachers will not give or threaten to give grades lower than those the student actually earned. Unfinished or careless work will cause grades to be lowered. Cheating or copying work will cause a lower grade on that assignment.

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Zero Tolerance for Violent Crime

- Expel violent students who commit violent criminal acts (homicide, sexual battery, armed robbery, aggravated battery, battery on school staff, kidnapping, arson, or possession, use or sale of a firearm or explosive).
- Notify law enforcement agencies when any of the above acts are committed.
- Share appropriate information on students with law enforcement agencies, Department of Children and Family Services, and the Department of Juvenile Justice.
- Assist all staff in dealing decisively and effectively with violent and disruptive students.



Zero Tolerance Relating to Firearms in Vehicles on the School Property

Arkansas Statutes, makes it lawful for a person eighteen (18) years of age or older to possess a firearm or other weapon for self-defense within the interior of a private vehicle if the weapon is securely encased. It's the policy of the Dreamland Academy of Performing & Communication Arts, **SHALL NOT** apply to any student bringing any concealed firearm or weapon onto school property. **All** students are subject to the policies and penalties stated in this *Code of Student Conduct*. For the purposes of this policy, the word student shall mean, but not be limited to, any elementary student of a school maintained and operated by the Dreamland Academy of Performing & Communication Arts.

Weapons

Guns:

Any student who brings guns or explosives onto the school campus, bus, or school function **shall be recommended for expulsion for one calendar year**. Other students who handle, use, or possess guns or explosives shall be recommended for expulsion by the Principal for not less than one calendar year. The Superintendent, his/her designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. Criminal prosecution will be pursued in these instances.

Other Weapons: Students are not to be in possession of any type of weapon on school campuses or at school functions. This includes having weapons, dangerous objects, including knives, brass knuckles, mace/pepper spray, chemicals or fireworks including smoke/stink bombs or laser pens or using toy/imitation weapons in a threatening manner. Violation of this rule will result in automatic out-of-school suspension and possible expulsion, especially if the weapon is used in a threatening manner or attack. Criminal prosecution is also likely in these instances.

Violence Against School Personnel

Violence against school personnel is grounds for disciplinary action and may result in criminal penalties.

ATTENTION

All students who commit assault or battery on school officials will face disciplinary action which may include expulsion or alternative placement.

Drugs and Other Illegal Substances

The use of drugs and illegal substances, including alcohol, is harmful to students and hurts their education. Use or possession of these substances will not be tolerated.

Students possessing alcohol, marijuana, pills, or any other drugs, or drug look-alikes will be dealt with severely. Punishment may include referral to counseling services, suspension, and/or law enforcement intervention.

Students selling or distributing drugs to others will face possible expulsion.

Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the *Code of Student Conduct*. It can also be a violation of criminal law. It will not be allowed at Dreamland, or at school sponsored activities. Any such offenses may result in severe disciplinary action when such behavior disrupts the learning process.

It is Harassment When:

A student displays inappropriate sexual behavior or bullies others. Examples include but are not limited to:

- Inappropriate touching, grabbing, or pinching
- Sexual or obscene language and gestures
- physically frightening another person

It is Harassment When:

A student talks inappropriately about a person's sex, sexual orientation, ethnic or national origin, race, color, religion, physical attributes, disability, or handicap. Examples include, but are not limited to:

- Calling people names
- Writing comments about a person; e.g., on a bathroom wall
- Teasing a person about his/her body

It is Bullying When:

A person willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed (stress, injury, discomfort) or threatened at any school site, or school board sponsored activity or event. Bullying is a form of aggression.

Examples or types of bullying may include, but are not limited to:

- **Physical Bullying** - punching, shoving, poking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching;
- **Verbal Bullying** - such acts as hurtful name calling, teasing and gossip;

ATTENTION

- **Emotional (psychological) Bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rate/ranking, of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure;
- **Sexual Bullying** - Inappropriate or obscene language or gestures, touching grabbing, pinching, or exposing “private” body parts.
- **Cyber Bullying** – tormenting, threatening, taunting, ranking, degrading a target, harassing, humiliating, or otherwise targeting a student or staff member using the Internet, interactive and digital technologies, or mobile phones or inviting others to join in these acts.

The School Board has no duty to regulate or review off-campus Internet messages, statements, postings, or acts. However, the School Board reserves the right to regulate, review, investigate, and discipline students for cyber bullying, or for other disciplinary violations when such Internet statements, postings, or acts are made while on school campus, or while made off-campus and such statements, postings or acts threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

The School Board's reservation of rights does not impose on the School Board a duty to regulate or review off-campus Internet messages, statements, postings, or acts.

If a student is the victim of any form of harassment or bullying, the incident should be reported to a teacher or other staff member immediately. Violations of this nature will result in serious consequences, which may include suspension, referral to law enforcement agencies, and even expulsion.

Rules of Dress and Appearance

In order to promote an orderly learning environment in our schools while preparing all students for later success in the world of work, the Dreamland Academy of Performing & Communication Arts has established the following guidelines for student dress:

- Student shall keep their clothes, bodies, and hair clean.
- Students shall wear shoes or sandals held securely on the feet for protection and safety while on the school grounds or aboard school transportation.
- Students shall not wear hats or head coverings inside school buildings unless previously approved for medical or religious reasons or special school activities by the Principal.
- Students shall not wear decorations, symbols, mottoes, or designs on the body or clothing showing unacceptable products (tobacco, alcohol, and drugs), inappropriate clubs or groups, or inappropriate pictures or words.
- Students shall not wear spandex and/or beach-type clothing to school.
- Students shall not wear very short shorts or miniskirts, see-through clothing, or tops that leave the stomach showing.
- Students should wear clothing that lets them move and play safely (examples: tennis shoes, shorts, t-shirts) when physical education is scheduled.
- Students' clothing shall be worn appropriately as designed. For example, pants are to be worn securely at the waist.

ATTENTION

- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major distraction to the educational process. Wallet chains shall not be permitted.
- The Principal, or designee, will make the decision if a student's appearance meets school and community standards. The Principal's decision on the appropriateness of dress is final.

Special Note: A student in violation of the dress code will be required to change into appropriate clothing before returning to class. If necessary, the student will contact parents to provide the appropriate clothing. Failure to do so will result in a discipline referral.

Repeated violations of the dress code will result in being assigned a Level 2 or 3 intervention.

Rules of School Attendance

Students must come to school every day regular attendance is extremely important in the learning process. When students are absent, parents must call or send a note, as soon as possible or when the student returns to school, explaining the reason for the absence. Parents will be notified if their child has many absences. In the case of many absences, a parent must send in a doctor's note explaining the student's illness.

Failure to do so will result in a referral to the school social worker.

The following are acceptable reasons for student absences:

- 1) Illness of student.
- 2) Major illness in the immediate family of the student (immediate family is a parent, brother, sister, grandparent, aunt, uncle, legal guardian, or a member of the student's household).
- 3) Death in the immediate family of the student.
- 4) Religious holiday of the student's faith (example: Epiphany, Rosh Hashanah, Yom Kippur).
- 5) Trips to attend religious events (if the Principal approves the absence in advance).
- 6) Trips with parents when approved by the Principal in advance.
- 7) In-School Suspension.

Appearing before a court or law enforcement agency (if the student is not suspended from school). A copy of a note from the law enforcement agency must be given to the Principal.

To Report an Absence:

- 1) A parent or guardian must phone, send a note, or visit the school by the first (1) day of the student's return.
- 2) The school will try to get in touch with the parent or guardian if a student's absence is not explained.
- 3) All notes and important information will be kept by the school.

ATTENTION

A designated teacher shall determine excused absences as indicated in the Attendance Monitoring Plan, or if administered in a centralized location; the Principal, or his/her designee will make the determination.

Schools shall require written explanations or personal communication from parents/guardians when students are absent. This should occur upon the student's return to school. All other absences from school shall be considered unexcused and shall be dealt with according to the *Code of Student Conduct*. Failure to provide requested documentation will result in unexcused absences. In the case of excessive absences, upon request of the Principal, a parent will provide documentation (doctor's statement) of a student's illness.



Make-up work

When a student returns from an absence, the teacher will give make-up work to help the student. The student will have at least one school day for each day absent to finish the work. The make-up work will be given full credit for excused or unexcused absences. Parents may request work prior to a student returning from an absence. However, twenty-four (24) hours notice to the teacher should be allowed for preparation of the work. Work due to be turned in on the day of the excused absence will be turned in on return and be given full credit.

The Principal shall have the authority to modify these conditions with a confirmed hardship.

Tardiness and Early Checkout

Students need to arrive on time and stay through dismissal so they will receive important directions, class instruction, and avoid disrupting other students who are working. Parents can set a good example by encouraging students to follow the school's time schedule and to follow the procedures found in the school handbook. All parents must report to the front office when picking up their children prior to the regular dismissal time.

The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem.”

Special Note on Student Supervision

Students must be under the control and direction of the Principal or designee for only a reasonable time before or after school or an authorized school sponsored activity. Parents should not rely on school supervision outside the time limits of such policy. Please refer to your school's beginning and ending hours and arrange for supervision of your children accordingly.

Student Activities and Organizations

Students' activities and organizations are very important to educational development. These activities are scheduled to avoid conflict with classes.

The following rules shall apply to all student activities and organizations:

- They must be open to any student who qualifies.
- They must have a charter and/or constitution written by the students and teachers that is approved by the Principal.
- They must have a faculty member present during all meetings. Meetings will be held at school, unless approved by the Principal.
- All money collected by the organization must be turned over to the school.

All activities and organizations will be listed in the school handbook for parents and students. Any special rules for activities and organizations shall be:

- 1) Approved by the school Principal each year
- 2) Written and given to all possible members
- 3) Adhere to the rules of the *Code of Student Conduct*



Student Government

An elected student government will serve as the Student Council. Two students from each classroom in grades 3-5 will be elected to serve on the Student Council. The purposes of the Student Council are to:

- * Learn and demonstrate good citizenship,
- * Encourage school spirit, and
- * Help organize school activities

Wireless Communication Devices

Students will be allowed to have cell phones in their possession, but they will not be permitted to have them turned on or in use during school hours without prior administrative permission.

Use of Reasonable Force

The safety and welfare of our students is of utmost importance. In today's society, it has become necessary to use a range of conduct management efforts to control student behavior. These efforts include the use of reasonable force. Arkansas Statutes, allow such force to be used by school personnel in maintaining a safe learning environment. While use of reasonable physical force may be needed, that force is not to be excessive, cruel or unusual in nature and alternatives to the use of such force should always be attempted, time permitting. Any use of reasonable physical force must cease upon the restoration of a safe and orderly environment.

Use of reasonable force is permitted to protect students from:

- Conditions harmful to learning;
- Conditions harmful to students' mental health;
- Conditions harmful to students' physical health;
- Conditions harmful to safety;
- Harm and/or injury to self, school personnel and others.



Suspension Guidelines

In-School Suspension

If a student breaks a **LEVEL 2 or 3** rule, he or she may be given up to three (3) days of in-school suspension. The Principal will assign the suspension and notify the parents.

During the suspension, the student will be separated from all other students and will not be allowed to participate in school-sponsored activities; the teacher(s) will provide assignments.

Out-Of-School Suspension Guidelines

- * The Principal may suspend a student from school for up to three (3) days. A good faith effort shall be made by the Principal or Principal designee to employ parental assistance or other alternative measures prior to suspension except in the case of a serious breach of conduct. The Principal shall make reasonable efforts to notify the parent by telephone the same day of the suspension and will mail a written notice home to the parent within one school day after the decision.
- * Before suspending a student, a Principal shall attempt to work with the parent or find other ways to handle the problem, except in an emergency (LEVEL 3 offenses). Any methods that were used will be written on the suspension form. If a student has been suspended, he/she may not come on the school property or attend school-sponsored activities. To do so, will be considered trespassing, and law enforcement officers may be called.

To keep up with his/her classes a student must make up class work as determined by the teacher.

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Students will receive credit.

Students are required by law to attend school and shall not receive out of school suspension for truancy or for skipping classes.

- If a student has been charged with a felony crime, the Principal can ask the Superintendent, or his/her designee, to suspend the student from classes for a time period determined by the Superintendent or his/her designee. During that period of suspension the student shall have the right to a placement in a full-time alternative program. The student shall have a right to an administrative hearing. If the child is found guilty of a felony, the Superintendent, or his/her designee, may recommend expulsion to the Dreamland Board of Directors. If found innocent, the absences will be considered excused.



Expulsion Guidelines

The Principal may recommend to the Superintendent, or his/her designee, that any student who has committed a serious offense be expelled. These offenses include:

- Starting fires
- Violence against people or property; possession of weapons, gang related activity
- False fire alarms
- Bomb threats
- Any other act or series of acts over time which substantially disrupts the orderly conduct of the school

A copy of the Principal's recommendation will be sent to the parents. It will include a report of earlier actions taken.

Steps taken by the Principal to expel a student include:

1. Principal makes direct contact with parent(s) or guardian(s) by phone or in person to remand the students to the parent/s and the student is suspended for three (3) days.
2. Principal writes a letter to the parent informing them of his recommendation for expulsion.
3. Principal contacts the Superintendent or his/her designee.
4. Principal writes a letter to the Superintendent informing him/her of the recommendation for expulsion. This letter must include a description of the current offense or offenses, previous referrals, and history of previous interventions/attempts to assist the student.
5. The student is suspended until the results of the appeal are known or until the time of the next Board Meeting, when the recommendation for expulsion will be heard and acted upon by the Board.

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ATTENTION

Steps taken by the Superintendent, or his/her designee, to expel a student include:

1. Principal's letter is reviewed, and parent contact information verified.
2. Superintendent or his/her designee notifies the parent that the expulsion recommendation will be sent to the School Board and advising the parents of their rights to a hearing at the Superintendent level.
3. Upon parent request, an appeal hearing may be held. At this hearing, pertinent background information about the student and previous disciplinary referrals or incidents may be presented.
4. Parents are permitted to appeal the Superintendent's recommendation to the School Board, in open or close session. The Board will render the final decision regarding the expulsion.

A student may not be expelled for more than the remainder of the current school year, and the following school year.

If the School Board believes that special assistance is needed for the student, a meeting can be held to consider ways to assist the student and/or the family.

Expulsion from school means the student loses the right to receive a public education. This conflicts with the 2004 I.D.E.A. rules. Therefore, a student with a disability, who would otherwise be recommended for an expulsion without services, would instead be provided education in a more restrictive or alternative setting.

Suspension of ESE/504 Disabled Students

When the total number of days of suspension for a Section 504 student approaches three (3) days during an academic year, a manifestation determination hearing must be held prior to any subsequent suspension. The purpose of the meeting is to discuss the circumstances surrounding the offense and to determine if a relationship exists between the rule infraction and the student's qualifying disability. If no relationship exists between the qualifying disability and the behavior in question, the student can be treated in the same fashion as a non-disabled peer.

Appeal Procedures

- At the school-level, a student has the right to:
- Know what rules have been broken
- Receive an explanation of the evidence against him/her
- Be told what kind of consequence (s) he/she can expect
- Tell his/her side of the story
- Call a witness to show he/she is innocent
- Receive oral and /or written notice of the charges

Have the suspension (or other serious consequences) delayed by the Principal until a final decision is made

ATTENTION

A student who feels he/she has been treated unfairly may do the following:

1. The student should go to the person he/she is having a problem with and try to talk it out.
2. The student or his/her parent(s) must give the Principal a written and signed letter of complaint within three (3) school days. The letter should describe the problem and present an alternative solution. The Principal will reach a decision within three (3) school days after receipt of the complaint letter.

Appeal Procedures (at the Superintendent's Level)

1. In cases of four (4) or more days of out-of-school suspension or expulsion, when the student and/or parent do not agree with the Principal's decision, a copy of the original complaint letter may be sent to the Superintendent or his/her designee. This must be done within three (3) school days following the Principal's decision. The Superintendent, or his/her designee, will make a decision within the next five (5) school days. The decision of the Superintendent or his/her designee will be **final**.
2. If a student is recommended for expulsion, a Superintendent's level appeal hearing is scheduled. If the parent of the student does not agree with the decision reached at the appeal hearing, he/she may formally appeal at the next regularly scheduled meeting of the School Board. The School Board decision will be final.

During a formal appeal, the Superintendent, or his/her designee, may keep a student off a campus if he/she believes that the student's presence on campus would be a continuing danger or disruption; in such cases the appeal shall be expedited.

NOTE:
Steps 1 and 2 mentioned above may be used only in cases where a student is suspended out of school for four (4) or more days or recommended for expulsion.

Dr. Brendly Clark, Superintendent/Principal

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| Board of Directors: | Patricia Phillips | President |
| | Brenda Hill | Vice President |
| | Robin Duckworth | Secretary |
| | Eric Beasley | Treasurer |
| | Deidre Smith | Member |



GLOSSARY

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|-------------------------------|--|
| Administrator: | Principal or assistant Principal asking for a review of what you have done looked |
| Appeal: | at by those in charge before a decision is made. A person who willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed or threatened. Bullying is a form of aggression. |
| Charter: | a written permission to allow a club to form |
| Consequences: | what happens if you break a rule |
| Constitution: | rules for a club |
| Conviction: | to be found guilty |
| Counseling: | to talk with others for advice or guidance |
| Cumulative record: | records maintained on a student for each year he/she is in school |
| Defiance: | refusing to do what you are told |
| Democratic: | free and equal participation in decision-making |
| Detention: | being asked to stay behind apart from a group as a consequence to a rule infraction. the practice or methods of ensuring that students obey rules by teaching them to do so and correcting them if they do not. |
| Documentation: | written proof |
| Felony: | a serious crime |
| Gender: | boy or girl |
| Grooming: | to keep your body clean and neat |
| I.D.E.A.: | Individuals with Disabilities Act of 2004 |
| IEP: | Individual Education Plan |
| Inappropriate: | not acceptable |
| Institution: | a place where students are cared for |
| Juvenile: | a young person or child |
| Manifestation Hearing: | a meeting to determine if the student's misconduct was a result off related to the student's disability |
| Mediation: | attempt to resolve a problem by others who are not involved and who have heard both sides |
| Nationality: | the country to which you belong |
| Nolo Contendere: | means "I do not wish to contend"; ostensibly an admission of guilt |
| Obscene: | offensive to standards of decency |
| Offend: | to hurt the feelings of someone else |
| Privileges: | an advantage or benefit not available to everyone |
| Publications: | materials written by students and given to others to read |
| Referral: | to send a person to someone or someplace else for help |
| Respect: | to treat nicely and with importance |
| Responsibilities: | the things you are expected to do |
| Symbolic: | something that stands for something else |
| Trespassing: | to be someplace you are not supposed to be by law |
| Truancy: | missing school often for no good without a valid reason |