

**Fennell Elementary Magnet School
Of
Science, Technology, Engineering, Art and Math**



**Parent and Student Handbook
2017-2018**

Introduction

We honor the opportunity to welcome you to our new magnet school challenging “Eagles to Soar”. We are excited to inform you that there will be many creative and experimental activities awaiting you as the 2017-2018 school year unfolds. We are excited about engaging all students with fun activities to foster quality education. It is our vision to nurture the growth and development of each child through explicit direct instruction and hands-on learning. It is our aspiration that we will have a school year graced with educational achievements and enviable accomplishments.

Hampton One School Board Members

Mr. Phillip Strother, Sr.	Chairperson
Mrs. Nicole G. Bennett	Vice Chairperson
Mrs. Kari Foy	Secretary/Treasurer
Mrs. Libby Murdaugh	Member
Mrs. Hannah B. Priester	Member

District Information Sheet

803-943-4576

Ronald Wilcox	Superintendent Ext.1025
Toreacher Dobson	Deputy Superintendent Ext.1002
Jack Hutto.....	Federal Programs Ext.1007
Marilyn Young.....	Special Services Ext.1017
Mozelle Murdaugh.....	Food Services Ext.1015
Karen Whitlock.....	Director Adult Education Ext.1050
Ernie Glynn	Receptionist Ext.1001

School Information

Willie F. Coker.....Principal

Violet Salisbury.....Reading Coach

Carla Priester.....Guidance Counselor

Maurice Alsing.....Director of Student Activities/P.E

Sharon Frazier.....PowerSchool Manager/Attendance

LaShawn Thompson.....Financial Secretary

Robin Kurz.....Librarian

Robbie WhiteTechnology

Eleanor Murray.....Technology Paraprofessional

Rose Washington.....Parenting/3 Year Old Program

Kayla Mitchell.....Pre-Kindergarten

Candace Sauls.....Pre-Kindergarten Paraprofessional

Rebecca Evans.....Kindergarten

Sheila Griffin.....Kindergarten Paraprofessional

Jordan Murray.....First Grade

Delphine Hamilton.....1st Grade Paraprofessional

Dennelle Thompson.....Second Grade

Kim Roberts.....Third Grade

Saidell Moore.....Fourth Grade

Misty Cope.....Fourth Grade/Instructional Coach

Gloria Brown.....Fifth Grade

Jackie Gallagher.....Fifth Grade

Corrie Frohnapfel.....Sixth Grade

Melissa Moore Mullen.....Sixth Grade

Ervin Manigo.....Band

John Wright.....Art

Nikki Smalls.....Music

Altoris Gamble.....STEAM Lab

Tirhana Guillen.....Spanish Paraprofessional

Denise Mole.....Technology/Bus Driver

Eula Henderson.....Lunchroom/Cashier

Cynthia Riley.....Lunchroom Supervisor

Madeline Perry.....Lunchroom/Bus Driver

Lilian Ellis.....Cook

Gloria O'Banner.....Cook

Leroy Davis.....Head Custodian

Mack Griffin.....Custodian

Nesafaye G. Frederick..... Resource Officer

Important Telephone Numbers

Main Office: 803-398-5591

Guidance: 803-398-5571 Ext.1603

Nurse Station: 803-398-5591 Ext.1605

Cafeteria: 803-398-5591 Ext.1608

Media Center: 803-398-5591 Ext.1604

Fax: 843-589-8043

School Mascot: Eagles

School Colors: Green and Gold

School Hours: Doors open to students at 7:00 am.

Breakfast at 7:25 am- 7:50 am.

School begins at 7:55 am.

Dismissal at 2:20 pm.

No early dismissal after 1:40 pm.

Hampton School District One
School Calendar
2017-2018

July 4, 2017.....	Independence Day
August 14, 2017.....	Staff Development Day
August 15, 2017.....	Work Day/Staff Development Day
August 16, 2017.....	Teachers' Workday/Meet & Greet
August 17, 2017.....	Students' First Day
August 21, 2017.....	Half Day (Eclipse)
September 4, 2017.....	Labor Day Holiday
September 19, 2017.....	1st Nine Weeks Interim Report
October 19, 2017.....	End of 1st Nine Weeks
October 26, 2017.....	Staff Development/Report Card Pick-up
November 10, 2017.....	Staff Development Day
November 22-24, 2017.....	Thanksgiving Break
November 28, 2017.....	2nd Nine Weeks Interim Report
December 20, 2017.....	Half Day
December 21, 2017-January 2, 2018.....	Christmas & New Year's Break
January 3, 2018.....	Teachers' Work Day
January 4, 2018.....	Classes Resume
January 11, 2018.....	End of 2nd Nine Weeks
January 15, 2018.....	Dr. Martin Luther King, Jr. Holiday
January 18, 2018.....	Report Card Sent Home
February 16, 2018.....	Staff Development Day
February 19, 2018.....	Presidents' Holiday
February 20, 2018.....	3rd Nine Weeks Interim Report
March 20, 2018.....	End of 3rd Nine Weeks
March 30-April 6, 2018.....	Spring Break
April 9, 2018.....	Staff Development/Report Card Pick-up
May 8, 2018.....	4th Nine Weeks Interim Report
May 28, 2018.....	Memorial Day Holiday
June 1, 2018.....	Half Day(Students)
June 2, 2018.....	Graduation
June 4, 2018.....	Professional Development Day
June 5, 2018.....	Teachers' Workday/Last Day
January 3, February 16, and April 9, 2018.....	Inclement Weather Make-Up

Statement

Join us for the 2017-2018 school year as we prepare to offer rigorous and engaging activities through cooperation and collaboration with parents, school board, staff and all stakeholders to provide life-long learning activities for students' academic success.

Mission

Create a safe, nurturing and positive learning environment. Engaging students in challenging and creative activities. Involving students to high level problem solving and conflict resolutions. Excel in STEM activities to engage successful 21st Century leaders and innovators. Create a collaborative environment for teaching and learning.

Vision

All students will have the opportunity to participate, excel, develop and provide life-long learners' achievement and accomplishments. Teachers will provide daily, relevant STEM activities to motivate academic achievements in the 21st Century learners to infuse and create tomorrow's citizens.



Fennell Elementary Magnet School of Science, Technology, Engineering, Art and Math

A magnet school is a public school with specialization in a particular course to spark enthusiasm for learning, empower families and revitalize communities.

The magnet school is being created to improve teaching and learning. It is also being set up to change the school climate. Our thinking is to provide a framework for physical attraction and academic success as outlined:

1. Make the classroom more attractive for teaching and learning
2. Make the hallways more attractive
3. Set up a learning science lab for all students under the supervision of a science instructor
4. Set up math lab to improve math skills
5. Use more technology in the curriculum
6. All students will have access to laptops or tablets, grades PreKindergarten thru second would use tablets, grades three thru six will use laptops
7. All students will use desktops
8. Teacher/students ratio will be 1 to 18
9. Our curriculum will reflect reading, writing, math, science and Spanish. It is our long-range goal to add German
10. Use gardening, greenhouse and outdoor classrooms for writing, math and science
11. Implement classroom procedures for one week or longer for mastery by students (15 minutes daily)
12. Use STEM activities (Robotics)
13. Set up clear and specific goals
14. Use data to drive instruction
15. Use stakeholders from the community college professors, business people and parents
16. Use reading recovery for grades two and three
17. Social studies will be learned from reading
18. Add 15 minutes to science and math. Add 20 minutes to reading and writing
19. All teachers including PE, Art and Computer Science will implement reading, writing, math and science
20. Recruit volunteers, educators and involve parents and community

This physical and academic blueprint must reflect the following operations or strategies:

1. Professional staff development in writing

2. School-wide procedures
3. Implementing technology in the curriculum
4. Typing for students in grades K through 6
5. Purchase tablets for grades PreK through 2
6. Small group instruction
7. Individualized instruction
8. Creative learning
9. High-level thinking skills
10. Independent learning
11. Hands-on experiences
12. Model all instructional expectations
13. Thirty desktop computers for students mastery
14. Foreign language (employ a teacher assistant that is fluent in speaking Spanish)
15. Secure grants to provide technology
16. Conscious Discipline
17. High progress literacy
18. Cooperative learning
19. Emphasis on critical thinking
20. Communal imagination, creative design and asking “what if” supposition
21. Differentiated instructions
22. Guided reading
23. Leveled text
24. Early intervention
25. Close the achievement gap

This is only a framework to improve teaching and learning for the implementation of a successful program at the Fennell Magnet School.

Fennell Elementary Magnet School of Science, Technology, Engineering, Art and Math

To transition into a magnet school, Fennell Elementary will implement quarterly projects (PBL)

Project Based Learning is a teaching method in which students' gains knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge.

Why do we use project based learning?

In the 21st century workplace and in college, success requires more than basic knowledge and skills. In a project, students learn how to take initiative and responsibility, build their confidence, solve problems, work in teams, communicate ideas, and manage themselves more effectively. In addition, PBL helps address standards required each year.

Each nine weeks, students will engage in the projects (www.pblproject.com) listed below incorporate multiple subject areas. The projects will align to the grade level standards, which will vary by grade level. These projects will engage students in researching, problem solving, critical thinking, and designing to solve real world problems. Students will use various forms of technology as they engage in the projects including internet searching, informational video links, CODE, keyboarding, and multimedia presentations. Robotics and Legos will also be used when applicable for students to present their projects. Parents will be invited to visit and view student projects each nine weeks.

- 1st 9 Weeks.....Classroom Pets
- 2nd 9 Weeks.....Design a Toy (no weapons)
- 3rd 9 Weeks.....School Garden
- 4th 9 Weeks.....Water Safety

In addition to implementing Project Based Learning, teachers will also:

- Implement STEAM lessons as they pertain to the academic standards
- Provide real world connections to everyday lessons
- Collaborate across grade levels and grade level bands
- Strategically plan for instruction with support from the instructional coach and literacy coach
- Adhere to the district pacing guides for each subject
- Use the Fountas and Pinnell LLI kit to assess students' reading levels
- Provide interventions based on students' assessments (Fountas and Pinnell LLI)

Fennell Technology Magnet School Components

Our program is designed to integrate technology into all areas of the curriculum. This is provided through the following academic programs based on State Curriculum Standards.

- Four technology labs, windows compatible, fiber optic net worked computers.
- Computer projection devices.
- 30 Ipads
- Assorted curriculum based and state standard approved software.
- Portable Laptops
- High speed Internet access
- Digital cameras and camcorders
- Mobile Devices
- Closed Circuit television
- Promethean Interactive Boards
- Activities
- Interactive Slates
- Flat-screen monitors
- Z Space Computers
- Laptop computers with wireless internet
- Handheld technology
- Integrating interactive technology
- Collaborative pedagogy in classroom
- Teachers as facilitators and students as inquiry learners
- Classroom mobility
- Better advice to individual students and learning teams
- Access to technology

Innovative Components of the Magnet School

- Classes are limited to 18 students
- Each student has a computer
- Teachers with specialized training
- Four computer labs
- Laptop computers in 3rd, 4th and 5th grades. Chromebooks in 6th grade.
- Typing and writing skills
- Mini laptop computers in PreKindergarten, Kindergarten, First, and Second grades
- Have a low tolerance for lecture style teaching
- Active learning rather than passive learning

- Engage communication technologies to access information and to carry out social and professional interactions

Fennell Magnet School Math Components

- Problem Based Learning
- Project Based Learning
- Learning heavily supported with technology, mobile learning devices, research, and data collection.
- Critical thinking and problem solving.
- Student collaboration
- Incorporate different strategies to solve problems
- Increase self-direction and motivation to learn
- Engage in projects with real world applications
- Summarize and verbalize learning

Fennell Magnet School Science Components

- Teaching and learning with a sense of “I wonder” and “I appreciate”
- Learn through authentic investigation
- Gain an in-depth knowledge through project-based learning.
- Utilize a multi-sensory approach
- Incorporate research, data, and technology as primary learning tools
- Prepare students for real world applications through project-based learning.
- Use of mathematical analysis, scientific inquiry, and engineering design.
- Enhance ability to gather information, communicate, problem solve, think critically, and develop life-long learning skills.
- Utilize innovative strategies and technology to engage students in investigation and discovery

Fennell Magnet School Language Arts Components

- Critical thinking
- Reading for learning
- Researching for learning
- Collaborative learning environment
- Incorporate strong writing skill sets
- Utilize reading and writing projects to connect all content areas
- Strategies for real world applications through reading and writing
- Enhance communication skills through collaborative learning
- Engaging activities with interactive learning

Fennell Magnet School Engineering Components

- Think like an Engineer
- Convergent and divergent explorations
- Intuitive concepts
- Use technical skills and technology to create solutions
- Understand STEAM activities
- Challenge students to create aspirational objects
- Solve problems
- Exploration and demonstration
- Basic Robotics Curriculum
- Graphic instructions
- Brainstorming and problem solving

Magnet School Presents Extra-Curricular Incentives

- Safety Patrols
- Morning Broadcast Team
- Student Council
- Science Club
- Chess Club
- Robotics Club
- Mentoring Program
- Eagle Chorus
- Math Club
- Tutorial Services
- Honor Roll Club
- Technology Club
- Beta Club
- Softball Team
- Basketball Team
- Boys Honor Club
- Girls Honor Club
- Garden Club
- Greenhouse Club
- Eagles Promotion, Inc.

Uniform Policy

Fennell Magnet School will continue to have a dress code for all students. Students are expected to follow the dress code from the time they enter the building in the morning until the time they exit the building in the afternoon.

A day before a game, athletic team members may be allowed to wear their uniform or team shirt. Students may not wear their uniform as part of Relay-for-Life fundraising activities.

Dress Code Guidelines

- Students may wear pants, shorts, skirts or jumpers.
- Boys garment must have belt loops and functioning pockets.
- Boys must wear a belt.
- Garments must be worn above the hipbone.
- No sagging pants can be worn.
- Dresses should be blue or khaki and should be no more than two inches above the knee.
- Exercise pants or shorts are not allowed.
- All shorts and shirts must be no more than two inches above the knee.
- Tops should be white, gold(yellow) or hunter green.
- Boys shirts must be worn tucked in the with either brown or black belts.
- All shirts must be a solid color of white, gold(yellow) and green.
- All shorts and pants must be khaki or blue.
- Oversize, undersized and skin tight garments are not allowed.
- Students may not wear, carry or display bandanas of any type or color.
- Hats and head coverings are not to be worn in the building.

Consequences for Dress Code Violations

Homeroom teachers will conduct a dress code check each morning. Violations will be tracked and students will receive the following consequences.

- Students will have the option of changing into appropriate clothing or calling home for a change of clothes.
- Students may return to class once they are in appropriate clothing within dress code.
- Subsequent offenses may result in ISS.

Non Dress Code

On occasion, we will have days where students are allowed to come to school out of uniform. Students will follow these guidelines on those days.

- Pants may not sag.
- No pants with holes.

- Cleavage or midriffs cannot be exposed.
- No pajamas.
- Shorts and skirts must follow school dress code length.
- Clothing may not advertise alcohol or drugs.
- Hats and heavy coats will still not be allowed in the building.

Routines and Procedures

General

- Abide by all school rules.
- Maintain a positive learning environment.
- High level of respect and tolerance for others.
- Practice all routines and procedures.

Classroom

- Enter the room ready to learn.
- Have all daily tools for learning.
- Highest respect for your teachers.
- Respect for all learners.
- Report to class as scheduled.

Cafeteria

- Appropriate use of food.
- Hands and feet to yourself.
- Clean tables and area after eating.
- Only talk with a low level voice.

Hallways

- Walk to your right.
- Hands and feet to yourself.
- Have a hall pass.
- Use appropriate language.
- Respect all staff and students.
- Report to class as scheduled

Playground

- Hands and feet to yourself
- Remain in appropriate location
- Proper use of equipment
- Be respectful to others
- Keep areas clean
- Respect the line up order from teacher

- Enter the building orderly and quiet
- Go directly to class

Bathroom

- Use facilities properly
- Always flush and wash hands
- Respect all peers within the bathroom space
- Use facilities properly
- Hands and feet to yourself
- Keep voice to a low level
- Do not write on walls
- Keep area clean

Assemblies

- Hands and feet to yourself
- Proper use of facilities
- Keep areas clean
- Use school appropriate language
- Be respectful to speaker, staff and students
- Stay in assigned space
- Participate appropriately

Arrival and Dismissal

- Move quietly in the correct direction
- Stay in the appropriate location
- Car riders go directly to cafeteria
- Bus riders go directly to bus area
- Car riders will be called to report to cars
- Arrival is 7:30 am
- Dismissal is 2:20 pm

Grading Policy:

90-100 = A

80-89 = B

70-79 = C

60- 69 = D

Below 60 = F

Homework:

Fennell recognizes a 'No Homework Policy'. However, teachers will assign practice homework that is purposeful and appropriate for the subject area. A practice activity should not take over 10 minutes for completion.

Make-Up Work

Teachers are required to allow all students to complete make-up work missed due to absences from school. Teachers must grade work and honor grade given on all makeup work. Make-up work should be completed promptly.

Report Cards

Report cards are distributed every nine weeks. All students will receive progress reports on a periodic basis. Parents are encouraged to utilize the Power School Parent Assist program to view their child's progress at any time. To obtain access, parents will need to provide a valid ID and completed request form to our school data manager.

Progress Report Dates:

First Nine Weeks: September 18, 2017

Second Nine Weeks: November 22, 2017

Third Nine Weeks: February 13, 2018

Fourth Nine Weeks: April 27, 2018

Report Card Dates:

First Nine Weeks: October 26, 2017

Second Nine Weeks: January 18, 2018

Third Nine Weeks: April 9, 2018

Fourth Nine Weeks: June 1, 2018

Academic Awards

- Principal's Honor Roll
- All 'A' Honor Roll
- AB Honor Roll

Beta Club

- Scholarship: Students have to attend the school for at least one semester and maintain a “B” average.
- Maintain good character
- Show good leadership skills
- Give service to school and community
- Show citizenship by involving in extracurricular and community activities

Attendance

When it is necessary for students to miss school, parents must send a note to the attendance officer with the following information:

- Date of excuse
- Reason for absence
- Date of absence
- Signature of parent or guardian

The following reasons constitute a valid excuse for an absence:

- Quarantine
- Religious observances
- Illness or injury
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings

An absence will be coded unexcused if a note is not received within three days of the absence. Students with ten unexcused absences may be required to bring a doctor’s note when absent from school.

Early Dismissal

Parents needing to sign a student out of school early should do so prior to 1:40. After 1:40, we will no longer call classrooms to sign students out. Signing out during this time is disruptive to dismiss.

Tardies

Students are expected to be in homeroom by 7:50 am. Students on late arriving buses will not be marked tardy. Bus students will eat breakfast and report to homeroom class.

Students arriving after 7:50 am should report to the main office to sign receive a tardy slip. A parent or guardian should sign the student into the main office.

Students who are late to class will face the following consequences: Loss of privileges, which include but not limited to, silent lunch, removal from field trip or special event opportunities.

1st Tardy: Warning

2nd Tardy: Parent Contact

3rd Tardy: Loss of privileges and parent notification

4th Tardy: Office referral/Intervention lab by principal

Field Trips

Field trips are a valuable part of the instructional program. Students must demonstrate excellent behavior on trips and represent our school at the highest level. Students who have repeated documented instances of inappropriate behavior and disregard for school rules, may be denied the opportunity to participate on field trips unless otherwise approved by the principal. Field trip deposits and payments are non-refundable and must be indicated on field trip information forms. If a student decides not to participate or becomes ineligible, they will forfeit their payment.

Cell phones and other Electronic Devices

There will be a zero tolerance for use of cell phones by students. Students will automatically lose their device and need a parent to pick the device up.

Visitors

All visitors are requested to report to the main office as soon as they arrive on campus. All visitors must receive a pass from the office and it must be displayed while in the building. Upon leaving, visitors should return the pass to the main office.

Medications

All medicines will be kept in the nurse office. A permission to dispense medication form must be completed and signed by parent or guardian and physician. The medicine must be in the original bottle with student's name and the time and method dispensing medicine to the student.

Arrival to School

Students who ride buses or cars will go directly to the cafeteria. Students will be escorted by a staff member to homeroom at 7:15 am. Students will be escorted to and from the cafeteria by a staff member starting at 7:25 am until 7:50 am. Car riders will be dropped off at students "Drop off Point". Students may enter the building by front entrance or the door to the cafeteria.

Dismissal Procedures

Students will be dismissed with their class daily. Teachers will escort their classes to the buses. All car riders will report to cafeteria. Each car rider's name will be called to report to the sidewalk to enter designated car. Students should go directly to their assigned buses. If there are late buses, students will be moved to the gym to wait.

Student Sign Out

Parents should report to the main office to sign their child out of school. ID may be required to ensure the person has permission to pick the student up from school. If parents are signing students out near the end of the day, sign out must be complete by 1:40 pm so it will not interfere with dismissal.

School Fees

Students who owe school fees from the current or previous school years may not be allowed to participate in field trips or extracurricular events until fees are paid. This includes fees for lost or damaged library books and textbooks. When library books are lost, students must pay for them before checking out additional books from the library.

Lunch Program

Regular Student Lunch: Free
Reduced Student Lunch: Free
Breakfast: Free

Media Center

The Fennell Media Center opens at 7:20 am. Students are required to have teacher permission and a hall pass to go to the Media Center. Reference materials may be checked out overnight. A whole class may be scheduled only if the class is supervised

by a teacher. Reasonable, courteous and good work habits are expected in the Media Center at all times.

Backpacks

Bookbags, backpacks and string bags should not be brought to the cafeteria during breakfast or lunch.

Discipline

One of the most important lessons education should teach is discipline. Discipline is the training of mental, moral and physical expectations to establish, as well as, ensure order and respect for all. Fennell school-wide discipline policy is to be implemented across campus. It is our policy that each student is responsible and accountable for their actions. Our school-wide plan encourages positive choices and does not exclude consequences.

Respect for Yourself

- Give your best effort and performance at all times.
- Come to class prepared and ready to learn.
- Report to class on time and bring necessary materials (paper, pencils, books and planner).
- Participate in class in a positive and productive manner.

Respect for Others

- Keep hands and feet to yourself.
- Interactions with other people require that you use appropriate language and be polite and positive.

Bullying

Bullying is the repeated act of unkind treatment to another student. This could be in the form of words or actions. At Fennell, we are committed to address issues of bullying that may occur. Students are obligated to report any incident that may endanger other students. Students found to be in violation of bullying another student will be addressed in a disciplinary manner. If a student is bullied, it is important that they let a teacher or administrator know immediately.

Rules and Procedures for Student Behavior

Classroom

- Students should be prepared for class and participate in classroom activities.
- Students should be focused, on task and should follow classroom rules.
- Students should be respectful of their teachers and classmates.
- Students should follow the directions of teachers.
- Students should not leave class without permission and a hall pass.

Hallways

- Students should move safely and quietly through the hallways, following the directions of their teachers and other staff members.
- Students should follow the directed route between classes and other areas of the building.
- Students should be respectful of other students in the hallway and of classes that are in session.

Cafeteria

- Students will not be allowed to visit the serving stations after being seated.
- Students should follow teacher and staff directions when entering and leaving the cafeteria.
- Students should sit at their designated tables and should not move around the cafeteria. They should clean up after themselves.

Bus Area and Car Area

- Students should move safely while on the bus. They should respond promptly and respectfully to teacher and staff directions.
- Students should either go straight to their bus or car or wait in the designated areas.
- Students should move to the bus and car ride areas as directed by their teacher or staff.

Bathrooms

- Students should have a hall pass to visit the restroom unless it is a designated break.
- Students should not congregate in restrooms.
- Students should keep restrooms clean, making sure to throw all trash in a trash can.
- Students should report any issues with restroom cleanliness or student behavior to a teacher.

Offices

- Students should behave themselves at all times in office areas. Students should be polite and follow staff directions.
- Students must have permission and a hall pass from a teacher or staff member to go to the office.

Emergency Drills

Fire drills, lockdowns and tornado drills are conducted for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by staff, and carry out all directions in an orderly fashion.

Code of Student Conduct

Students are responsible for knowing and adhering to the Code of Student Conduct. The Code of Student Conduct notifies parents and students of the standards of behavior expected of students, conduct that may be subject to discipline, and the range of disciplinary measures that may be used to enforce rules and policies.

Disciplinary Measures that May be Used for Violations

School officials may impose a range of disciplinary measures for incidents, and these may vary depending on the severity of the misconduct. Teachers and administrators may use interventions such as parent contact, positive behavior interventions, timeout, conflict resolution, counseling interventions, detention, loss of privileges, exclusion from extracurricular activities, and others. Administrators may also assign in-school and short term out of school suspensions. For more severe violations or repeat offenses, an assignment to an Alternative School will be imposed. Alternative School assignments and long-term suspensions may be imposed following a recommendation to District Superintendent.

Aiding or Assisting

Students should not aid or assist others in violating rules. Students committing this offense may be disciplined in the same manner as those students actively violating

rules. Students that video tape, take pictures and do not seek assistance will be disciplined.

Aggravating and Mitigating Circumstances

When considering disciplinary actions, administrators and teachers should consider factors related to the offense including the student's age, intent, disciplinary and academic history, how the misconduct impacted others, and the student's level of cooperation after the incident.

Guidelines for Discipline

Offenses recommended for disciplinary actions:

- Cell phone use
- Disruptive behavior
- Dress code violation
- Late to class
- Bus misbehavior
- Falsifying information
- Misuse of technology
- Inappropriate items at school
- Aggressive behavior
- Disrespect to staff
- Inappropriate Language
- Insubordination
- Bullying
- Fighting Theft
- Cheating
- Possession of drugs
- Possession of alcohol
- Possession of weapons