



**100 Academy of Excellence**

**PARENT/STUDENT HANDBOOK  
2010 - 2011**

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*Ms. Peggy M. Selma, Principal*



## *From the Principal's Desk*

Dear Parents:

We welcome you to, 100 Academy of Excellence. As your new principal, I anticipate an exceptional year for you and our students. The school is entering its fifth year of existence and my first year as the administrator.

Administrators, staff and teachers look forward to working with parents, students and the community to ensure that the highest quality education is provided. With this understanding, 100 Academy of Excellence has three goals to focus on this year:

- Increasing Academic Achievement through instructional excellence.
- Improving Customer Services by corresponding effectively
- Integrating Parents and the Community with our curriculum and extra curricular activities.

With your continued support, these goals can be reached. This handbook has been designed to provide parents and students with information that will support student success and a positive educational experience. 100 Academy of Excellence encourages parents and family members to get to know your student's teachers, administrators and staff. In support of your student's academic growth and success, please make sure your child attends every day. Safety and a quality education are the goals for all 100 Academy of Excellence students.

Enclosed are a signature page and various forms that need your attention. Please read each, sign and return forms to your student's teacher before the second week of school. By signing the signature page, it means you and your child agree with the 100 Academy of Excellence policies.

Finally, we want you to have a great year of participating in the learning and discovering at the 100 Academy of Excellence!

Respectfully Yours,

Peggy M. Selma, Principal

## Six Measures of Excellence

Teachers and parents understand that test scores alone do not measure how well a school is performing. At Imagine Schools, we believe that operating a successful school requires constant attention in five important areas that we call *Measures of Excellence*:

- *Parent choice and satisfaction*
- *Adhering to shared values*
- *Academic achievement*
- *Positive character development*
- *Economic sustainability*

We work hard to balance accomplishments in all of these areas, because a school that emphasizes one while ignoring another will not thrive. In addition, we add a sixth Measure of Excellence, *new school development*, because starting and operating new schools enables us to fulfill our mission to help more parents and guardians educate their children.

At Imagine Schools we believe in accountability and continual improvement. Our Measures of Excellence are the yardsticks we use to evaluate our effectiveness in providing a challenging, effective program of study and strong moral development in a safe, nurturing environment. We have established criteria for evaluating ourselves and our schools in each area. We grade ourselves annually on how we are performing - where we are excelling and where we can improve.



Our mission is to help parents and guardians educate their children by creating learning communities of achievement and hope. Imagine Schools was founded with the goal of restoring vision and purpose to schools and returning parents and guardians to full participation in the education of their children.





## 100 Academy of Excellence 2010-11 Faculty & Staff

Teacher/ Staff Name	Position	Room Numbers
<b>Support Staff</b>		
Peggy M. Selma	Principal	Main Office
Shawn Smith	Assistant Principal	Office 116
Erica Gingrich	Registrar	Office 117
Jean Jones	Administrative Asst.	Office 115
Lucretia Glidewell	Business Manager	Office 110
Patricia Green	Behavior Modification Counselor	Room 126
Jackie Merritt	Nurse's Office	Room 111
Demertia Williams	Kindergarten Teacher Assistant	N/A
Dashun Jackson	1st- 3rd grade Teacher Assistant	NA
Alva Valenzuela	4th-5th Teacher Assistant/Jillian	NA
Brequan Pearson	Middle School Teacher Assistant/I-CAN	Office 112
<b>FACULTY CENTER</b>		Room 127
<b>Elementary School Staff</b>		
Brentnee Hollier	Kindergarten	Room 147
Holley Beaumont	Kindergarten	Room 121
Jaimie Feaster	Kindergarten/ K-2 Academy Leader	Room 120
Shikeela Hill	Kindergarten	Room 146
Kristy Boyd	1st Grade	Room 152
Deborah Peyton	1st Grade	Room 151
Tyrhonda Starks	2nd Grade	Room 153
Christa Fells-Robinson	2nd Grade	Room 156
Jennifer Knutsen	3rd Grade/3-5 Academy Leader	Room 155
Sandra Kanston	3rd Grade	Room 154
Nikkia Bannister	4th Grade	Room 190
Ashlee Ford	4th Grade	Room 194
Charlotte Harper	5th Grade	Room 135
<b>Middle School Staff</b>		

LaToya Seals	Middle School <b>Math</b>	Room 173
William Waychunas	Middle School <b>Social Studies</b>	Room 168
Shannon Guillory	Middle School <b>Science</b>	Room 171
Patrice Lowe	Middle School <b>Reading</b>	Room 172
<b>Specials Staff</b>		
Henrietta Scott	ELS Literacy Specialist	Room 157
Charles Peyton	PE Teacher	Room 189
Allyson Ross	Gifted Support	Room 128
Gail Moore	Librarian Aide	Room 143
Meghan Schneizlein	Music	Room 175
Nona Rice	Special Education Coordinator	130 & Office 198
Gwen Grant	Special Education TA	Room 195
Arlene Newsome	Cafeteria Manager	Office 196
Ericka Maduena	Cafeteria Assistant	Cafeteria
<b>Custodians</b>		
Billy West	Custodian (6:30-9:30am) 3pm - 7:30pm	148
Shirley Reynolds	Custodian (2p-9:30p)	148
Olivia Lopez	Asst. Head Custodian (9am-3:30pm)	148
Sylvester Burton	Head Custodian (6:30-midnight)	148

<b><u>SCHOOL HOURS:</u></b>	<b>Before School Care (I CAN)</b>	<b>6:30 - 7:30 a.m.</b>
	<b>Breakfast</b>	<b>7:30 - 7:55 a.m.</b>
	<b>Student Arrival</b>	<b>7:40 - 7:55 a.m.</b>
	<b>Student Dismissal</b>	<b>3:00 p.m.</b>
	<b>After School Care (I CAN)</b>	<b>3:00 - 6:00 p.m.</b>

**SCHOOL DRESS CODE:**

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Imagine Schools 100 Academy of Excellence reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. **Every student in attendance shall wear a school uniform.**

Therefore, 100 Academy of Excellence has adopted a strict dress code policy that must be followed by all students.

**Hair:** Hair must be neat and clean with no "unnatural" colors or designs i.e. fluorescent, bright green, etc.). No hats or bandanas may be worn.

**Jewelry:** Expensive jewelry is not permitted. . Girls are allowed to wear earring; however, not larger than a quarter (coin) in diameter. Students with nose, lip, facial piercing and **males wearing earrings** will be required to remove the jewelry while attending school or any school related event.

**Remember: Shirts must be tucked in at all times. Pants and shorts must be worn at waist level at ALL TIMES.  
SAGGING IS PROHIBITED**

**ELEMENTARY SCHOOL:**

**Monday: Elementary School (K-5) - Girls/ Boys**

**Black** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts, jumpers  
**Black** shoes, dress, or sneakers  
**Black** sweatshirt or sweater with logo, hooded jacket with logo

**Tuesday: Elementary School (K-5) - Girls/ Boys**

**Black** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts, jumpers  
**Black** shoes, dress, or sneakers  
**Black** sweatshirt or sweater with logo, hooded jacket with logo

**Wednesday: Elementary School (Dress Up Day) (K-5) - Girls/Boys**

**Girls: White** Blouse with school logo, **Khaki** skirt or jumper dress  
**Black or white** tights/socks with dress shoes (rubber bottom preferred)

**Boys: White** Oxford dress shirt with school logo, **Khaki** pants  
**Black or white** socks, **black** belt with dress shoes (rubber bottom)

**Thursday: Elementary School (K-5) - Girls/Boys**

**Black** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts  
**Black** shoes, dress, or sneakers  
**Black** sweatshirt or sweater with logo, hooded jacket with logo

**Friday: Elementary School (Casual Day) (K-5) - Girls/Boys**

**Grey** Spirit Shirts with school logo  
**Khaki** Pants, shorts, skirts, skorts  
**Black** shoes, dress or sneakers  
**Black** sweatshirt or sweater with logo, hooded jacket with logo

**MIDDLE SCHOOL:**

**Monday: Middle School (6-8) - Girls/ Boys**

**Gold** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts, jumpers  
**Black** shoes, dress, or sneakers  
**Gold** sweatshirt or sweater with logo, hooded jacket with logo

**Tuesday: Middle School (6-8) - Girls/ Boys**

**Gold** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts, jumpers

**Black** shoes, dress, or sneakers  
**Gold** sweatshirt or sweater with logo, hooded jacket with logo

**Wednesday: Middle School (Dress Up Day) (6-8) - Girls/Boys**

**Girls: White** Blouse with school logo, **Khaki** skirt or jumper dress  
**Black or white** tights/socks with dress shoes (rubber bottom preferred)

**Boys: White** Oxford dress shirt with school logo, **Khaki** pants  
**Black or white** socks, **black** belt with dress shoes (rubber bottom)

**Thursday: Middle School (6-8) - Girls/Boys**

**Gold** Polo Shirt with school logo, long or short sleeved  
**Khaki** Pants, shorts, skirts, skorts  
**Black** shoes, dress, or sneakers  
**Gold** sweatshirt or sweater with logo, hooded jacket with logo

**Friday: Middle School (Casual Day) (6-8) - Girls/Boys**

**Grey** Spirit Shirts with school logo  
**Khaki** Pants, shorts, skirts, skorts  
**Black** shoes, dress or sneakers  
**Gold** sweatshirt or sweater with logo, hooded jacket with logo

**THE FOLLOWING WILL NOT BE ACCEPTED**

No Baseball caps and/or hats inside the building  
No beepers, cell phones, hand held games, or portable CD/MP3/ tape players  
No boots, jelly shoes, shoes with heels over 1", or sandals without back support strap  
No tattoos or facial piercings visible  
No baggie pants or pants with hems dragging on the ground  
No unnatural hair color or hairstyles

**Dress Code Violations**

For those students who are in violation of the dress code at any time, parents/guardians will be contacted to rectify the dress code violation with appropriate clothing. Students not adhering to the dress code policy will not be tolerated.

**All uniform pieces may be purchased through:**

**Campus Club Uniforms**

**2411 Tech center #107**

**Las Vegas, NV 89128**

**702-360-0555 or toll free 1-877-660-2582**

**There is a zero tolerance policy for dress code violations.**

## ACADEMICS:

Teachers use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, quizzes, projects, reports, homework, class participation and other assignments.

Progress reports will be sent home halfway through each quarter. Report cards will be issued at the end of each quarter.

### Grading Scale:

- Kindergarten

#### 4 = Advanced

The number 4 indicates that in the teacher's judgment the kindergarten student has demonstrated mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a level above that which is expected in the kindergarten program.

#### 3 = Proficient

The number 3 indicates that in the teacher's judgment the kindergarten student has made satisfactory progress in mastering instructional objectives appropriate for the kindergarten program. The pupil is performing at a level, which will permit him/her to successfully complete the essential objectives of the kindergarten program.

#### 2 = Partially Proficient

The number 2 indicates that in the teacher's judgment improvement is needed. The kindergarten student has not mastered instructional objectives at an appropriate rate.

#### 1 = Unsatisfactory

The number 1 indicates that in the teacher's judgment unsatisfactory progress has been made. Substantial assistance is necessary for the student to master instructional objectives this quarter.

- Grades 1-8

Academic grades for students shall be "A," "B," "C," "D," or "F"

A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skill area.

A grade of “B” (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the subject and/or the skill area.

A grade of “C” (70-79%) indicates that the student has demonstrated satisfactory academic achievement in the subject and/or the skill area.

A grade of “D” (60-69%) indicates that the student has demonstrated minimal acceptable achievement and indicates that improvement is needed to achieve a satisfactory level of academic performance.

A grade of “F” (0-59%) indicates a level of academic performance that is unsatisfactory

### **HOMEWORK POLICY:**

The purpose of homework is to reinforce important skills that were taught throughout the day and develop good study habits in children early on their academic lives.

#### **Guidelines for Homework**

Grade K - 30 minutes	Grade 5 – 50 minutes
Grade 1 - 30 minutes	Grade 6 – 60 minutes
Grade 2 - 30 minutes	Grade 7 – 60 minutes
Grade 3 - 40 minutes	Grade 8 - 70 minutes
Grade 4 - 40 minutes	

A child who does not complete class work in class may have to complete class work in addition to homework.

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing homework. There will be occasions when the homework assignment may take less time one-day and may take slightly more time on another day. If it takes less time to finish, it is recommended that your child do silent reading and prepare a short book report to discuss what was read. By keeping children on a regular study routine, it will establish academic discipline while enhancing their reading and writing skills.

After completing the assignment, the student should have the parent/guardian review the assignment and sign the folder. Failure to receive a parent signature may result in a loss of classroom privilege.

If a child does not understand their assignment after trying to do it at home, please email or call the teacher to get advice about the homework assignment.

Homework should be completed by students. Parents may help in the following ways:

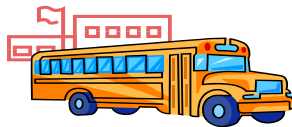
- ✓ Show an interest in your child's work.
- ✓ Provide a place and time for quiet study.
- ✓ Assist in practicing with spelling words and number combinations.
- ✓ Encourage home reading and listen to your child read.
- ✓ Review the homework for neatness and completeness.
- ✓ Refrain from doing the work for you child.
- ✓ Discuss problems related to home study with your child's teacher.

## STUDY SKILLS

Taking education seriously is important to academic success. Here are a few tips on how to work towards academic achievement:

- \* Come to school prepared to work with all necessary supplies.
- \* Be sure that you understand all assignments given.
- \* Ask for help from school personnel if assignments need to be explained further.
- \* Have a **specific quiet place at home** to study, away from distractions such as televisions, radios, etc.
- \* Take home all necessary books needed for assignments.
- \* Review and proofread all assignments after completion.
- \* Use the public library regularly and checkout books to READ!
- \* Prepare your school uniform the night before.
- \* Normalize your bedtime and wake-up times so that you get enough rest.
- \* Be proud of yourself for putting in your best effort and doing a job well done.
- \* Take advantage of any after school tutoring sessions.

## A WORD ABOUT FIELD TRIPS...



Teachers may seek to provide experiences beyond the classroom walls in the form of field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected as chaperones will receive volunteer hours.

Participation in field trips is a **privilege**. Students serve as representatives of the school. We ask that each parent review proper behavior with the child to ensure the safety of all students. If a student has a pattern of behavior problems, the parent will be required to accompany their child on the field trip if they wish to have the child participate.

Written parent permission must be given for students to participate in field trips. A field trip packet will be sent home with details about specific trips that will take place. Please make sure that you send the forms back in a timely manner so that we can adequately prepare for the field trip. **Without a signed field trip permit form, the student will not be permitted to participate.**

All money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip. The students need to wear their uniform on all field trips unless specified.

**Early dismissal after field trips is not permitted.**

**ARRIVAL:** Students are expected to be in attendance every day. Regular school attendance teaches responsibility and establishes a daily routine for students. **It is equally important that students report to school on time. There is no supervision before 7:40 a.m.** for students who are not enrolled in the Before Care program. All students dropped off before 7:40 am will be placed in Before School care and charged the daily rate. In addition if the problem persists, a mandatory conference will be scheduled between the parents and school principal.

**TARDY POLICY:** Tardy Passes will be issued after 8:00 AM. A student that enters a classroom with a late pass is considered tardy. Parents must sign in their child after 8:30 A.M.

Upon the 1<sup>st</sup> unexcused tardy in one grading period, the parent(s) will be notified via letter.

Upon the 4<sup>th</sup> unexcused tardy in a grading period, the student will receive (1) unexcused absence as well as the parent will be contacted via telephone. Please see unexcused absence policy below.

Upon the 5<sup>th</sup> unexcused tardy in a grading period, it will result in a Required Parent Conference (RPC):

Upon the 6<sup>th</sup> unexcused tardy in a grading period, the Principal/Administrator has the option as to the consequences. This could include suspension.

If another tardy occurs in the same grading period the following actions may be taken:

1. Student will be placed on a daily disciplinary report.
2. Student will be asked to remain after school for detention for (1) hour.
3. A recommendation will be made for the student to return to his home school.

**ABSENCES:** Anytime a student returns to school after an absence, a note signed by a parent or guardian **MUST** be brought from home. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved or religious holiday.

Children who have excused absences will be permitted to make-up any missed assignments. The student will have (2) days to make up work for each excused absence. If a student has a scheduled Doctor's appointment, the parent is required to present a note from the physician to the main office upon arrival to be considered excused.

**Illness:** The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. The school will not permit students who are sick to remain in school.

School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

**EARLY DISMISSAL:** If your child will need to be dismissed prior to the end of the school day, we ask that you come to the school office and sign him/her out with a school employee. The office staff will send for your child. Students will not be released after 2:30, unless it is an emergency.

**DISMISSAL:** Students must leave the school grounds immediately after dismissal. Parents/guardians must wait for their children in the parent pick-up area of the school (see map of school). Teachers will bring the students to the designated door for pick-up. All students who are not picked up by 3:30 will be placed in After School Care and will be charged the daily rate.

### **TRUANCY POLICIES**

The Academy, according to NRS 392.122, will strictly enforce attendance and truancy regulations and will refer habitual truants to local law enforcement as per state law, including elements of the Nevada Education Reform Act of 1997, which includes attendance as a criterion for determining the adequacy of a school's overall program performance.

Students leaving school without permission or having been signed out by parents or guardians in the office is called unexcused absence(s). Students with unexcused absences will have three days to make up homework. It is the parents' responsibility to make all necessary arrangements.

Below are the steps to be taken by school administration to notify parents/guardians of their child's attendance:

1. Parents will be call after the first unexcused absence.
2. A letter will be sent home after three unexcused days.
3. Finally a warning letter and request for meeting with parent/guardian, principal and student after six unexcused days.
4. Notification to the Clark County School District Office of Attendance Enforcement if unexcused absences exceed ten days.

Absences that are unapproved/unexcused are considered trancies. The charter school will work with parents and students to identify and remediate the causes of poor attendance.

**Medication:** The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the **100 Academy** without specific written authorization by a licensed physician and parent(s) /guardian(s) of the student is **forbidden**. If it is absolutely necessary that the child take any medication while he/she is in school, the parent/guardian and the physician must sign an authorization form. Please obtain this form in the school office. The medication will be kept in the office to be administered by a trained school employee.

**Injury:** The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office is the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The paramedics will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An accident report will be completed and filed for every accident.



### **PEDICULOSIS (HEAD LICE):**

Students will be checked periodically for head lice. Students will be sent home if school personnel suspect lice in hair. The student **MAY NOT** return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

### **EMERGENCY INFORMATION:**

An Emergency Information card will be sent home with each child for parents to give specific plans for children during emergency situations. It is the parent's responsibility to return the required card to school. In addition, the procedures for emergency dismissal should be discussed with each child.

100 Academy of Excellence will follow the same instructions as Clark County Public Schools in case of severe weather emergencies.

Only individuals listed on the **EMERGENCY CONTACT FORM** will be allowed to pick-up students from the school during the school day. A valid picture ID will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card and the person does not have valid photo identification, the student will not be released.

### **Parental Custody/Guardianship**

To avoid having the school become involved in personal family conflicts, parents or guardians should submit a copy of any legal documents, which indicate who has legal custody of the child and their school records. This will be kept in his/her permanent student file. In the absence of legal documentation, school officials will only release the student and/or records to those individuals whose names appear on the student's data card.

### **FAMILY RIGHTS AND PRIVACY ACT:**

The revised **Family Rights and Privacy Act** became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

### **STUDENTS' RIGHTS:**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension or expulsion.

**Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee are grounds for dismissal.

**GRIEVANCE PROCEDURE:**

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem - be sure you have All the **FACTS** from all parties involved.
2. Arrange a conference with the individuals who are involved.
3. Arrange a conference with the school administration.

## SCHOOL BREAKFAST AND LUNCH PROGRAM:

**Lunch**     \$2.50  
**Breakfast** \$1.50



A standard menu will be used. Breakfast and lunch will be served in the cafeteria. The cutoff time for receiving breakfast is 7:50 AM. This allows the students to get to class on time. **No exceptions.** This does not include delays caused by school or staff error. Students who bring lunch from home are able to purchase milk or juice. Occasionally, students lose or forget lunch or lunch money. When this happens, the student should report to the office after opening exercises (before 9:00 a.m.). A parent will be contacted and asked to deliver the money or a lunch to school. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. **Parents cannot bring fastfood to school or take their children out to lunch.**



**Pre-Payment for Meals:** All parents are encouraged to pre-pay for lunch weekly. Envelopes will be provided each week with the weekly update form. We ask that you return the form to school no later than Monday morning. Parents are also welcome to come and eat with their child.

**Free/Reduced Price Lunches:** An application for Free or Reduced or Price meals will be sent home with students the first day of school. Parents must apply for this benefit yearly. It should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

### Breakfast and Lunch Menus

Monthly Breakfast and Lunch Menus will be sent home at the beginning of each month in the school newsletter. As an added convenience, parents may view breakfast and lunch menus online.

**Behavior:** Lunch time is a time when students enjoy socializing with other classmates and friends, however, students are expected to use proper table manners during the consumption of meals. Please review good table manners with your child.



## **COMMUNICATIONS:**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. From time to time, surveys will be sent home to ask your opinion on certain issues. Additionally, an End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, work will be sent home in a folder regularly for your review. The parent/guardian will be asked to sign and return exams by the following Monday. Progress Reports will be sent home once during the middle of each grading period.

Please feel free to consult with your child's teacher regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

Regular parent conferences will be scheduled for each student. It is important that every attempt be made to attend these meetings to keep abreast of the progress of your child. If you are unable to keep your scheduled appointment, please contact the school to reschedule for a more convenient time.

The school newsletter will be sent home with your child monthly. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff.

## **TEXTBOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:**



The textbooks issued for student use becomes the responsibility of the student and/or parent, and must be returned at the end of the year in the same condition in which they were issued. The cost for replacing a book is usually \$50. Any damaged or lost books must be paid for before another book is issued for home use. **Any student who has not paid for a lost book will not be permitted to participate in school activities; field trips, dances, etc., if they have an outstanding lost book debt.**

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

## **LABELS**

Please label all personal property such as: lunch boxes, sweaters, raincoats, etc.

## **LOST AND FOUND**

Throughout the school year, items, which have been lost, are turned into the school office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. If a student loses an item, he/she may come to the office to claim an item that belongs to them. There are many items lost and never claimed each year. These items are donated bi-annually to various charitable institutions. Therefore, please label your child's personal belongings.

## **TELEPHONE:**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone except for emergencies.

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. **Please do not ask the staff to deliver messages to students except in an emergency.**

**Cellular phones used by students will not be permitted.**

## **VISITORS/VOLUNTEER POLICY**

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. All visitors/volunteers are subject to a pre-arranged schedule as set by the teacher. Upon arriving for a visit or to volunteer, you must go to the reception area, sign in and exchange your picture identification for a visitor's pass. At the conclusion of the visit or volunteering, you must go to the reception area, sign out and exchange your visitor's pass for your picture identification. Cooperation will enable the school to provide a safe and orderly learning environment for all students.



## **Computer and Internet Acceptable Use Agreement**

100 Academy of Excellence adheres to the federal requirements and guidelines stipulated under TITLE XVII--CHILDREN'S INTERNET PROTECTION ACT. Visit <http://www.ifea.net/cipa.html> to view this document in its entirety. You must complete and sign the internet use form in order for your child to have access.

### **A. Educational Purpose**

100 Academy of Excellence Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use Imagine Schools 100 Academy of Excellence Internet system for entertainment purposes (except for those periods of time that the school has designated as "open access"-when school is not in session).

Imagine Schools 100 Academy of Excellence has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set

forth in 100 Academy of Excellence disciplinary codes and the law in your use of the network.

## **B. Internet Management**

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we offer Firebox 700, a web-blocker application by Watch Guard Technologies. Firebox 700 provides 100 Academy of Excellence with the ability to block objectionable material and captures the window when questionable material is accessed.

## **C. Student Internet Access**

The Web is a global database system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

## **D. Unacceptable Uses**

The following uses of 100 Academy of Excellence Network are unacceptable:

### **1. Personal Safety and Personal Privacy**

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### **2. Illegal Activities**

You will not attempt to gain unauthorized access to the 100 Academy of Excellence Network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### **3. System Security**

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

#### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language

You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Respect for Privacy**

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

#### **6. Respecting Resource Limits**

You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop.

You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

You will check your e-mail frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

#### **7. Plagiarism**

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

#### **8. Copyright**

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

#### **9. Inappropriate Access to Material**

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your

parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

### **E. Disciplinary Actions**

100 Academy of Excellence Network is a limited forum; therefore the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the 100 Academy of Excellence disciplinary codes or the law.

Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

100 Academy of Excellence will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in 100 Academy of Excellence disciplinary code].

### **F. Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through 100 Academy of Excellence Network System will be error-free or without defect. 100 Academy of Excellence will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available on the web site:

URL: <http://netizen.uoregon.edu>

## **PARENTS AND TEACHERS TOGETHER (P.A.T.T)**

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the P.A.T.T.

The faculty, staff and administration hope that all of the parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines.

The P.A.T.T. will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

P.A.T.T. board meetings are held monthly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general P.A.T.T. meeting.

### **Your 2010-11 P.A.T.T. Executive Board Member Positions are as follows:**

President  
Vice President  
Treasurer  
Secretary  
Fundraising/Promotion Coordinator



**100 ACADEMY OF EXCELLENCE**  
**STUDENT WALL OF FAME:**



Each month students have the opportunity to become members of the 100 Academy of Excellence Student Wall of Fame. Students are nominated by their teachers and they must demonstrate that they are able to:

- Make good **CHOICES**.
- Have good self-**CONTROL**.
- Be **CONCERNED** about others and self.
- Accept **CONSEQUENCES**.

Students will receive certificates and lunch with the principal for earning the Wall of Fame honor. Those who make it every month Will be invited to a special all-star activity at the end of the school year.

**100 ACADEMY OF EXCELLENCE**  
**PARENT WALL OF FAME**

Each month parents have the opportunity to become members of Schools 100 Academy of Excellence Wall of Fame. Parents will be nominated by Faculty and Staff members. Parents are nominated on the basis of school volunteer projects, participation in PTO meetings, and Parent Contributions.

Parents will receive certificates and professional photographs that will appear on our Parent Wall of Fame. Additionally, parents will be featured in the newsletter each month. For those parents who are nominated every month, they will be invited to attend a special all-star activity at the end of the school year.

**100 ACADEMY OF EXCELLENCE**  
**TEACHER/STAFF WALL OF FAME**

Each month a teacher and staff member will be selected to become members of the 100 Academy of Excellence Wall of Fame. Teachers and staff can be nominated by the Administrators, parents and other faculty and staff members.

Teachers and staff will receive certificates and professional photographs that will appear on our Teacher and Staff Wall of Fame. Teachers and staff nominated every month will be placed in our teacher and staff of the year nomination and will be recognized at our end of year banquet.

## CODE OF CONDUCT



In addition to reading this handbook, we also require you to read the Clark County Public School Code of Student Conduct. Each handbook contains a page that requires the signature of the student and parent/guardian. These signed forms must be returned to school for placement in the student file. Please note that students/parents are responsible to abide by the codes of conduct of 100 Academy of Excellence and the Clark County Public School Student Code of Conduct.

## POLICY STATEMENT

The code of conduct at 100 Academy of Excellence is to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. **Mutual respect, good manners, and positive behavior are essential elements of the daily life at 100 Academy of Excellence.**

School authorities will hold students and parents strictly accountable for any action which interferes with the learning process, good order, and/or the day-to-day operations at the 100 Academy.

Please see attached last pages for Parent/Student Acknowledgement Code of Conduct

## PARENT/GUARDIAN RESPONSIBILITIES

In order for your student(s) to be successful at 100 Academy of Excellence, parents/guardians are responsible and obligated to:

- Have your student(s) at school on time
- Have your student(s) clean, both uniform and body
- Have your student(s) appropriately dressed; see uniform policy
- Have your student(s) adequately equipped; teachers will provide the supply list
- Enforce school policy as it relates to the following:
  - Academic performance
  - Homework
  - Tardy Policy
  - Absence Policy
  - Discipline Policy
  - Uniform Policy



## DISCIPLINARY POLICY

## OF THE 100 ACADEMY OF EXCELLENCE

At 100 Academy of Excellence, we believe that appropriate behavior skills must be taught and reinforced just as academic skills are taught and reinforced. Our focus is on teaching students what they are expected to do and to help them understand how appropriate behavior from every student is necessary for a positive learning environment. The cooperation of many people is necessary to help our students understand that they are responsible for and must accept the consequences of their behavior. We rely on the support and close cooperation of home, school, and community to get across our message that children benefit most when they are able to live and learn in a safe, structured, and respectful atmosphere.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. All teachers discuss these rules with their classes and review them throughout the school year. Parents are asked to go over these guidelines with their children at home as well as to reinforce the school's behavior expectations and discipline policy. For your information and reinforcement, a listing of our expectations and discipline policy can be found below. We anticipate that students will follow these guidelines on a daily basis, thus avoiding the need for disciplinary action.

Our behavior guidelines for students and school discipline policy are listed below.

### **In GENERAL, students are expected to...**

- Speak quietly and with respect to other students and adults
- Walk quietly as they move around the building
- Be on time to all activities
- Keep hands, feet, and objects to themselves
- Refrain from throwing or kicking snow, rocks, sticks, etc.
- Interact verbally and physically with other students in a respectful way
- Demonstrate respect to those in authority, including all adults in the school.
- Respect school property and the property of others

- Remain on school property during school hours unless accompanied by a parent/guardian, or other authorized adult
- Refrain from chewing gum, paper and straws
- Keep hats and bandanas off of their heads while inside the building, including hoods

**AS ACADEMY STUDENTS:**

- We will be respectful to all staff members, classmates, and students at the 100 Academy of Excellence.
- We will be responsible for our actions.
- We will walk when inside and outside of the building unless directed otherwise by adults.
- We will walk on the right hand side of the hallway.
- We will speak in a quiet voice.
- We will raise our hand if we need help or need to ask a question.
- We will behave in a manner that is safe for all.
- We will work hard and always do our best!!
- We will follow classroom procedure.

**Students WILL NOT BRING TO SCHOOL....**

- Weapons, intoxicants, paging devices, or tobacco products (see Discipline Policy-Behaviors and Consequences)
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- Radios, televisions, walkmans, headphones, or telephones
- Skateboards, rollerblades, or roller skates
- Electronic game toys or other electronic instruments or equipment
- Footballs, hardballs, softballs, or baseball bats
- Inappropriate publications or pictures
  - Cell phones, electronic games, CD players, Walkmans', etc.
  - Hats or any other type of unauthorized head wear.

Students and parents should understand that the time in school is devoted to pursuing academic excellence and discretion should be used when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item.

**In the HALLS, students are expected to...**

- Walk quietly in a single file, when with their class
- Keep hands and feet away from bulletin boards, displays and walls
- Keep their hands and feet to themselves
- Walk on the right side
- Walk one step at a time on the right side while going up or down stairs
- Wait at all intersections when other students are moving through in a different direction
- Have permission from their teacher, and a pass if they are not with their class
- Use the telephone only with their teacher's permission and have the telephone pass in hand

**In the RESTROOMS, students are expected to ...**

- Bring nothing but the pass into the bathroom
- Flush toilets after use
- Put paper towels and other trash in trashcans
- Return to class as quickly as possible
- Respect rights of others in the bathroom
- Use the restroom facilities correctly
- Refrain from writing or drawing on walls

**In the CAFETERIA, students are expected to ...**

- Wait quietly in the serving line with their hands and feet to themselves
- Sit at their assigned table or tables
- Remain seated at all times
- Raise their hands, if they have a question, need help, or wish to use the restroom
- Give complete and quiet attention to the adults in charge when the signal is

given and to follow their directions

- Refrain from throwing food or trash
- Keep all food inside the cafeteria
- Talk quietly only to children seated at their table
- Place all trash in proper cans and to recycle the appropriate materials
- Have everything they need to go outdoors (clothing, equipment, etc.) before coming to the cafeteria to exit for recess unless their teacher picks them up or they have note from a teacher indicating a change
- Walk to the playground

**On the PLAYGROUND, students are expected to ...**

- Remain on the playground at all times
- Get permission from one of the aides on duty before entering the building
- Use respectful and non-threatening language toward others
- Play only those games that allow everyone to enjoy recess safely
- Walk on the sidewalks, staying away from the parking lot area
- Stay within the boundaries of the playground
- Stay away from all classrooms so that other students are not disturbed
- Avoid chasing or tag games on the blacktop areas or near playground equipment
- Refrain from picking up or throwing rocks, sticks, mulch, dirt, snow, etc.
- Use balls and jump ropes in appropriate areas away from buildings and equipment
- Use climbing equipment safely
- Report all accidents and injuries to one of the adults on duty immediately
- Line up to go inside as soon as the whistle is blown

**At ASSEMBLIES, students are expected to ...**

- Remain seated and quiet, unless told to do otherwise by the speaker or performer
- Applaud only, not to boo, whistle or make negative comments

- Raise their hand and get silent when the leader gives the signal. Keep their hand raised until the assembly leader puts his/her hand down
- Keep their hands and feet to themselves
- Look to their teacher for dismissal at the end of the assembly

We fully expect that students will learn and follow school behavior guidelines, will use good self-control, and will monitor their own actions at all times. In this way, all students will be able to enjoy a positive learning environment and to avoid the need for disciplinary action.

## **DISCIPLINE POLICY**

### **BEHAVIORS AND CONSEQUENCES**

Consequences are based on severity of incident and whether the behavior has occurred before.

**ALTERNATIVE INSTRUCTION:** Student is required to remain in the **Behavior Modification Center** for a designated period of time. This may range from 30 minutes to the entire day, depending on the severity of the incident. Students will be given class work to complete, and they are expected to return all assignments to their classroom teacher.

<b>BEHAVIORS</b>	<b>CONSEQUENCES</b>
<b>Leaving Class Without Permission:</b>	*Loss of Privilege
Leaving the classroom without prior permission from staff.	*Parent Conference *Alternative Instruction
<b>Leaving School Grounds:</b>	*Parent Conference
Leaving school campus without parental permission or administrative approval any time during the school day.	*Alternative Instruction *Out-of-School Suspension *Referral to Pupil Personnel *Police Referral
<b>Cafeteria Behavior:</b>	*Verbal Warning
Food should be consumed in the Cafeteria only. Students are responsible for cleaning up their trash and behaving appropriately. Follow all Cafeteria rules.	*Parent/Student Conference *Administrative Referral *Alternative Instruction

**Cheating:**

Is the attempt to improve one's performance through deceit or fraud. Cheating involves giving information as well as receiving it.

- \*Parent Contact
- \*Loss of Credit on Assignment
- \*Loss of Privilege
- \*Administrative Conference

**Disruptive Behavior:**

Behavior which interferes with others' learning, including: attention seeking behaviors, violation of personal space, out of location, destruction of learning materials, impulsive behaviors and inattention.

- \*Verbal Warning
- \*Parent/Student Conference
- \*Administrative Referral
- \*Alternative Instruction

**Extortion:**

Attempt to secure money or property through threat of physical harm (explicit or suggested).

- \*Parent Conference
- \*Administrative Conference
- \*Alternative Instruction
- \*Suspension

**Fighting:**

When two or more participants willingly engage in a physical confrontation.

- \*Loss of Privilege
- \*Referral to Administration
- \*Parent Conference
- \*Alternative Instruction
- \*Suspension

**Forging Documents:**

Writing or signing a document which contains deliberately mis-

- \*Parent Conference
- \*Administrative Referral
- \*Alternative Instruction

leading, false or inaccurate information.

This offense includes forging parent/ guardian or staff names or initials on notes.

**Inappropriate Dress:**

\*Student Conference

Hats, bandanas, skull caps, baseball

\*Parent Contact

caps or other head apparel may not

\*Administrative Referral

be worn by female or male students

in the building. However, head cover-

ings may be worn for medical or

religious reasons only after a review on a

case-by-case basis and with the appropriate approval

of the school administration.

Inappropriate messages on apparel (profanity,

drugs, demeaning or violent messages). A

judgment will be made by staff and/or the

administration about clothing considered

disruptive or distracting to the education process.

**Inappropriate Language:**

\*Time-Out

Language and/or actions considered

\*Loss of Privilege

indecent, abusive, profane and/or

\*Administrative Conference

obscene by the recipient or by staff

\*Parent Conference

members.

\*Alternative Instruction

**Insubordination:**

\*Time-Out

Refusing to obey lawful request or order

\*Loss of Privilege

by the authority of a staff member (any

\*Parent Conferences

adult staff member, i.e. teacher,

\*Referral to Administrator

secretary, building service worker, etc.)	*Alternative Instruction /*Suspension
<b>Intimidation:</b>	*Loss of Privilege
Frightening/tormenting another person	*Administrative Conference
by verbal threats and taunts or physical	*Parent Conference
contact such as punching, tripping,	*Alternative Instruction
bumping.	*Suspension
<b>Littering:</b>	*School Service
Leaving any material such as food,	*Disciplinary Conference with
articles, cans or debris in building	student
or on school grounds.	*Parent Conference
	*Alternative Instruction
<b>Physical Assault:</b>	*Administration Referral
An unprovoked physical attack which	*Parent Conference
is criminal in nature.	*Alternative Instruction
	*Suspension (up to 10 days)
	*Police Referral
	*Consideration of Expulsion
<b>Plagiarism:</b>	*Parent Contact
Any work submitted by a student	*Loss of Credit on Assignment
must represent his/her own effort.	*Administrative Referral
When material is obtained from another	
source, it must include clear and appropriate	
attribution.	

**Portable Communications Devices:**

Possession of unauthorized portable communication devices (beepers, cellular phones, walkie-talkies, etc.) when on school property or engaged in a school activity.

- \*Confiscation of Device
- \*Administrative Referral
- \*Parent Conference
- \*Suspension
- \*Police Referral
- \*Consideration of Expulsion

**Theft/Robbery:**

The stealing or possession of items without the owner's consent (may or may not include the use of force)

- \*Police Referral
- \*Administrative Conference
- \*Parent Conference
- \*Replacement or Repayment of Stolen Possessions
- \*Alternative Instruction
- \*Suspension (up to 10 days)

**Vandalism:**

Intentional destruction or defacement of any school property, including books, supplies, facilities/bathroom.

- \*Administrative Referral
- \*Parent Conference
- \*Perform School Service
- \*Alternative Instruction
- \*Suspension (up to 10 days)
- \*Student Will Pay for Replacement or Repair of School Property Damaged or Destroyed
- \*Police Referral

**Verbal Abuse:**

Use of offensive or insulting language directed at staff members or other students. Insulting or offensive racial

- \*Time-Out/Loss of Privilege
- \*Verbal and/or Written Apology

or sexual slurs.

- \*Conference to Include Parent
- \*Alternative Instruction
- \*Administrative Referral
- \*Suspension (up to 10 days)

**Dangerous Firearms, Explosive Devices, Firecrackers:**

Bringing of any knives, firearms, or other potentially dangerous items are prohibited on school property.

- \*Administrative Referral
- \*Parent Conference
- \*Suspension (up to 10 days)
- \*Consideration of Expulsion
- \*Police Referral
- \*Confiscation

**False Fire Alarm:**

Pulling of the fire alarm without legitimate cause.

- \*Administrative Referral
- \*Parent Conference
- \*Suspension
- \*Police Referral
- \*Payment for Damages and/or Fire Department
- \*Consideration of Expulsion

**Hall Conduct:**

Conducting oneself in a manner that interferes with the rights and safety of others and/or disturbs the orderly

- \*Warning
- \*Student/Parent Conference
- \*Administrative Referral
- \*Alternative Instruction

**Drugs, Alcohol, Placebos, and/or Other**

**Dangerous Substances:**

Possession or use of dangerous and illegal

- \*Confiscation of Substances
- \*Parent Conference

substances.

- \*Referral to Administration
- \*Suspension
- \*Consideration of Expulsion
- \*Police Referral

**Tobacco:**

Possession or use of tobacco and tobacco products is prohibited on school property at any time.

- \*Confiscation of Substance
- \*Parent Conference
- \*Referral to Administration
- \*Suspension

**Gum Use:**

- \*Confiscation of Gum Leftover
- \*Loss of Privilege
- \*Parent Contact

**Lying, Deceiving or Giving False**

- \*Time Out

**Information to a Staff Members,**

- \*Loss of Privilege

**Not Complying With Behavioral**

- \*Administrative Referral

**Consequences**

- \*Alternative Instruction

**SEARCH OF PERSON OR PROPERTY:** When a student is suspected of being in possession of items considered harmful and dangerous, he/she will be given the opportunity to surrender those items voluntarily, if this does not occur, then he/she will be searched by the administration.

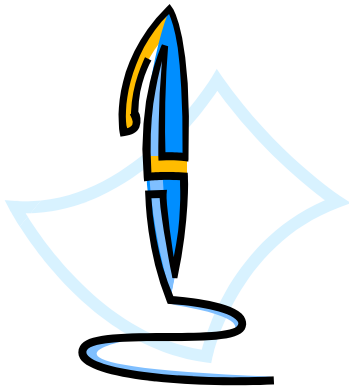
## **PARENT /STUDENT ACKNOWLEDGEMENT CODE OF CONDUCT**

*(This page must be signed, and should remain in handbook.)*

Students, parents, teachers, counselors, administrator, office staff, and volunteers all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

The 100 Academy of Excellence must have proof that every student and every parent/guardian has had the opportunity to read the handbook in its entirety or hear it read aloud. Signed forms must be part of every student's record. Your signature means that you have received this booklet and know the rules as well as consequences.



Parent/Guardian Signature

\_\_\_\_\_

Date \_\_\_\_\_

Student Signature

\_\_\_\_\_

Date \_\_\_\_\_

# **NOTES**

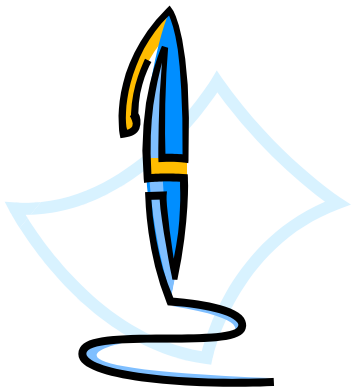
## PARENT /STUDENT ACKNOWLEDGEMENT CODE OF CONDUCT

*(This page must be signed and should be returned to your child's classroom teacher.)*

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Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

The 100 Academy of Excellence must have proof that every student and every parent/guardian has had the opportunity to read the agenda book in its entirety or hear it read aloud. Signed forms must be part of every student's record. Your signature means that you have received this booklet and know the rules as well as consequences.



Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_

Student Signature

\_\_\_\_\_ Date \_\_\_\_\_