



# Family Handbook 2018/2019

## Table of Content

Midlands Arts Conservatory .....	1
School Calendar .....	3
Mission Statement .....	4
General Information .....	4
Midlands Arts Conservatory Expectations .....	4
Midlands Arts Conservatory Staff .....	4
Bell Schedule .....	5
Midlands Arts Conservatory Attendance Procedures .....	5
Code of Student Conduct .....	10
Class I Offences .....	12
Class II Offences .....	13
Class III Offences .....	15
Class IV Offences .....	18
Formal Disciplinary Actions and Procedures .....	20
Classroom Management Plan .....	21
Responsibilities and Grading .....	24
General Code of Appearance .....	25
Dress Code .....	26
Health Services .....	28
After School Activities .....	31
Announcements and Communications between Students and Home .....	32
Bookbags .....	32
Carline .....	32
Parent Observation of Classrooms .....	32
Early Checkout/Early Drop-offs .....	33
Emergency Drills .....	33
Field Trips .....	33
Lost and Found/Missing Items .....	33
Payment by Check .....	34
Responsibilities for Individual Actions .....	34
School Pictures .....	34
Skateboards, Roller Blades, and Scooters .....	34
Student Records .....	34
Technology- Cellular Phones/Electronic Devices .....	34
Telephones .....	35
Recording Devices- Audio and Visual .....	35
Video or Visual Surveillance .....	35
Visitor on Campus .....	35
Walkers and Bikers .....	35
Corrections or Modifications to the Handbook .....	36
Social Media Usage for the MAC Community .....	36

*Students are expected to read and discuss the Midlands Arts Conservatory Student & Parent Handbook, including the Code of Conduct, the Discipline Plan, and this document with their parents/guardians and indicate both understanding and acceptance of these by signing, dating, and returning this completed contract to the student's homeroom teacher by Friday, August 24, 2018. It is understood that this handbook may not cover every aspect relating to the functions, procedures, and policies at Midlands Arts Conservatory. Therefore, any change and modification is at the discretion of the administration and School Board.*

## **Midlands Arts Conservatory Family Contract 2018/2019**

Our family agrees to the following:

1. I understand that it is my responsibility to stay informed of official announcements made through the Remind app, the weekly Main Office email, the Midlands Arts Conservatory Facebook page, and/or the Midlands Arts Conservatory website at [www.midlandsartsconservatory.org](http://www.midlandsartsconservatory.org).
2. I will have a working email that I check regularly, and I understand that all announcements (including, but not limited to, club sign-ups, lunch forms, and field trip forms) will be sent to this email and will not be sent home in paper form.
3. I will provide Midlands Arts Conservatory a working phone number and valid address where I can be reached during daytime hours.
4. I will send my student to school on time, healthy, clean, and prepared to learn.
5. I will ensure my student is dressed and groomed according to the dress code of Midlands Arts Conservatory.
6. I will help the school to make learning a primary focus for my student.
7. I will supervise my student's homework to ensure all assignments are completed on time.
8. I understand that it is my responsibility to review my student's report cards and progress reports issued by the school.
9. I will meet with my student's teacher and/or the administration as requested.
10. I will take responsibility for the behavior of my student, our family, and guests while at school and on school-sponsored events.
11. I understand that the Midlands Arts Conservatory administration has the authority to suspend, refer to an alternative school setting, or expel the student from Midlands Arts Conservatory if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student or fails to cooperate with Midlands Arts Conservatory to help in correcting the student's behavior.
12. I will encourage my student to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
13. I understand that Midlands Arts Conservatory recites The Pledge of Allegiance in the mornings.
14. I understand that this contract is an agreement with all other parents/guardians in the school to support the faculty, staff, and the volunteers as they work to help my student be a productive member of the community.

Parent(s)/Guardian(s)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the Midlands Arts Conservatory Student & Parent Handbook with my/our child. I/We have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support Midlands Arts Conservatory by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school-related projects.

Student

I have read the Midlands Arts Conservatory Student & Parent Handbook (alone or with my parent) and agree to follow the policies, procedures, and expectations it mentions. I read the Code of Conduct, Discipline Plan, and Family Contract and understand what they mean and agree to abide by them. I understand that failure to abide by these may result in my expulsion from Midlands Arts Conservatory.

# School Calendar 2018/2019

Aug-18						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep-18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct-18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec-18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan-19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr-19						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-19						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun-19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 First/Last Day of School

 Teacher Work Days

 Holidays

 End of Grading Periods

 Progress Reports Issued

 Half Days/Teacher Professional Development Days

 Report Cards Issued

## Mission

The Midlands Arts Conservatory will prepare students for arts-related careers, a lifelong appreciation of the arts, and for high-quality postsecondary studies. The school will provide an arts-enriched personalized learning environment, integrating academic rigor and quality arts instruction for students starting in the sixth grade.

## General Information

Midlands Arts Conservatory will provide students with a positive educational environment with an academically rigorous and fine-arts-rich curriculum where the core academics and fine arts are fused together and authentic learning occurs. Midlands Arts Conservatory students will be provided the opportunity and the ability to enter postsecondary education in their chosen concentration area.

In order to ensure the best interest of students, parents, teachers, and community, the administration reserves the right to amend policies and guidelines as set forth in the student handbook throughout the year.

## Midlands Arts Conservatory Expectations

Midlands Arts Conservatory (MAC) is housed in a spacious 15 classroom building. MAC students and parents are expected to take care of the classrooms and other spaces that are available to them. Working together with the school's faculty and staff, our facility will stay clean and well maintained.

## Midlands Arts Conservatory Staff

Last Name	First Name	Title/Position	Phone Number	Email
Hickey	Shannon	Head of School	(803) 630-1MAC	<a href="mailto:shannon.hickey@midlandsartsconservatory.org">shannon.hickey@midlandsartsconservatory.org</a>
Allen	Heather	ELA Teacher	(803) 630-1MAC	<a href="mailto:heather.allen@midlandsartsconservatory.org">heather.allen@midlandsartsconservatory.org</a>
Best	Sallie	Assistant Theatre Instructor	(803) 630-1MAC	<a href="mailto:sallie.best@midlandsartsconservatory.org">sallie.best@midlandsartsconservatory.org</a>
Bobo	Lauren	Dance Teacher	(803) 630-1MAC	<a href="mailto:lauren.bobo@midlandsartsconservatory.org">lauren.bobo@midlandsartsconservatory.org</a>
Deleon	Julian	Assistant Theatre Instructor	(803) 630-1MAC	<a href="mailto:julian.deleon@midlandsartsconservatory.org">julian.deleon@midlandsartsconservatory.org</a>
Evanovich	Sarah	Music Instructor	(803) 630-1MAC	<a href="mailto:sarah.evanovich@midlandsartsconservatory.org">sarah.evanovich@midlandsartsconservatory.org</a>
Hoose	Andrew	Social Studies Teacher	(803) 630-1MAC	<a href="mailto:andrew.hoose@midlandsartsconservatory.org">andrew.hoose@midlandsartsconservatory.org</a>
Hughes	Deborah	Mathematics Teacher	(803) 630-1MAC	<a href="mailto:deborah.hughes@midlandsartsconservatory.org">deborah.hughes@midlandsartsconservatory.org</a>
Lathigra	Amita	Special Education Teacher/Director	(803) 630-1MAC	<a href="mailto:amita.lathigra@midlandsartsconservatory.org">amita.lathigra@midlandsartsconservatory.org</a>
Merry	Marsha	Director of Operations	(803) 630-1MAC	<a href="mailto:Marsh.merry@midlandsartsconservatory.org">Marsh.merry@midlandsartsconservatory.org</a>
Rafferty	Jessica	Assistant Music Instructor	(803) 630-1MAC	<a href="mailto:jessica.rafferty@midlandsartsconservatory.org">jessica.rafferty@midlandsartsconservatory.org</a>
Stevenson	Jerry	Theatre Instructor	(803) 630-1MAC	<a href="mailto:jerry.stevenson@midlandsartsconservatory.org">jerry.stevenson@midlandsartsconservatory.org</a>
		Science Teacher	(803) 630-1MAC	-

## Bell Schedule

### Sixth Grade Bell Schedule

Period	Start	End
First Period	8:15	9:00
Second Period	9:02	9:47
Third Period	9:49	10:34
Fourth Period	10:36	11:21
Lunch	11:22	11:52
Break/Health and Wellness	11:52	12:22
Fine Arts Intensive	12:25	2:25
Fine Arts Theory/History	2:30	3:30

### Seventh Grade Bell Schedule

Period	Start	End
Fine Arts Intensive	8:15	10:15
Fine Arts Theory/History	10:17	11:17
Break/Health and Wellness	11:20	11:50
Lunch	11:52	12:22
Fifth Period	12:23	1:08
Sixth Period	1:10	1:55
Seventh Period	1:57	2:43
Eighth Period	2:45	3:30

### Midlands Arts Conservatory Attendance Procedures

*Note: the policies and regulation below lay out the attendance expectation for Midlands Arts Conservatory students. However, the school would like to encourage all families to come talk with us about needed absences for your student(s). The school wants to work together with you to ensure students are receiving the highest quality education possible. It is the goal of the school that working in partnership together will ensure every student receives what he or she needs to be successful.*

The school year in South Carolina is 180 days long. The Attendance Law says that a student must be present for a minimum of 170 days (along with other criteria) to be considered for advancement to the next grade level. This means the state only allows a student 10 absences for the entire 180-day school year (or 5 absences for a 90-day semester class or 3 absences for a 45-day quarter class). The allowable days **INCLUDES** medical absences but makes no allowance for vacation times as those should be scheduled when school is not in session.

It is strongly suggested that you **NOT** use any of these 10 days for vacations, as they are your safety net for when your student truly needs them due to illness or injury. Again, medically necessary absences **STILL COUNT** toward your allowable days. A student must be physically present in class to get credit for that time.

If a student misses more than the 10 days (or other number in parentheses above) allowed by the state, they are at risk of NOT advancing to the next grade level. Schools must approve or disapprove absences whether lawful, unlawful, or a combination of the two (as described below), for purposes of awarding credit for the year.

Parent notes will excuse a student's absence until they hit the maximum allowable absences. After the maximum, their absence will be excused ONLY with a medical note that states the student had to be out the ENTIRE DAY for each day they miss. Please note that teachers are only required to give make-up work and/or tests if the absence is excused. If you have a medical note, please bring it in!

South Carolina law requires school attendance for every child 5 years or older on or before the first day of September until the child attains the age of 17 with limited exceptions. For exceptions, see S.C. Code Ann. §59-65-30. Parents/legal guardians are primarily responsible for ensuring that their children attend school regularly, and the law provides statutory penalties for those who neglect this responsibility (see section on Truancy).

Midlands Arts Conservatory recognizes two kinds of absences and tardiness: excused (lawful) and unexcused (unlawful). Please read the definitions of each carefully so you understand what you and your parents'/guardians' responsibilities are. Also, be very aware of the consequences and responsibilities regarding all types of absences, including but not limited to make-up work, catching up on course material, and possible disciplinary action. All notes for absences should be turned in to the Main Office upon the student's return to school.

#### Excused Absences (referred to as Lawful Absences under SC Law)

Midlands Arts Conservatory accepts only the following as excusable reasons for absence from school:

- **Personal Illness:** If a student will not be attending school due to an illness or the fact that their attendance in school would endanger either their own health or the health of others with whom they may come into contact, please notify your child's homeroom teacher by email. We recommend that you copy the main office on the email, but please do not contact the office and ask THEM to email your teachers. The email for the main office is [marsha.merry@midlandsartsconservatory.org](mailto:marsha.merry@midlandsartsconservatory.org).
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence is excused. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Families should communicate with the student's homeroom teacher and copy their school's main office at [marsha.merry@midlandsartsconservatory.org](mailto:marsha.merry@midlandsartsconservatory.org) to inform them of the situation and provide an estimated date of the student's return to school. The number of absences permitted for bereavement is at the Head of School's discretion but shall not exceed three days.
- **Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent/guardian should email both the homeroom teacher and your school's main office at [marsha.merry@midlandsartsconservatory.org](mailto:marsha.merry@midlandsartsconservatory.org) to explain the situation and give an estimated time of absence. Bring a copy of the court order documentation when you return to school.
- **Special or Recognized Religious Holidays/Instruction/Ritual:** Special or recognized religious holidays/instruction/rituals observed by the student's faith are excused, up to three per year. Additional days would require administrative pre-approval. Parent/guardian must email the homeroom teacher and the main office at [marsha.merry@midlandsartsconservatory.org](mailto:marsha.merry@midlandsartsconservatory.org) to explain the situation and give an estimated time of absence. You must also provide a notice from your religious institution/congregation upon your return to school.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. The parent or guardian must email the homeroom teacher and copy the main office to explain the situation and give an estimated time of absence.



- Financial or Other Conditions: Other absences to be determined by, and at the discretion of the Head of School, may be excused.
- Administration Approved Absences: Other absences may be considered and preapproved by administration through a formal request process. Please keep in mind that even if an absence is excused, a student should miss no more than 10 total days for the entire year.
- Out of School Suspension (OSS): School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. Midlands Arts Conservatory allows students who miss school for an out of school suspension to make up any work missed (refer to the section “Make-up Work for Excused Absences”).

#### Unexcused Absences (referred to as Unlawful Absences under SC Law)

An unexcused absence is a part of a student’s school record. Students will be marked unexcused for the following:

- Failure to Attend School: Failure to attend, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused will be considered unexcused. Suspension does not constitute an unlawful absence for truancy purposes.

#### Make-up Work for Absences (Excused and Unexcused)

Absences from school, whether lawful or unlawful, one day or several, do not release students from their class responsibilities on the day they return. Students who have been absent will be given the same number of days that they were out to make up missed work.

On their first day back to school, it is the student’s responsibility to find out what work needs to be made up and when it is due – failure to do this will result in a zero for each of those assignments.

Make-up tests will be scheduled at a time designated by the teacher. It is the student’s responsibility to take the test then. If the student fails to do so, the teacher is not obligated to set another time. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

If a student exceeds 10 absences in a full-year or 5 absences in a half-year, they are required by state law to make up that time in order to receive credit for their courses. To be sure our students with significant absences are given an opportunity to make up this time and receive credit for their courses, we will do seat recovery outside normal school hours beginning in the last week of school and continuing into summer if necessary.

Please note for vacation planning purposes: If your child misses too many days during the school year, they are still **REQUIRED** to make up their seat time in their courses. If they require seat time recovery and choose to leave school without completing it, they will not receive credit for the course(s) in question and may not be promoted to the next grade.

Parents will be notified directly of seat time recovery opportunities if their student should require them.

### Arriving to School Late (School Tardiness)

Start of Day Tardiness: School begins at 8:15AM. Students who arrive after the doors close (including carpools) must have their driver come into the Main Office to sign each student in as tardy. Once the student(s) have been properly signed in, they will get a “late slip” for admittance to class (Excused Tardy for medical reasons or Unexcused Tardy for most other reasons). Habitual tardiness may result in disciplinary action based on the “Minor Violation Discipline Cycle” or an appropriate arrangement for making up missed class time.

If we notice that a family gets into a pattern of sending a tardy student into the Main Office alone and not coming in to sign them in, we will begin holding your student in the lobby (each additional time they enter tardy and alone) until their first period class is complete.

### Class Tardiness

Students are given about three minutes to get to each class. They are expected to be sitting in their assigned seats when the class is scheduled to begin; otherwise, they are considered tardy. If a student has checked in late via the Main Office, the student should have an admit-to-class slip showing their tardiness as either Excused (medical) or Unexcused (non-medical). Repetitive tardiness will result in the student receiving a disciplinary consequence based on the “Minor Violation Discipline Cycle.”

### Class Cuts/Skipping

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office. Students who become ill or need to see an administrator during class time should FIRST report to class and obtain permission and a hall pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once so that a member of the administrative team may be called.

### Leaving School Early (Early Dismissals)

Leaving school with a parent/guardian prior to the official end of the school day is considered an early dismissal. Persons picking up a child must be prepared to show a photo ID and have been previously approved by the parent/guardian and officially recorded on the paperwork in the student’s file at school.

Students must be in each class receiving instruction for a minimum of 25 minutes in order to be counted as present for that class. Since students change classes throughout the day, they will receive credit only for the classes in which they were present. Students leaving school before meeting these requirement will be considered absent for the class(es).

If early checkouts become habitual, a parent or legal guardian must be prepared to show appropriate documentation verifying the necessity of an early checkout at the time the student is released from school.

### Truancy

It is the intention of Midlands Arts Conservatory to make sure your children succeed academically. However, a student who is not here cannot be successful. As such, the following is a description of the process we must follow when students are absent from school without valid excuse or documentation:

1. After three (3) consecutive days of unexcused absences, the child is considered truant, and the parent/legal guardian will be contacted by the school via phone or email to request a conference with the student and parent/guardian to address the absences via the development of a Truancy Intervention Plan.
2. If there is no response to the above and two (2) more days are missed (for a total of 5 consecutive days), the child is considered a habitual truant, and the parent/legal guardian will be sent an email to request a conference with both parent/guardian and student to address the absences via the development of a Truancy Intervention Plan. It will be noted in the letter that South Carolina law allows only 10 unexcused absences per academic year before advancement is at risk.
3. After ten (10) consecutive days of unexcused absences:
  - a. Midlands Arts Conservatory will drop the student from our enrollment on the 11th day.
  - b. Midlands Arts Conservatory will contact the student's district of residence to see if the child has been moved back into that school system.
  - c. If the student is not in their district of residence AND we have a Truancy Intervention Plan in place OR we have documentation to show reasonable efforts were made to create a Truancy Intervention Plan, then Midlands Arts Conservatory will refer the student to the SC Family Court for truancy.

South Carolina Board of Education Regulation (SBE) 43-274 specifies state requirements for school attendance. Truant students are classified as Truant, Habitual Truant, or Chronic Truant.

Truant refers to a child 6 to 17 years old who has accumulated 3 consecutive unexcused absences, or a total of 5 unexcused absences for the academic year.

Habitual Truant is a child 12 to 17 years old who (1) has accumulated 2 or more ADDITIONAL unexcused absences and (2) has failed to comply with the Truancy Intervention Plan.

Chronic Truant is a child 12 to 17 years old who (1) has been through the school intervention process, (2) has reached the level of habitual truant and has been referred to family court and placed under an order to attend school, and (3) continues to accumulate unexcused absences.

#### Details Regarding SC Attendance Law

- SC Code § 59-65-20 (2013) Penalty for failure to enroll or cause child to not attend school. Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article. HISTORY: 1962 Code Section 21-757.1; 1967 (55) 181.
- SC Code § 63-7-20 (2014)
  - (4) "Child abuse or neglect" or "harm" occurs when the parent, guardian, or other person responsible for the child's welfare:
    - (c) fails to supply the child with adequate food, clothing, shelter, or education as required under Article 1 of Chapter 65 of Title 59, supervision appropriate to the child's age and development, or health care though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused or presents a substantial risk of causing physical or mental injury. However, a child's absences from school may not be considered abuse or neglect unless the school has made efforts to bring about the child's attendance, and those efforts were unsuccessful because of the parents' refusal to cooperate. For the purpose of this chapter "adequate health care" includes any medical or nonmedical remedial health care permitted or authorized under state law.

## Code of Student Conduct

Midlands Arts Conservatory believes that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and school. It is our goal to provide close communication with parents/guardians at the onset of discipline problems, so that together we can find alternatives for the student, and so they can experience success in their relationships at home and at school.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

### Classification of Violations

Violations of the Code of Student Conduct are grouped into four classes:

- Class I: Minor
- Class II: Intermediate
- Class III: Major
- Class IV: Zero Tolerance

Each classification is followed by a disciplinary procedure that is to be implemented by the Head of School/designee. It is understood that when a violation of the Code occurs, the student's explanation shall be heard by the Head of School/designee before determining the classification of the violation. The Head of School or designee will review each case individually before assigning consequences.

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. These include, but are not limited to, personal calls to the parents, parent/teacher conferences, etc. A detailed classroom management plan is described in the "Classroom Management Guidelines" section of this handbook. If such measures do not put an end to the disruption, a disciplinary referral is appropriate. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals.)

Neither Midlands Arts Conservatory employees nor the Governing Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

These rules apply to all students at school or school-sponsored activities trips (and while on school transportation), including field, artistic venues, stadiums, parking lots, and other sites used for school-sponsored activities.

1. Repeated violations of the Code of Student Conduct in school will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from the school for the remainder of the school year or a specific period of time.
2. There shall be no type of hazing during any school sponsored event, club, organization, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the Code.
3. Federal and state laws grant individuals reasonable expectations of privacy, and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. Students may be subject to search of person

or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched.

4. Be advised that students will be held responsible for prohibited items in their personal control, such as items located in vehicles, book bags, clothing, or items belonging to someone else.
5. Technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.
6. A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, substance abuse, stalking, threats, intimidation, harassment, or acts motivated by hate or bias.
7. "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and one additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.
8. Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, etc.), chat rooms, instant and text messaging, and cell phone technologies.

Students will not use school equipment or networks to engage in cyberbullying or cyberstalking including, but not limited to, the posting of harassing messages on the internet, social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expression unprotected by law. Cyberbullying or cyberstalking may also include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

9. **ANTI-BULLYING POLICY:** Midlands Arts Conservatory desires that all of its students and school employees have an educational setting that is safe and secure and free from harassment and bullying. Midlands Arts Conservatory will not tolerate bullying or harassment against any student, employee, visitor, volunteer, or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Midlands Arts Conservatory does not tolerate the bullying or harassment of any student, school employee, volunteer, or agent:

- During any educational program or activity conducted by the school
- During any school-related or school-sponsored programs or activities
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of Midlands Arts Conservatory. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

## Class I Offenses- Minor

Minor violations can occur in or outside the classroom and on or off campus at any school or after school related event. Punishment for these violations/offenses can include any combination of the following consequences at the discretion of the staff:

- Lunch Detention
- Administrative Detention
- Withholding Privilege
- In School Suspension (ISS)
- Disciplinary Referral Form for not following school rules (additional consequences may apply)
- Suspension from after-school activities such as clubs or sports activities

Parents will be contacted with a phone call, email, or letter sent home with the student regarding the assigned consequence for administrative detention, ISS, or disciplinary referrals.

Teachers, in response to minor violations in the classroom, will take the appropriate steps when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment, the teacher will issue an office referral and send the student to the office.

Parents will also be contacted if repetitive minor violations are committed by the student in the same setting, such as in the same classroom. Repetitive minor violations recorded in the Conduct Log will result in the student being classified as a Chronic Disciplinary Problem Student and may result in a referral. The Minor Violations List below is not exhaustive and subject to change at any time at the discretion of the Head of School.

Code	Infraction
1.01	Chewing gum
1.02	Violation of the Uniform Dress Code
1.03	Eating or drinking in unauthorized areas
1.04	Refusing to participate in learning, sleeping, or not participating, etc.
1.05	Unprepared for class (not bringing the needed materials described in the course syllabus to class each day)
1.06	Behavior that puts safety at risk
1.07	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.
1.08	Any other minor act of misconduct which interferes with the orderly operation of the classroom including, but not limited to, excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.
1.09	Failure to follow directions: insubordination, refusal or failure to comply with a direction or an order from a school employee
1.10	Hall disruptions (including, but not limited to, wrestling, pushing, scuffling, clowning, acting out, or roughhousing_
1.11	Tardiness (repeated late arrival to school or class)
1.12	Disrespect or rude behavior: conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student

1.13	Profane, obscene, or abusive language/materials: use of either oral, written or bodily language (including designations or abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable, and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity
------	--

### **Class II-IV Violations of the Discipline Code**

Major violations (Class II-IV) of the Code of Conduct result in a referral. Referrals are investigated and consequences are assigned by the Head of School or designee. Parents are notified of the consequences by either phone call, email, notice letter sent home with the student, or through the mail. Consequences are progressive and each disciplinary referral advances the student to the next step in the major violation discipline cycle. Violations may have higher consequences if committed at a higher cycle step. Consequence ranges on the major violation discipline cycle cover most of the major violations. However, it cannot cover all possible examples of major violations and their consequences. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate, or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. Also, at the discretion of the administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

#### **Class II Offences- Intermediate**

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for minor violations (Class I) in investigating the situation and deciding on disciplinary action.

- Step 1: 1 day of ISS
- Step 2: 1-3 days of OSS
- Step 3: 3-5 days of OSS
- Step 4: 5-10 days of OSS or possible Expulsion

Code	Infraction
2.01	Repeated Misconduct of Class I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.
2.02	Disrespect: Conduct or behavior towards school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.
2.06	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.
2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, implied, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
2.08	Stealing (under \$50): Taking the property of another person or school without permission.
2.09	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
2.10	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name-calling with or without profanity, purposeful exclusion, slander, and verbal cruelty.
2.11	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.
2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch.
2.13	Dangerous/Unsafe Acts: Behaving in such a way that it could reasonably cause physical injury to any person or property without intent to do such harm.
2.14	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.
2.15	Confrontation/Dispute: Lower level confrontations such as mutual pushing and shoving, or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.
2.16	Simple Battery: Any pushing or striking of another student against the will of the other student.
2.17	Leaving class without permission or not reporting to the designated area on time.
2.18	Skipping or cutting class or activity: A class cut occurs when a student is absent from class/activity for more than 5 minutes without permission from the teacher or authorization from the administration to do so.
2.19	Use of -in employee's presence- opprobrious or abusive words, or obscene language, pictures or gestures.
2.20	Vandalism (less than \$50): The willful or malicious destruction, damage, or defacement of school property or the property of others including acts of defacing with graffiti, keying or scratching a car, or trashing a room resulting in damages.
2.21	Mistreatment / misuse of school, personal or others' properties: The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use, or unauthorized possession.
2.22	Providing False and/or Misleading Information: Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.



2.23	Possession of Firearm Facsimiles: Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell.
2.24	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.
2.25	Lewd, Indecent, or Offensive Behavior: Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.
2.26	Inciting or Participating in a Major Student Disorder: Leading, encouraging, and/or assisting in disruptions which result in the destruction or damage to property or cause personal injury.
2.27	Public Display of Affection (PDA): Kissing, fondling, “dirty dancing,” sitting on laps, prolonged hugging, close contact, or any suggestive contact that is in poor taste and shows disrespect for others as interpreted by school personnel. Parent is contacted at each step.
2.28	Possession of Stolen and/or lost property with or without knowledge, or not returning found items to the authorities.
2.29	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
2.30	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be out of sight and kept in an “off” mode while on the school property during school hours as well as during field trips. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)
2.31	Unauthorized video or sound recording.

NOTE: Multiple Class II Offenses - Students who commit five or more Code of Conduct Class II offenses may be referred for school expulsion.

### **Class III Offences- Major**

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

- Step 1: 1-3 days of OSS
- Step 2: 3-5 days of OSS
- Step 3: 5-10 days of OSS or possible expulsion

**Codes 3.27 through 3.33 do not use Step 1 (1-3 days OSS). These seven codes are more serious infractions and use Step 2 (above) as their FIRST step and Step 3 (above) as their SECOND step. There is no Step 3 for these seven infractions.**

Code	Infraction
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.
3.02	Technology tampering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.
3.03	Battery: When one student physically attacks another student with the intent to do bodily harm.
3.04	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property, or the personal property of students and/or school personnel.
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.
3.06	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)
3.07	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
3.08	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
3.09	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.
3.10	Gross Insubordination/Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.
3.11	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.
3.12	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.
3.13	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.
3.14	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.
3.15	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.
3.16	Bullying: Systematically and chronically inflicting physical hurt or psychological distress, on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment, or that unreasonably interferes with the individual's school performance or participation. Prohibited acts include, but are not limited to, acts of violence, bullying, cyberbullying, threat of violence, or harassment based on actual or perceived race, color, national origin, sex, gender, disability, sexual orientation, religion, or other distinguishing characteristics of a student that is directed at one or more students; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is severe and pervasive.

3.17	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services, which threatens the health, safety or property of self or of others, or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.
3.18	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.
3.19	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.
3.20	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action; to kill another person or do any act of violence which may cause death; and creates fear or apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm, along with the individual having the capability to actually carry out the threat.
3.21	Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct, which affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, or using language that has a double meaning and is sexually suggestive.
3.22	Directing obscene, profane, offensive or abusive language or gestures to a school employee: Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.
3.23	Possession of a controlled object without intent to harm or use for personal protection
3.24	Entering in an unauthorized area without permission
3.25	Violation of the ISS Rules/Procedures
3.26	Creating or organizing a conspiracy of any kind with regard to the school and/or its employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.
3.27	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering lewd or lascivious acts in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.
3.28	Making a false 911 emergency call from school or personal phones.
3.29	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.
3.30	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

3.31	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior, or the possession or use of any substance represented to be of said nature.
3.32	Inciting, Leading, or Participating in any act which substantially disrupts the orderly conduct of the school or of a school function: The act of inciting, leading, or participating in any disruption (including gang related activities or incidents with multiple participants), disturbance, or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of a school employee.
3.33	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token, and all other types.
3.34	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.
3.35	Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

#### Class IV Offences- Zero Tolerance

Class IV acts of misconduct are the most serious. Any Class IV act is grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for alternative school and/or expulsion. (See exceptions below.) Major acts of misconduct must be reported right away to the school administrator, and may result in immediate removal of the student from the school. In severe cases, or if the probation is violated, the Head of School may recommend immediate expulsion. In selecting this action, the Head of School shall consider the age of the student, his/her prior discipline record, the seriousness of the behavior, the intent of the student, and if the health, safety, and welfare of other students and/or staff have been endangered.

Code	Infraction
4.01	Homicide (murder or manslaughter)
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of, or attempt to burn or destroy school property, contents (in or on the property), or personal property of others.
4.03	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer, or student which creates a fear that the threat could be carried out.
4.04	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.

4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school property at a school function, extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm or to intimidate another person. Included in this category are objects such as BB guns (or pellet guns), air soft guns, paintball guns, replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutters, machetes, hypodermic needles, sling shots, spears, swords, ice picks, other pointed instruments, nun-chucks, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, or incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force, threat of force, violence, and/or putting the victim in fear.
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
4.09	Other: Any other intentional or wanton act that significantly harms or poses a realistic threat of serious harm to oneself or another person and is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hazing, hate crimes, bullying and harassment, or the possession of drug paraphernalia.
4.10	Drugs (Distribution/Selling/Buying): The transmission, distribution, buying or selling of any drug or contraband substance, or the selling/transmitting of any substance represented to be of said nature.
4.11	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.
4.12	Possession of a Firearm: Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, bullet, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or constructed to explode by such filler and is capable of causing bodily harm or property damage.
4.13	Use of a Deadly Weapon: Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.
4.14	Aggravated Stalking: Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent.

## Formal Disciplinary Actions and Procedures

### Definitions Relating to Formal Disciplinary Actions

The following are examples of formal disciplinary actions that may or may not be used in the school. Students and parents/guardians who desire to have further information about the disciplinary actions used at school should contact officials.

- Before/After School Detention – Assignment to a designated area on campus at the beginning or end of the regular school day for a specified period of time.
- Alternative Schools and Programs – Schools and programs developed by the School Board for placement of students who have violated the Code of Student Conduct may be offered these voluntary programs, in special circumstances in lieu of other disciplinary actions. Such schools and programs include, but are not limited to, the Alternative Education Centers, the Substance Prevention Program (nighttime program), and the Students Option for Success Program (nighttime program).
- Behavioral Contracts – A contract entered into between a teacher or administrator and a student and his/her parent/guardian in which all parties agree to certain actions in an attempt to modify a student’s behavior. The contract shall also contain consequences for breaking the agreement.
- Cafeteria Suspension – Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.
- Class Suspension – Denial of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.
- Expulsion –The School Administration has the sole authority to expel students.
- In-School Suspension (ISS) – Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.
- Network/Internet Suspension – Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.
- Saturday Detention – Assignment to a session at the school on Saturday for work assignments, academic work, or guidance.
- Saturday School- Saturday school is designed to promote timeliness and good school attendance. Saturday School hours are at the discretion of school administration.
- Night-time Substance Use Prevention Counseling Education Program –An alternative program available to students who have committed an alcohol or drug violation. Parental participation is required.
- Suspension – Removal of students from their regular school program for a period not to exceed ten (10) days. No student who is required by law to attend shall be suspended for unexcused tardiness, absence or truancy. Therefore, suspension is not an appropriate disciplinary action for Code violation 1.07, as it relates to students who fall within the mandatory state attendance requirements.
- (Disciplinary) Work Assignments – Supervised activities related to the upkeep and maintenance of school facilities.
- Withholding of Privileges – The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by the principal or designee.
- Intervention Referral- Classroom teachers may remove disruptive students and refer them to In-School Suspension for a limited period of time not exceeding one class period. These referrals are recorded in the Conduct Log system. Parents are notified by the classroom teacher if misbehavior continues.
- Out-of-School Suspension- Out of School Suspension (OSS) is a formal disciplinary action that can only be assigned by the Head of School or designee and requires notice sent to parents via phone, email, with student, or US mail. The notice will include the student’s conduct, school rule(s) violated, and the number of days the student is suspended. This requirement does not preclude administration from contacting parents by phone and

assigning an immediate suspension when deemed necessary. Leaving a message at the phone number recorded in the school file will be considered sufficient notification. Parents will also receive the notice sent home with the student. A meeting between a parent and an administrator may be required prior to the return of the student serving an out-of-school suspension. However, failure of the parent to attend the conference does not preclude the student's readmission to the school. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year.

- **Option to Withdraw-** A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides according to the Charter School Act. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.
- **Academic and/or Behavioral Contract -** Students who have been given consequences based on the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.
- **Zero Tolerance-** Students who commit the following offenses will automatically be expelled: issuing a bomb threat; participation in a gang organization; distribution, sale, or attempted sale of alcohol or controlled substances (drugs, i.e. marijuana, etc.) or counterfeit drugs; distribution, sale, or attempted sale of controlled paraphernalia (pipes, papers, etc.); use of alcohol or a controlled substance at the school premises or school sponsored events; arson; repeated offenses of bullying or sexual harassment or misconduct; assault or battery of a school employee, volunteer, or student; assault or battery to a student at the discretion of the administration; possession of a deadly weapon; and the use of dangerous weapons to threaten, intimidate or injure.

## **Classroom Management Plan**

Midlands Arts Conservatory seeks consistency throughout the school and therefore uses a universal classroom management plan in which all faculty and staff work in a cooperative effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

School-Wide Rules:

1. Respect yourself and others.
2. Follow directions the first time.
3. Be prepared for each class.
4. Keep yourself to yourself.
5. Focus on your learning.

The structure of the classroom management plan consists of four main parts:

- Rules – the expected behavior for all students
- Consequences – what the student chooses to accept if a rule is broken
- Rewards– what the student receives for appropriate behavior
- Commendations – what the student receives for exceptional actions

Classroom management techniques include but are not limited to the following items:

1. Verbal correction
2. Cooling off time or “time out”
3. Seating changes in the classroom
4. Counseling by teachers or administrative personnel
5. Before or after school or lunch detention
6. Parent/Teacher conferences
7. Temporary or permanent confiscation of items that disrupt the educational process. Midlands Arts Conservatory is not responsible for lost/stolen items that have been confiscated according to school policy.
8. Temporary placement in another classroom
9. Grade reduction as permitted by cheating and plagiarism policy
10. Rewards
11. Behavioral contracts
12. Sending the student to the office or other assigned area, or to in-school suspension (ISS)
13. Loss of class credit for not meeting the attendance requirements
14. Withdrawal of privileges, including participation in extra-curricular activities
15. Other strategies and consequences as specified by the code of conduct

## **General Behavior Expectations Outside the Classroom**

### In Bathrooms

Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or authorized staff member. Students found outside without passes will be subject to disciplinary action. Restrooms are areas used by all students, teachers, and volunteers. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. You may not roughhouse, push, or wrestle.
2. You may not eat or drink in the restrooms.
3. You may not run in the restrooms.
4. You must do your part to keep these areas clean and safe.
5. You may not use any profane or vulgar language while in these areas.
6. You may not yell, scream, or make excessive noise while in these areas.
7. You may not loiter in the gym, lunchroom, and lavatories.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the restrooms to a teacher or the office immediately.

### In the Cafeteria

1. DO not loiter in the cafeteria.
2. Keep tables, chairs, and floors clean.
3. Talk in a normal voice (classroom voice).
4. No backpacks allowed in the cafeteria.
5. Dispose of trays, trash and debris in trashcans.
6. Keep hands, feet, personal belongings and food to yourself.
7. Keep cafeteria lines orderly. No pushing, running, or cutting in line.
8. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.



## **Behavior and Character Reward Plan**

Midlands Arts Conservatory expects its students to always exhibit appropriate behavior. However, the school wants to encourage its students to go beyond the expected behavior, and students will be recognized for “doing good”. Some examples are, but are not limited to:

1. Assisting someone in need
2. Volunteering to do an unwanted task
3. Cleaning up after others
4. Consistently having a cooperative spirit
5. Exceeding requirements on an assigned task or assignment

Awards – Students will be awarded commendations if they are observed exhibiting behavior “above and beyond” expected behavior. All Midlands Arts Conservatory staff members who observe a student engaged in this type of exceptional behavior can issue this award

School-Wide Rewards – A system of rewards to students who reach a documented level of behavior has been put into place to recognize those students for their achievement. Eligibility for each of these rewards differs for each reward – some are based on receiving Commendations; others are based on good behavior. Some of the School-Wide Rewards will be, but are not limited to:

- Dress Down Days: Eligible students for a Dress Down Day will be announced by the administration based on individual disciplinary record. Participating students must follow the guidelines listed under the section Dress Code.
- Student of the Month: Student will be selected by teachers and administration based on their academics or behavior.

## **Cheating and Plagiarism**

Plagiarism is defined as "taking ideas or writings from another person and offering them as your own." The student, who leads readers to believe that what they are reading is the student's original work, when it is not, is guilty of plagiarism. Credit should always be given to the person who created the words or idea. Unless it is otherwise stated, assume that all materials on the Internet, including websites and graphics, are copyrighted, and that existing copyright guidelines, such as those involving photocopying, electronic copying, multimedia, and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and web publishing.

## **Disciplinary Actions for Safe and Acceptable Use of Computers and the Internet**

Possible consequences for violations of the use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of school network privileges
- Suspension of computer access
- Disciplinary actions as outlined in the Code of Conduct
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

## **Responsibilities and Grading**

### Responsibilities

It is the intent of the Midlands Arts Conservatory, as expressed in the Parent/Guardian Rights and Responsibilities section of this document, that parents/guardians must ensure that their child understands his/her individual rights and responsibilities to school employees and fellow students as they work together in the educational environment. It is the parents'/guardians' responsibility to ensure that their child maintains regular communication between home and school. When either parents/guardians or school employees deem it necessary to meet regarding concerns about the student's education or a disciplinary matter, the student and parent/guardian have a right to be represented by an attorney of his/her choice throughout the process.

### Due Process and Students' Responsibilities and Rights

All students are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable student behaviors or conduct violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time a student feels they are the subject of harassment, hazing, threats, or other intimidating behavior, they should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All such reports will be kept completely confidential.

Similarly, if a student or parent/guardian is concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, they should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

### Grading System/Progress Reports/Report Cards

The grading system at Midlands Arts Conservatory reflects achievement-based mastery of skills in both the core academics and the arts academics. In order for a student to receive a grade for any nine-week period a student must complete the required work and fulfill state attendance requirements. Grade reports list a student's number of absences.

Midlands Arts Conservatory uses the scale below based on the South Carolina Uniform Grading Policy as required by state law. This changed from a 7-point scale to a 10-point scale beginning with the 2016-17 school year. The new scale was put into place to give South Carolina students a fair opportunity to apply for college admissions and scholarships, provide continuity for military families and students, and provide a seamless transition from high school to college.

<b>Numeric Grade</b>	<b>Letter Grade</b>
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Midlands Arts Conservatory issues report cards every nine weeks and progress reports midway through each nine-week grading period. The school calendar includes the specific dates that report cards and progress reports are sent home.

### Homework Policy

Homework is an essential part of student success. Doing homework helps students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers give homework assignments that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero (0) may be given. In case of conflict regarding homework assignments, the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it.

### Honor Roll

Students are recognized on a regular basis and rewarded for accomplishments.

- Head of School List – students achieving an academic average of 90 or above in all subjects.
- Honor Roll – students achieving an academic average of 80 or above in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied.

### Schedule Changes

Each student's schedule is planned and developed based on the student's academic history and demonstrated abilities. Modifications to the student's schedule may be made if requested within the first two weeks of the beginning of the school year. Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

## **General Code of Appearance**

Administrators and teachers will enforce dress codes that promote the successful operation of the school. The administration will be the final judge as to neatness and cleanliness of wearing apparel, and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules. The general code of appearance will not restrict the school administration's authority to implement the School Board's Policy on Student Uniforms.

Each student has the responsibility to dress appropriately for the school environment. These guidelines for dress and grooming are provided to assist parents, and shall apply to all students. Student dress and grooming shall be neat and clean, and follow the general guidelines below:

- Shoes must be worn. However, bedroom shoes, slippers, or flip flops are not allowed, including dress-down days. Students are never permitted to wear open-toed shoes or shoes with no backs.
- Halter-tops, tank tops, backless tops, top with thin or no straps, or tops that show midriff or expose the body are prohibited, including dress-down days.
- See-through or mesh garments shall not be worn.
- Form-fitting or overly tight clothing shall not be worn.

- Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases or advertisements, phrases or symbols of alcohol, tobacco, or drugs, or other inappropriate symbols or phrases or advertisements that would be offensive to common propriety or decency.
- Head coverings, including, but not limited to, caps, hats, bandanas, hair curlers, or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.
- The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Underwear, midriff, or back may not be exposed. If a belt, suspenders, or straps are worn, they shall be worn in place and fastened.
- Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- Wearing apparel, jewelry, hair style, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate the health and safety rules of the school.

*Note: Should a student's uniform not comply with the uniform dress code, they will be considered in violation. Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will remain in the school office for the remainder of the school day.*

All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations. This dress code shall also apply to all school-sponsored activities and events, unless otherwise authorized by the school administration.

## **Dress Code**

Students are expected to wear the Midlands Arts Conservatory uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or orderly operation of the school. The Head of School or designee shall determine whether any particular mode of dress, grooming or accessories are in violation of the spirit or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code so valuable school time is not spent examining student attire to determine appropriateness. Students are not permitted to change out of their uniforms unless participating in PE or a school activity that requires non-uniform clothing.

Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will be kept out of the classroom for the remainder of the school day. The student's parent will be notified of this violation. Inappropriate attire jeopardizes the instructional climate and, therefore, will not be tolerated.

### Guidelines:

1. Uniforms must be worn properly at all times while on campus.
  - a. Students must be in complete uniform when they arrive to school. All shirts must be tucked into shorts, pants, or skirts, and belts must be worn with all pants and shorts with belt loops. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
  - b. Students may change clothes for PE if desired. If the student changes clothes, he or she must maintain the general code of appearance and the attire must be suitable for the scheduled activities. A student may not change clothes if the scheduled activity is not physical (i.e. health lesson, inclement weather activity, etc.). Students must wear appropriate athletic shoes.
  - c. Dance students must wear the appropriate dance attire during their dance classes.
2. Shoes:
  - a. Shoes must be closed-toed shoes with backs. No heel higher than 1 inch is permitted on any shoe. Students may not wear ANY shoe with a wheel on the bottom.

- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps secured or velcroid. Nothing may dangle or drag from the shoe (like shoe charms). Slippers, thin-soled shoes, flip-flops, or open-toed shoes are not permitted.
3. Pants, Shorts, Skirts, Skorts:
- a. Pants or shorts must be khaki or navy. If pants or shorts have belt loops, a belt must be worn through all the loops and fastened appropriately. Unhemmed pants or shorts are not permitted. Pants and shorts may not be considered athletic wear (i.e., workout shorts or sweatpants). Shorts must be fingertip length or longer and must come to at least the mid-thigh area.
  - b. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Pants or shorts must not fit too snugly. Students wearing the top of their pants or shorts below their buttocks may be issued a referral for improper exposure.
  - c. Athletic shorts are not permitted.
  - d. It is highly recommended that biker shorts be worn under all skirts.
4. Tops:
- a. Polo knit shirts are blue or red with the school logo and come in a short or long sleeve style. These will be available at the school (limited), Lands’ End, or through an authorized local vendor. Students may also wear white or blue button-down Oxford shirts.
  - b. Students will have the option to purchase a jacket with the school logo, directly from the school.
  - c. When wearing any of the above stated apparel, the student must still be wearing the Midlands Arts Conservatory logoed polo underneath. The outerwear cannot be worn alone with a plain shirt underneath.
6. Accessories:
- a. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess).
  - b. Socks must be worn at all times.
7. Miscellaneous Guidelines:
- a. Clothing should be neat and clean.
  - b. Clothing may not be worn inside out or backwards.
  - c. Undergarments must not be exposed.
  - d. Athletic outfits are not permitted in the school building, except in PE classes, dance classes, and Dress Down Days.
  - e. Cosmetics and/or make-up should be age – and school – appropriate and not attract undue attention.
  - f. Clothing with excessive rips, tears, holes, or frayed edges is considered inappropriate for school.
  - g. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Earrings, for safety reasons, are not to exceed the size of a quarter.
  - h. Extreme hairstyles that interfere with the learning environment are not permitted. Hairstyles should not attract undue attention.
  - i. Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, or coats are not to be worn during school hours.
  - j. Exemptions may be granted for religious purposes if approved in advance.

### Dress Down Days

- 1. Clothing that is revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. Shirts must be worn buttoned up to second from top.

2. All t-shirts must be in good taste (no suggestive wording, illustrations, or advertisements for items which are illegal, i.e., alcohol and tobacco products, etc.). Administration-approved school spirit t-shirts may be worn in lieu of school uniform t-shirts.

## **Health Services**

### Immunization Requirements

According to South Carolina state law, a child cannot be admitted to any school without a valid SC Certificate of Immunization or a medical, religious, or special exemption at the time of school entrance. Students entering from another South Carolina school must submit an immunization record at registration. Students from out-of-state may obtain a special exemption and have thirty (30) days to obtain a valid SC Certificate of Immunization record from a healthcare provider or from the Health Department. Students that do not meet immunization requirements will not be allowed to remain in school.

Complete immunization information can be found on the South Carolina Department of Health and Environmental Control (SCDHEC) website.

### Medication at School

When possible, a student's parents and healthcare provider should try to minimize the need for medications while at school. If the medication is prescribed to be given once or twice a day, they must be given at home. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for school, in the afternoon after the child returns home, and again during the evening. This is an acceptable method of medication administration unless otherwise specifically ordered by the healthcare practitioner and avoids unnecessary disruption of the student's school day. However, in some cases, administration of medications in the school setting is unavoidable. If the healthcare provider's order indicates that medicine must be given during school hours it will be given by a trained staff member.

No medication, including cough drops, will be given without a completed Medication at School Authorization Form. Medications are not supplied by the school. The first dose of a medication the student has never taken before will be given at home so that the parent/legal guardian can monitor adverse reactions.

All medication must be provided in the original container. No medication will be accepted in baggies or envelopes.

Parents are responsible for knowing and replacing medication before the expiration date. No medication will be given past the expiration date.

The school nurse reserves the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student's needs will be discussed.

Parents are responsible to pick up any unused medication or medical supplies within one week of discontinuation or the last day for students, whichever comes first. Medications that are not picked up will be disposed of in a manner that respects security as well as environmental concerns.

### Medications to be Given at School During School Hours

Prescription medication to be given during the school day must be accompanied by a Medication at School Authorization Form completed and signed by a health care practitioner who is recognized by SC's Dept of Labor, Licensing, and

Regulation as authorized to prescribe medications. The parent/guardian portion of the form must also be completed. (Please note: the prescription label generated by the pharmacy is not the same as a healthcare provider's order.)

All prescription medications must be in the original prescription container and labeled with the student's name, date, name of medicine, dose and time it is to be given, duration and mode of administration, physician's name, and pharmacy name and address. It is the responsibility of the parent/guardian to inform the school of any changes.

All prescription medication must be administered as labeled. If there are any changes in the original medication authorization, a new written authorization and corresponding change in the prescription container is required.

If a student is required to take non-prescription over-the-counter medication during school hours, the student's parent must complete the Medication at School Authorization Form. The medication must be provided in the original manufacturer's container labeled with the student's name. Manufacturer's instructions will be followed unless a healthcare practitioner orders another dose in writing.

No student shall carry medication in school except for students given permission to guard against a life threatening condition (S.C. Code of Laws Ann. § 59-63-80). Students found in possession of any medication without prior authorization will be referred to the Head of School for disciplinary action.

Medication permission forms are valid for the current school year only and must be renewed each school year.

No medication containing aspirin will be given at school without physician authorization. Some medicine labels may use the words acetylsalicylate, acetylsalicylic acid, salicylic acid, or salicylate instead of the word aspirin. Always ask your doctor or pharmacist before taking any medication.

All medication must be brought to the school by the parent/legal guardian, or designated responsible adult over 18 years of age, and given directly to the school nurse or main office personnel. Please allow extra time when bringing medication; you may be required to count the medication with school personnel.

In the interest of the safety of all students, medications cannot be transported to or from school by students.

If a parent forgets to give a student a morning dose of medication, the school is not permitted to give that dose at school. The school will only administer the doses that are scheduled during school hours. A parent/legal guardian may bring a missed dose of medication to school and may give it to the student.

Only a 30-day supply of prescription medication should be brought to school at one time. For your convenience, many local pharmacies may provide a second labeled container for medications needed at school and on field trips.

### Medications to be Self-Administered by the Student During School Hours

Certain students with special health care needs may self-administer and or monitor provided the following requirements are met:

- An authorized healthcare provider's order is completed with the following: name of the medication/procedure; dosage, time, and route of the medication; statement from the legal prescriber that the student may self-medicate and/or monitor; signature of legal prescriber; and signature of parent or legal guardian.
- An Individualized Healthcare Plan (IHP) has been developed that includes input from the student's healthcare provider, the parent/legal guardian, and the student.
- Documentation is provided from the student's healthcare provider stating that the student has been trained and is competent to self-medicate and/or self-monitor. This input, along with the consent of the parent, student, and school staff, will be used to determine whether permission will be granted.

- A parent/legal guardian has signed release of information allowing sharing of information with the student's healthcare provider and to those school employees with a legitimate need to know.
- Medication is provided in an appropriately labeled prescription container. Parents/legal guardians are responsible for ensuring the medication is in a pharmacy-labeled container, and is neither expired nor empty.
- Determination that the student's self-administration/monitoring will not jeopardize the safety of the student or others.
- A signed statement by the parent/legal guardian acknowledging that Midlands Arts Conservatory incurs no liability as a result of any injury arising from the student self-medicating and/or monitoring. The parent/legal guardian shall indemnify and hold harmless the district and its employees and agents against any claims arising out of the student self-medicating and/or monitoring.

### Medication on Field Trips

On school-sponsored field trips, a student will be assisted with taking medication by a trained teacher. A completed Field Trip Medication Permission Form must accompany the medication. Field trip medication is limited to emergency and scheduled daily medication only. A parent/legal guardian accompanying their child on the field trip must assist the student. If a parent/legal guardian does not accompany the student on the field trip, only employees of the school will be allowed to assist students with taking medications.

Parents are responsible for providing the medication for field trips. Only the amount of medication needed for the field trip should be given directly to the person assisting with medication.

The medication must be provided in the original pharmacy-labeled container.

Parents/legal guardians of students who require special medical attention must notify the school nurse prior to the scheduled field trip. The school will determine how to accommodate the needs of the student on the trip.

### School Exclusion List

In the best interest of students and staff, we request that you keep your student home if he or she is sick. A student should be fever-free for 24 hours before returning to school. A fever is defined as a temperature of 100.0F or greater.

South Carolina Dept. of Health and Environmental Control (DHEC) has developed an exclusion list of illnesses when a child MUST be kept out of school. The list includes length of exclusion and if physician follow-up and/or a medical note is required before the student may return to school.

Physician parents may not write a medical note for their own child. The medical note must be provided by an objective care provider.

If a student develops a communicable disease, the parent should notify the school immediately. This will allow the school to alert teachers to observe other students for symptoms or to notify appropriate SC DHEC officials if needed.

Please visit the South Carolina DHEC website for the full exclusion list. Parents may also request a copy of the exclusion list from the school nurse.

### Direct Contact Communicable Diseases

Midlands Arts Conservatory seeks to provide a safe educational environment for students and staff. The school is committed to ensuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. Student instruction will be developmentally appropriate. This can be best accomplished by



ensuring that all persons within the school community understand the method of transmission and prevention of disease that is not contracted through air-borne pathogens, but rather through direct contact with bodily fluids and excretions, especially blood, vomit, feces, or urine.

For purpose of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus)
2. AIDS (acquired immune deficiency syndrome)
3. AIDS related complex (condition)
4. HAV, HBV, HCV (Hepatitis A,B,C)
5. Other diseases that may be specified by the State Department of Health as contact-communicable diseases

Midlands Arts Conservatory wants to ensure that students and/or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, and that their civil rights will be respected.

### Illness / Injury / PE and Recess Excuses

It is important that parents notify the school in case of a student's illness or injury. If a student is to be excused or limited for 3 or more days from participation in school activities, then he or she is required to bring a statement signed by a physician.

Students who are unable to participate in Physical Education or recess activities OR who receive stitches/staples or require the use of assistive device (i.e. crutches, cast, cane, air cast, wheelchair, etc.) are required to bring a physician's note detailing the following:

1. Medical/injury diagnosis
2. Date student may return to school
3. Activity restrictions
4. Return to full activity date
5. Statement of student's need to use crutches, splints, etc. and for how long (if applicable)
6. Date student may resume participation in practices and games

### **After School Activities**

Many extracurricular clubs and enrichment activities are offered at the school. In some cases, this is a service our teachers provide free of charge to our students. In other cases, fees may be charged for participation in order to cover the cost of materials and/or supplies for some clubs and activities. These opportunities allow students to participate in current interests and try other areas that pique their interest.

Students staying for after school activities will be expected to obey the following rules, or they may be banned from all after school activities:

- Students must be with a teacher or other staff member at all times.
- Students must abide by the code of conduct while participating in the activity.
- School activity privileges will be cancelled if discipline becomes a problem.

- Students must clear the school building immediately following after school activities.
- Students must arrange for their own transportation to arrive promptly at the end of the activity.

Signing up for after school activities is required for each semester in order to be eligible to participate. If a student does not have any after school club or activity, he or she should report to after school care.

After School Care

After school care is provided to assist parents who cannot pick up their students by regular dismissal time. Students will be hosted under the supervision of an adult and will be expected to read, study, and do homework during this time. Please visit the office to get more information about after school care.

The charge for this service is as follows:

<b>3:30-6:00</b>	<b>Daily</b>	<b>Monthly</b>
One Student	\$ 10.00	\$ 120.00
Two Students	\$ 15.00	\$ 200.00
Three Students	\$ 20.00	\$ 300.00

**Announcements and Communications Between School and Home**

Official announcements are made via our weekly email. We encourage parents and guardians to read our Weekly Announcements email and to check our website on a regular basis. The school board, administration, teachers and staff are dedicated to keeping our community informed.

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, or by accessing the school's website or Facebook page. All communications from the school are sent via email, so parents and guardians MUST have a working email address on file to receive school news regarding events, clubs, etc.

**Bookbags**

Students are permitted to use book bags to transport only school materials to and from school. Rolling bookbags are not permitted unless a student has a physician's note indicating the specific need.

**Carline**

The Traffic Flow Diagram showing how our carline works can be found on the school's website. We ask that all drivers on school property obey the rules to keep our children safe and to be respectful of other drivers. This includes no cutting in front of other drivers in the line or cutting across the line to bypass it, no parking a vehicle and walking children through the carline, no letting students out of a vehicle anywhere except the curb in front of the building, and never talking on cell phones when cars are moving.

**Parent Observation of Classrooms**

Midlands Arts Conservatory values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may

wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, all classroom observations must be scheduled in advance with the Administration.

### **Early Checkouts/Early Drop Offs**

Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early dismissal. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent or guardian and are officially recorded on the student's records at the school will be allowed to check out a student. Students may be dropped off no earlier than 7:45 AM. Midlands Arts Conservatory cannot take any responsibility for early drop offs before 7:45 AM.

### **Emergency Drills**

Emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergencies. A comprehensive emergency preparedness plan is on file in the office.

### **Field Trips**

Field Trips offer exciting ways to learn. Students may have the opportunity to go on field trips at various times throughout the school year. Grade level and/or art discipline teams may sponsor day trips. Students who have received an out-of-school suspension (OSS) during the school year may not be eligible to participate in any overnight field trip for the rest of the school year, and any fees or deposits paid earlier will be non-refundable.

In addition, any student who has demonstrated an inability to follow rules may be prohibited from participating – this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable.

For all field trips, the following rules are expected to be followed:

- Students must abide by the school's code of conduct.
- Students must follow the school's dress code, unless otherwise specified.
- Students must bring to school the Field Trip Permission Slip, signed by a parent or guardian, by the specified date.
- If a student is in danger of failing and/or has absentee issues, he or she may not be allowed to participate in field trips. If money is paid up front, it may not be reimbursed.

### **Lost and Found/Missing Items**

Items found unattended will be placed in the Lost and Found. More personal items like glasses or jewelry may be held in the Main Office. Unclaimed items will be donated or resold periodically.

When an item is missing, students should look for items in the Lost and Found before coming to the office. Parents are also able to look through the Lost and Found to search for a missing item. At the end of each quarter, the school reserves the right to donate, resell, or repurpose any items left in Lost and Found. If the owner finds the item themselves or it is returned directly to them, they should notify the office as soon as the item has been located.

## **Payment by Check**

Parents may take care of monetary obligations by cash or check. Checks should be made payable to Midlands Arts Conservatory. There will be a \$35 charge for any check returned to the school by the bank.

## **Responsibility for Individual Choices and Actions**

It is expected that every individual will accept responsibility for his or her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (or his or her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither Midlands Arts Conservatory, its employees, nor the School Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or their possessions.

Midlands Arts Conservatory takes its responsibility to educate its students in a safe, drug-free, and artistic school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. The rules apply to all students at school or school-sponsored activities, including field trips, during transport, parking lots, and other sites used for school-sponsored activities.

## **School Pictures**

A photographer will take pictures at school in the fall. Students must be in uniform since these will be used in the yearbook.

## **Skateboards, Roller Blades, and Scooters**

Skateboards, roller blades, and scooters are not permitted on school property.

## **Student Records**

A student's school records are private and confidential. Student's parents/guardians and certain school officials and workers are the only ones who may see school records without the parent's or guardian's written permission.

## **Technology – Cellular Phones/Electronic Devices**

Students are permitted to bring cell phones to school, but it is not encouraged. If a student brings a cell phone to school, it may not be used during the school day without express consent from a teacher or administrator. The cell phone must be turned off while inside the school building. Students shall not use them, display them openly, or leave them in the "on" setting while on the school's campus. Failure to follow cell phone procedures will result in confiscation of the cell phone. If a student is scheduled for an after school activity, including but not limited to clubs, tutoring, and after school care, cell phones shall be kept turned off until such activity is over.

This policy applies to any type of use, not just voice calls. Cell phones may not be used during the school day to take photographs, play video games, send or receive text messages, watch videos, or engage in any social media platform. Students should check their cell phone before entering the building and make sure that it is in the "off" setting.

Confiscated cell phones will only be returned directly to the parent/guardian. If a parent/guardian cannot pick the items up, they may also be shipped to a home address, provided that the shipping charges are prepaid by the parent. This rule applies, but is not limited to, other electronic devices such as digital cameras, PDAs, smart phones, MP3/MP4 players (iPods, etc.), iPads and other tablets, and radios.

At no time shall Midlands Arts Conservatory be responsible for theft, loss, or damage to cell phones or other electronic devices brought onto its property.

### **Telephone Calls**

In most situations, students will not be called from class to talk on the telephone during school hours, nor allowed to make outgoing calls. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.

### **Recording Devices – Audio or Video**

Midlands Arts Conservatory prohibits the use of audio or video recording equipment by anyone other than school staff member on campus, within the school building, or at school-sponsored events (on or off campus) without express permission from the school's administration. Parents will be notified if they are allowed to video during school functions. Students found in violation will have their recording device confiscated and be given a referral for unauthorized recording. Parents or community members found in violation will immediately be required to leave. If uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

### **Video or Audio Surveillance**

Midlands Arts Conservatory uses video or audio surveillance to monitor halls and common areas to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances, and school parking areas. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request for viewing may be honored. Approved viewings must be done in the presence of the Head of School or designee.

### **Visitors on Campus**

All visitors must first report to, and sign in at, the office and wear a visitor's badge before going to other parts of the building.

### **Walkers and Bikers**

Midlands Arts Conservatory takes no responsibility for student walkers and bikers. Parents/guardians who desire for their child to walk or bike to or from school must come to the office and add that option to the student's transportation section of their enrollment paperwork.

## **Corrections and/or Modifications to this Handbook**

Midlands Arts Conservatory and its School Board reserves the right to make changes or modifications to this handbook as needed. The latest version will always be available on our website at [www.midlandsartsconservatory.org](http://www.midlandsartsconservatory.org).

## **Social Media Usage for the MAC Community**

### **Purpose**

Midlands Arts Conservatory understands the importance of teachers, students, and parents extending the collaborative learning environment of the school by utilizing the continuously evolving technology of internet “social media”- such services as Facebook, Twitter, Tumblr, Wikipedia, blogging, Snapchat, Instagram, and many other online tools through which people connect and share information. With this in mind, MAC has developed the following guidelines to provide directions for faculty, staff, students, and the school community when participating in online social media activities.

We encourage innovative use of technology that supports our mission and educational goals. However, to the extent that faculty, staff, parents, and members of the school community represent MAC to each other and to the wider community, participation in all aspects of social media should be done responsibly. Moreover, issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information, and respect for copyrights and trademarks are all very important to understand before participating in an online social environment.

The intentions of the MAC social media guidelines is to support employees and students as they participate in the various and constantly evolving world of social media and strive to create an atmosphere of trust and individual accountability. It is critical that we all understand that anything posted online by faculty/staff, students, and their parents are a reflection on the entire MAC community. The school’s mission and obligation is to strive for an inclusive environment that allows our students to be compassionate and confident. By accessing, creating, or contributing to various platforms such as Facebook, Twitter, blogs, podcasts, discussions, wikis, or other social media for classroom or school use, students agree to abide by the following guidelines. We also have existing structures in-house to do many of the same services provided by these public social media services that are not public by default and provide the same tools and technology for the students and community. If there are any doubts or concerns about how these guidelines apply in any particular situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct any questions and concerns to school administration before making use of such media.

### **Guidelines**

Please consult our employee handbook and/or student handbook. Be aware that all existing policies and behavior guidelines and understandings extend to school-related activities in the online environment as well as on school premises.

#### Use Good Judgement

Think about the type of image that you want to convey on behalf of the school when you are posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online once you hit the “publish” button. On sites where you publicize your professional affiliation, make sure that your profile adheres to established criteria.

#### Provide Value

Think about what you have to offer the community – whether it is thoughtful, relevant blog posts, newsy tweets, or homework help – and focus on providing that consistently.

Look for opportunities on these social sites to offer recommendations or services to engage patrons and provide value to your community. Do not be an Internet “troll” by posting or passing along mass email forwards, funny stories, videos, non-school photos, urban legends, and other “SPAM.”

## Copyright and Fair Use

- Respect copyright and fair use guidelines.
- Hyperlinking to outside sources is recommended. Be sure not to plagiarize, and give credit where it is due. If you are reposting photos, videos, music, text, artwork, or any other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission- even if they are photos of you and for which you paid. Most photographers will charge a little extra for "digital rights" to photos.

## Profiles and Identifies

- Remember your association and responsibility to MAC in online social environments. If you identify yourself as a school employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students in terms of the image, purpose, and mission of the school.
- Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No confidential identifying personal information, such as full names, addresses, or phone numbers, should appear on blogs or wikis or other social media.
- Be cautious how you set up your profile, bio, avatar, etc. The same guidelines apply to this information as well as substantive content you post.
- When uploading digital pictures or avatars that represent yourself, make sure you select an appropriate image. Also remember not to utilize protected images.
- Any tagging or identification of MAC students in posted photos should not include the student's full name or personal information.

## Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to tag or describe the bookmark.
- Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.
- Attempt to link directly to a page or resource if possible, as you do not control what appears on landing pages in the future.
- Be aware that sites and locations you direct others to map also have content that might not relate to or be appropriate for educational use.

## Student Guidelines

Due to the wealth of new social media tools available, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students at MAC should adhere to when using web tools in the classroom or in any way related to the classroom or school activities. This often includes non-related social media activities that have the potential to impact the school's culture and classroom environment as you represent the school even when you are not posting on social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

1. Be aware of what you post online on social media venues as they are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or future employers to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your passwords with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Following, linking, or "friending" official social media sites of the school are acceptable and encouraged.
6. Following, linking, or "friending" personal accounts of faculty/staff is not acceptable. We do not allow current students to have "friend" relationships with faculty/staff members.
7. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others thoughts. It is good practice to hyperlink to your sources.
8. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify that you have permission to use the images, videos, songs or other clips.
9. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be another student, faculty/staff member, or anyone else is strictly prohibited.
10. Blogs, wiki posts, and discussions should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
11. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a member of the MAC faculty/staff right away.
12. Students who do not abide by these terms and conditions may lose their opportunity to take part in projects, lose their access to future use of online tools, and possibly jeopardize their status as a MAC student.

## **Parent Guidelines**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. MAC encourages parents to participate in such projects when appropriate and requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community but will be a model for our students as well.

Parents should adhere to the following guidelines:

1. Parents will not attempt to destroy or harm any information online.
2. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
3. Parents are highly encouraged to read and/or participate in social media projects.
4. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
5. Parents should not upload or include any information that does not also meet the student's guidelines above.
6. Parents should model appropriate behavior for their children online, both inside and outside the confines of the school. Any disagreement or need for clarification about MAC policies, faculty/staff, or other families should not be handled in public forums like social media.

## **Updates and Changes**

MAC reserves the right to make changes and modifications to these guidelines as necessary throughout the year.