



## **K-8 Parent/Student Handbook 2019-2020**

**Please review this student handbook with your child and sign below indicating that you and your child have reviewed and understand the information provided for the 2019-2020 school year.**

_____	_____	_____
<b>Name</b>	<b>Teacher</b>	<b>Grade</b>
<hr/>		
_____	_____	_____
<b>Student Signature</b>	<b>Parent Signature</b>	<b>Date</b>

*Mallard Creek STEM Academy (MCSA) CORE VALUES  
As a MCSA Community Member, I am expected to promote and uphold the core values listed below:*

### **We promote academic excellence.**

- We value the thinking process and expect students to answer and ask strong questions.
- Students will apply understanding by creating something new and coming to their own conclusions.
- Students discover their individual talents and abilities, and we encourage creativity and diversity.
- We focus on 21<sup>st</sup> century skills and expect all members of the school community to have a strong work ethic.
- We are student-centered and have created an environment where all members of the school community can feel comfortable and are expected to contribute.
- We provide high-quality, differentiated and challenging learning experiences and expect students to give us their best each day.

### **We promote positive character.**

- We provide students with the tools to make wise decisions and expect them to do so.
- We encourage strong relationships and trust, and we value everyone's opinion.
- We help students grow in confidence and risk taking as they move beyond what comes easy and natural to them in the learning process.
- We teach and expect our students to demonstrate self-control, compassion, and understanding of the needs of others.
- We nurture, value and collaborate with others paying close attention to the impact we are making on one another.
- We have a strong work ethic, and we inspire excellence.
- We take initiative, and continuously learn and seek solutions for what will make Mallard Creek STEM Academy better.
- We are encouraging, positive and passionate.
- We take time to get to know one another academically and personally, and we do what is best for each other.
- We share ideas, think outside of the box and work together to strengthen our school, community, and world.

### **We promote service and leadership.**

- We have a clear purpose and path, and we understand our roles and responsibilities in fulfilling the mission of Mallard Creek STEM Academy.
- We help each other unconditionally and trust one another.
- We create unique solutions, and we communicate clearly with each other to ensure the best interests of all.
- We encourage discovery and create connections between ourselves, one another and our world.
- We set the standard and lead by example. We model leadership and value all members of our community.
- We connect our learning to real life situations.
- We show responsibility by meeting or exceeding academic and personal goals.

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## Mission Statement

Mallard Creek STEM Academy will promote high academic achievement by increasing student engagement through a workshop model that encourages and empowers students to take ownership of their learning.

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## Academics

**Organization:** Each grade level will determine and promote best practice for organization of student materials

**Homework plan:** Homework is implemented as a purposeful extension of learning. It provides students the opportunity to independently practice literacy, math, and science skills attained during the school day. Homework is assigned on an as needed basis. The following serve as parameters for the average amount of planned for nightly homework:

Kindergarten: 15 minutes

1<sup>st</sup> grade: 15 minutes

6<sup>th</sup> grade – 8<sup>th</sup> grade: 60-90 minutes

2<sup>nd</sup> grade: 20minutes

3<sup>rd</sup> grade: 30 minutes

4<sup>th</sup> grade: 40 minutes

5<sup>th</sup> grade: 50 minutes

**Note:** These serve as general guidelines.

### Grading Policy

Formal, detailed report cards are issued at the end of each quarter. Achievement or progress shall be reported as indicated below:

### Kindergarten – Fourth Grade Standards Based Report Cards

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Student progress on these standards is reported as follows:

**EX=** Exceeds grade level expectations for this quarter with accuracy and a high level of quality

**AC=** Demonstrates grade level expectations with accuracy and quality for this quarter

**PR=** Developing but is not meeting grade level expectations for this quarter

**LP**= Beginning to show limited progress & understanding but is not meeting grade level expectations for this quarter

**Blank**=Standard not evaluated this quarter

## **Grades 5-8**

### **Academics / Subjects**

Defining “expectations” as the progress toward mastery of the standards and objectives as set forth by the North Carolina Common Core and Essential Standards:

**90-100 A** Consistently Exceeds Expectations at this time

**80-89 B** Exceeds Expectations at this time

**70-79 C** Meets Expectations at this time

**60-69 D** Inconsistently Meets Expectations at this time

**0-59 F** Does not meet expectations at this time

### **Grades K-8 Lifelong Learning Behaviors**

Reports on the student’s conduct and work habits are also included.

- + Consistently demonstrates grade level expectations
- ✓ Demonstrates grade level expectations with support
- Needs improvement/Does not meet expectations

### **Grades K-8 Specials Classes Grading**

Students will receive a grade for each specials class (Art, PE, Science Lab, Technology) at the end of the quarter. Students will be evaluated on their behavior, performance, and content knowledge.

Progress is reported as follows:

- + Consistently demonstrates grade level expectations
- ✓ Demonstrates grade level expectations with support
- Needs improvement/Does not meet expectations

### **Honor Code**

All students respect an Honor Code at MCSA. The Honor Code statement will be posted in each classroom. Honor code implementation will be included in the beginning of the year morning meeting for all grade levels.

- Honor Code: *On my honor, I pledge this work shows my thinking and understanding of my learning.*

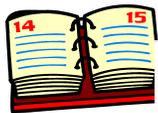
### **Defining Cheating/Plagiarism**

Cheating at school is the act of using any unauthorized means to complete any form of work for a class, an application, an activity, etc. Many forms of cheating at school can also be referred to as

“plagiarism,” which is the act of using and claiming someone else’s material without giving credit to that person. Some examples include...

- Copying any portion of another student’s answer or work and/or allowing someone to copy one’s own answer or work, including working together on an independent assignment and/or copying the work of another person that has already been submitted as that person’s own
- Using and claiming another person’s ideas, opinions, theories, words, sentences, paragraphs, or entire work without appropriate acknowledgment of the source, which includes failing to use parenthetical in-text or in-project documentation and/or using documentation that does not “check out” and/or does not match the Works Cited page

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## Attendance

<b>School Hours</b>
<b>Grades K-8</b>
<b>Classes Start:</b> 8:00 am (elementary) 8:45 (middle school)
<b>Dismissal:</b> 3:00 pm (elementary) 3:45 (middle school)

### Tardiness

Students who arrive to class after the above start times will be counted as tardy. **Parents must park and escort students who are tardy into the front office to be signed in.**

- Tardies are excused for the following reasons: Doctor/Dental visits (with doctor's note), illness and religious obligations.

### Attendance Policy

*Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.*

Regular attendance by every student is mandatory. MCSA follows the compulsory laws of the State of North Carolina which requires that every child in the State between the ages of seven (or younger if enrolled) and 16 attend school.

All absences are to be verified by communication to the teacher or school office from a parent or guardian on the morning of the day of the absence. This includes all absences due to medical and dental appointments. Voicemail will be available before school hours for anyone who would like to leave a message.

Absences are excused for the following reasons:

- Student illness or injury\*
- Quarantine
- Death in the immediate family
- Doctor/dental appointments that *could not be arranged outside of school hours*

- Pre-authorized absence (contact school principal).
- Religious Holidays not observed by the school calendar.
- Court or administrative proceedings
- Absence related to deployment activities

**\* Students with fever, vomiting, and/or diarrhea may not return to school until they have been symptom free for 24 hours.**

In the event of an excused absence, a written notification (either via handwritten note or email) must be received by the classroom/ advisory teacher **within 5 school days** of the students return to school.

Additionally, should a student miss three consecutive school days, a doctor's note may be required in order to make the absence excused.

### **Make-Up Work**

Students have an obligation to complete all assignments missed during illness or absence from school. Students are guaranteed two school days to make up their work for each day absent from school.

In case of a prolonged absence due to illness, the student's teacher should be called so that necessary arrangements can be made to have assignments picked up. At the request of the parents, the teacher will collect assignments for a student who is absent two or more days. Parents must call before 8:30 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 3:30 p.m. on the date requested.

In the case of prolonged absence due to travel, it becomes the student's responsibility, with the help of the parents, to make arrangements with the teacher for any missed assignments. Students are guaranteed two school days to make up their work for each day absent from school.

Incomplete assignments will receive no credit. Students who miss an announced test during their absence will take the test upon their return to school at the convenience of the teacher. In an effort to ensure make up work reflects accurate classroom activity, please do not ask for work in advance of the trip.

**All classroom activities are important and difficult, if not impossible, to replace if missed.** It is the intention that absences be kept to an absolute minimum through the monitoring system of the school.

When students reach **3 days of unexcused** absences, parents will be notified of the concerns through a notification letter. When students reach **6 days of unexcused** absence parents will be notified again through a notification letter.

When 10 days of absence (**either excused or unexcused**) has been reached, parents will be contacted by school personnel to discuss academic status, factors surrounding the absences and make recommendations of corrective action as needed.

Should any student reach 15 days of absence (**either excused or unexcused**) the student and parents will be required to meet with members of School Leadership to review the potential of retention in grade level. Retention decisions are recommended to the School Principal from the School Leadership. Retention of any student, due to absences, will be at the discretion of the Principal.

**Partial Attendance**

Students must be in attendance for ½ of the school day to be counted present for the day. They must be in attendance until 11:30 am (K - 5)/12:15 pm (6th - 8th) or arrive by 11:30 am (K - 5)/12:15 (6th - 8th) and remain for the rest of the day to be counted present for the day.

**Family Death or Terminal Illness**

If there is a death, terminal illness, or similar traumatic situation in your family that may affect the student’s attendance, emotional well-being, and/or level of concentration, please notify the office and classroom teacher.

**Illness During the School Day**

When a student becomes ill during the school day, he/she should notify the teacher, and the teacher will send the student to the front office. The office staff will call the parent or guardian or emergency contact for parent pick-up. **Pick up should occur within one hour of notification.** It is the parent/guardian’s responsibility to ensure that all emergency contact information is kept up to date at all times.

**Early Dismissal**

Early dismissals impact student learning and should be kept to a minimum. Please check in at the front office when you come to pick up your child. In no case will a student be allowed to leave school with anyone except his/her parent or guardian unless the school has a note signed by the student’s parent/guardian or is listed as an emergency contact. **To ensure an orderly dismissal process, early dismissals past 2:30 pm daily will not be permitted.** Early dismissals are monitored as a part of student attendance and families will be contacted as the need arises.

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**Before/After School Care**

Hours:  
Before School – Opens at 6:30 am  
After School – Closes at 6:30 pm

The MCSA Before and After School Program is a quality program offering for our families who wish to have their child(ren) onsite at MCSA for an extended day. Illness and conduct policies in place during

the school day will also hold during the MCSA Care program. Fee information and applications are on the MCSA website.

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## Communication

Effective communication between school and home is vital to the successful academic, social, and emotional well-being of all students. The school will communicate often and by a variety of means in an effort to keep parents informed of the happenings at school and the growth of the students. The following are a sampling of the methods of communication utilized by MCSA:

### Communication Binders or Agendas

These are a required component of each student's school materials. These tools will facilitate communication between the parents and teacher regarding homework assignments, future tests and quizzes, and other relevant academic information. Within the communication binder, a weekly folder will be used to provide student work as well as teacher and school wide communications.

### Electronic Communications

*Parent Square*

*School website:* [www.mcstemacademy.net](http://www.mcstemacademy.net)

*Grade level websites:* Available through the school website

*Powerschool for 5th - 8th* (You will receive login information at the beginning of the year)

### Parent/Teacher Conferences

Parent/ Teacher Conferences are held after the 1<sup>st</sup> quarter. Please refer to the school calendar for the Parent/Teacher conference schedule. Additionally, conferences can be held before or after school at other times during the year. Parent/Guardians should contact their child's teacher to schedule a conference.

### MCSA Grievance Policy and Procedure

The philosophy of MCSA is to resolve grievances with dialogue. The purpose of this policy is to establish a process for resolving public complaints when earnest dialogue alone is insufficient. Parents who have a grievance should use the following procedure in order to solve the grievance with other interested parties. Via this procedure, grievances will be resolved promptly and equitably. This policy is not intended to replace informal discussion and resolution of grievances.

1) Raise the grievance with the lowest-level interested member of the faculty or staff and seek to resolve the issue. The faculty or staff member may involve other, higher-level members of the school staff. MCSA will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.

2) If the problem persists and cannot be solved at the MCSA staff level, the Aggrieved Party can appeal to the appropriate administrative head - such as the Principal - in writing. MCSA will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.

3) If the grievance is not satisfactorily resolved by the administrative head, the grievance may be submitted to the Board Chair in writing for mediation. The Board will review and their decision will be final. Resolution at this level will occur by the next regularly scheduled Board meeting, unless that Board meeting is less than 3 school days after reporting at this level.

The only student disciplinary matters that may be appealed to the Board are those taken under N.C. Gen. Stat. §§ 115C-390.7, 115C-390.10, or 115C-390.11. Administrative recommendations to exclude a student from the School can also be heard by the Board.

### **Adverse Weather Communications**

MCSA determines whether to close or delay school or release students early when inclement weather is predicted and road conditions are unsafe for travel. The decision to close or delay school, including how long to delay, will be shared in the following ways:

- Parent Square Alert
- MCSA Facebook Page
- Telephone Notification System

### **If no announcement is made, the school schedule remains as normal.**

If inclement weather is predicted after the school day has begun, a decision regarding early release will be made as quickly as possible. In the event school is dismissed for the day, notifications will be announced via the lines of communication listed above.

Please remember to make plans in advance for child care arrangements in case snow, ice, or other severe weather closes school during the day.

If school is already in session when a severe thunderstorm watch or warning is issued, the school will stay open. Staff will take appropriate safety precautions.

### **Cell Phones, Electrical Devices and School Phones**

Students are not permitted to have or use cell phones (including Smart Watches) or any electrical device to call or text during the school day without permission from a teacher or other staff. Students may use school phones to call home with permission. If a student is ill, the school office will contact the parent/guardian. Important messages will be given to students or staff members upon request.

If a student is using a cell phone at school, a parent will be notified and the steps in disciplinary action will begin as indicated below:

First Occurrence: Written and verbal warning; notification to parent.

Second Occurrence: Parent must come to the school to pick up the phone from the child.

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## **Compliance (State & Federal)**

### **Promotion and Retention**

Mallard Creek STEM Academy will follow the North Carolina statutes and the State Board of Education regulations regarding promotion and retention.

### **Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. p1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR p 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies, and;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Americans with Disabilities Act--TITLE II**

Mallard Creek STEM Academy does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the school, in the treatment of individuals with disabilities, or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans With Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

### **Non-Discrimination Policy**

With respect to the services provided to our student population and staff, no person shall be discriminated against in any education program, activity or other related service based on race, color, religion, gender, sex, age, national origin or disability.

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## Uniform Policy

The student dress code is designed to further the learning process by providing parameters within which students can make personal decisions. The parameters are in place to ensure that the school learning environment reflects respect and dedication to the learning process. Clothing should never be distracting to the student or to anyone else.

**School leadership reserves the right to determine appropriateness of dress at all times including reserving the right to designate certain days, included but not limited to “Spirit Days,” where more flexibility in dress is allowed.**

*Students may wear...*

- Light blue, teal, black or white collared shirts with MCSA logo **or** Official MCSA spirit shirts (on designated days)
- Solid khaki or black pants, shorts, skirts or skorts
- Solid khaki jumper-style dress or polo dress with MCSA logo
- Shoes that fully cover the toes and the back of the heel.
- Outerwear with the MCSA logo *if worn indoors*.
- Outerwear that is only worn outdoors should be school and temperature appropriate.

### **Additional Dress Code Guidelines**

- Hats and hoods must be removed when inside any building.
- Pants and shorts must be secured at the waistline, not sagging and/or revealing anything underneath.
- Clothing must be free of rips and holes.
- Skirts, skorts and dresses must reach the finger-tips with arms and hands fully extended.
- Shorts must reach the middle of the hand with arms and hands fully extended.
- All clothing must fully cover the underclothes, the shoulders, the areas around the waist, the back below four fingers from the base of the neck and the chest below four fingers from the collar bone; no visible cleavage.
- If clothing material (sheer, mesh, lace, etc.) reveals what is underneath, clothing must be worn underneath that meets the coverage guidelines above.
- Leggings and clothing similar to leggings may be worn only under shorts, skorts, skirts and dresses that meet length requirements. Leggings must be solid white or black.
- Athletic shorts and pants (warm-ups, sweat pants, yoga pants, joggers, etc.) may be worn only for a specific purpose designated by the school.
- All clothing must be free of words, sayings, slogans or graphics (symbols, images, etc.) with the exception of official MCSA spirit wear.

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## After School Clubs

Fee-based after school enrichment opportunities will also be offered after school daily. Details will be posted on the MCSA website as these programs are available.

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## Food

### Lunch

K-8 lunch will be staggered and begin between 10:30-1:30. Students will have access to the National School Lunch Program or may bring a nutritious lunch from home including a drink (**soda or energy drinks are not permitted**). Please remember to recycle and reuse lunch bags and containers.

**Lunch deliveries from outside vendors/restaurants are not permitted.**

### Snacks

Students may have a daily snack. Children must bring their own snacks from home, as the school does not provide them. Snacks should consist of one food item and water daily. Students may carry a personal water bottle.

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## General Information

### Payments for School Activities

All payments will be made electronically through Parent Square or the Cafe Portal. No cash or checks are accepted.

### Funds due to MCSA

All payments for activities, sports, and field trips are expected by the due date assigned. In the event that there is a delinquent payment, students may not be able to participate in future extracurricular or non-academic activities. Payments may be made to the school business manager to clear up any debt.

### Fundraising

Students are not permitted to implement non-school sponsored fundraisers for personal gain.

### Personal Items

**The school will not accept responsibility for the personal items of students.** More specifically, electronic devices are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parent can retrieve them.

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## Parent Involvement

Mallard Creek STEM Academy is a strong advocate of parent support and involvement. Parents and guardians are encouraged to volunteer, participate in their child's classes, serve as a grade parent, attend and participate in parent workshops, and extracurricular activities. All classroom visitation/volunteer opportunities should be scheduled with the classroom teacher.

### Parent-Teacher Partnership

The MCSA PTO is a place for parents/guardians and staff members to come together and support student development by providing a positive environment to share resources and inspire involvement in school activities and projects especially within the parent committees. It is a fellowship to help introduce and educate families on all the MCSA Parent Committees so that we may all support our children's educational experience in a collaborative effort.

### School Advisory Committee

The focus of the School Advisory Committee (SAC) is to develop a strong community between parents, faculty, and students. The SAC committee facilitates and mobilizes community efforts toward building our school, supporting staff needs as well as our student's education.

## General Guidelines for Parent Volunteers

Thank you for your support, volunteerism, and adherence to the following guidelines during classroom visits. You are the key to making our volunteer efforts truly beneficial for our teachers and students at Mallard Creek STEM Academy. Mallard Creek STEM Academy offers an array of activities for parental involvement. These activities include, but are not limited to, student-teacher conferences, classroom activities, and parent seminars and trainings.

- All MCSA volunteers must complete volunteer training and renew this training each year.
- All MCSA volunteers are subject to criminal background checks.
- Volunteers must sign in at the office when entering the building and wear a name badge while volunteering.
- Young siblings are not permitted in classrooms during instructional times.

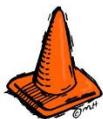
### Visitors

The following are guidelines for visitors while they are in the building:

- All guests must enter through the front doors and sign in at the Front Office upon arrival to the campus.
- All guests must wear a name badge. For security purposes, any guest on campus without a name badge will be asked to return to the office to obtain one.
- The distribution of literature of any kind is not permitted.

- Prior to leaving the campus, guests must sign out in the Front Office.

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## Safety at MCSA

Safety of the students, staff and visitors at MCSA is extremely important. The following are just a few of the measures that will be in place to secure the MCSA campus.

### General Safety:

1. All MCSA employees must pass criminal background checks and drug tests.
2. Volunteers/visitors who may be in any unsupervised position with students will undergo criminal background checks also, or not be allowed to be placed in such roles (i.e. coaches, tutors, chaperones).
3. The coordinated dress policy will allow those who are not a part of the MCSA student body to easily stand out.
4. Access to the campus and to our facilities is monitored.
5. All teachers/staff will wear ID badges.
6. All visitors are required to check in at the office at the beginning and end of each visit.
7. Any medications will be kept in a locked location.
8. Emergency backpacks, including a first aid kit and other emergency needs, will be kept in each classroom and taken with during all drills.
9. Access will be granted to local health and fire department officials for inspection of the premises or operation of the school. Parking in the fire lane is not permitted.

### Immunization of Students:

MCSA will comply with all state and federal immunization requirements. All students will be required to produce a record of current immunizations within thirty days of enrollment. Failure to provide this record will result in suspension until such immunization record is submitted. MCSA will provide parents with immunization information as specifically required by the NC Health Department.

### Medications

Prescription or over-the-counter medications cannot be dispensed by the school or brought to school without a written medical authorization form signed by a doctor. These forms are available in the school office. Medications must be brought to school in their original container. Students may not have medicine of any form, except inhalers or Epi-pens (provided the authorization for student self-medication form is on file in the office), in their possession on campus. Students must turn in their medications at the main office and a designated staff member will administer medications provided all requirements are met.

### Fire and Safety Regulations:

MCSA will be in full compliance with all federal, state and local fire and safety regulations. Fire drills will be conducted once per month, tornado drills once per year, and lockdown drills twice per year. Evacuation plans will be posted in each classroom. All exits and stairways will be kept clear at all times

to facilitate evacuation. All combustible materials such as cleaning supplies will be properly stored and maintained.

**Tobacco Policy**

MCSA is a tobacco-free school. To this end, the use of any tobacco product is prohibited on campus or during school events. This applies to anyone on campus, including faculty, parents, staff, and visitors.

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**School Governance**

The governance of Mallard Creek STEM Academy involves a number of groups and individuals. Each is listed below with a description of their function.

**Authorizing Agency**

The Authorizing Agency, the North Carolina State Board of Education, grants a charter to the nonprofit corporation, Mallard Creek STEM Academy, Inc

**School Board of Directors**

The Board of Directors is the governing body of the school. School policy is created between the Board of Directors and the School Leadership.

**Principal**

The Principal provides daily support and supervision of all school programs.

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**Special Events**

**Birthdays**

In an effort to acknowledge and celebrate students' birthdays and maintain continuity within each school day, MCSA has created the following policy: Students may celebrate their birthday during their lunch period . Due to school nutrition and our current wellness policy MCSA will offer families an option to purchase treats like ice cream, chips and cookies through our cafe. An order form will be available to families on the cafe website. *In the event of severe allergy the teacher will notify families of any amendment to this policy as it relates to that particular class.* Party invitations may be distributed at school only if every child in the class receives an invitation. This may also refer to all students in your child's class of his/her gender.

**Classroom Parties**

Grade Levels and Individual Classes will have various celebrations throughout the school year as deemed appropriate by the school’s administration.

**Field Trips**

Field trips serve as extensions of the classrooms and as such are significant learning opportunities for our students. As such, the guidelines and expectations of MCSA continue to be in place for our field trips.

Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed at Mallard Creek STEM Academy. Every facet of the Student Code of Conduct will be enforced on field trips just as it is in the classroom. As in the classroom, the teacher will judge acceptable or unacceptable behavior.

Signed permission slips must be on file for each field trip

We encourage parents to serve as chaperones and must have a volunteer/background check completed by the school. Chaperones are expected to serve in a supervisory capacity and to ensure optimal supervision and are asked not to bring additional children on the trip. Should the venue allow, additional parents may attend as participants. Parent participants would be responsible for their own transportation and fees. Please check with your child’s teacher.

**Overnight Trips**

Learning at MCSA goes beyond the classroom walls. Beginning in sixth grade, these extended overnight field trips are designed to integrate and expand our core academic curriculum. These extended studies have as one of its goals to educate in a real environment with hands-on-learning. There are many other kinds of learning and growth in the Field Studies Program which include students developing independence within a nurturing framework, practicing social group living skills, activities that involve development of self and group awareness, practicing good manners and behavior in new environments. These experiences provide valuable life learning opportunities and help to bond students and build positive memories.

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## Student Code of Conduct

<b>MCSA STEM Academy Discipline Plan (Updated 5-18-19)</b>		
<b>Discipline Philosophy</b>		
<i>We view discipline as a means of promoting positive character by establishing trust, respect and productive relationships that help maintain a community of strong communicators, courageous problem solvers and responsible citizens. In our discipline program, we strive for the full cooperation of all students, parents, teachers and school leadership, where everyone involved supports and embraces the actions necessary to maintain a culture that embodies the MCSA Mission Statement &amp; Core Values.</i>		
<p><b>School Leadership Commitment:</b> School leadership will model, promote, and inspire others to support and embrace this philosophy by demonstrating respect for students, parents, teachers and community members through the way they lead, relate, and communicate, while supporting teachers as they work to fulfill their commitment of establishing a culture of respect.</p>	<p><b>Teacher Commitment:</b> Teachers will model, promote, and inspire others to support and embrace this philosophy by establishing a respectful environment where each child has a positive relationship with a caring adult, where a student is treated as an individual, and where teachers work collaboratively with all parties involved highlighting the positive in each student, and holding them accountable in a fair, productive manner when expectations are not being met.</p>	
<p><b>Student Commitment:</b> Students will model, promote, and inspire others to support and embrace this philosophy by following school wide and classroom expectations at all times in action and in attitude, addressing and/or reporting behaviors that are unsafe or disrespectful to themselves or others, accepting responsibility for their actions, taking steps to resolve the issue, and when necessary, accepting consequences for failing to meet expectations.</p>	<p><b>Parent Commitment:</b> Parents will model, promote, and inspire others to support and embrace this philosophy by reinforcing school wide and classroom expectations at home and by supporting staff members through communication &amp; collaboration, helping identify, address and overcome any obstacles in the process.</p>	
<b>MCSA Core Values</b>		
Positive Character	Academic Excellence	Service and Leadership
<b>Core Expectations for Students</b>		
I am respectful.	I am responsible.	
I am safe.	I am resourceful.	
<b>Response at the Teacher Level</b>		
<b>Options for Celebrating Positive Behaviors</b>		
Praise (Both classroom and school wide)		
Visual acknowledgements (Standing ovations & bulletin boards)	Leadership Celebration	
Note, phone call, or e-mail		
Privileges (Lunch buddy-students or other adults, extra computer time, eating outside, Educational video during lunch, outside activity, special job, choosing a class book or activity, sitting in teacher chair or teacher desk, -for specials team-specials free choice day, student suggested privileges...)		
<b>Steps for Addressing Other Behaviors</b>		
<b><i>The following levels are used within the course of a single school day when students are not complying with the rules:</i></b>		
<p><b>Step 1--</b> Teachers use the following intervention/consequence to help the student to appropriately modify their behavior:</p>	<p>Verbal Warning</p>	
<p><b>Step 2—</b>Teacher to use one of the following when the level 1 intervention/ consequence has been ineffective or a new inappropriate behavior has been exhibited:</p>	<p>In class time out, note of apology, journal or email reflection, loss of privilege for a portion of the school day, or other appropriate logical consequence</p>	

<b>Step 3</b> -- Teacher to use one of the following when the level 2 intervention/consequence has been ineffective or a new inappropriate behavior has been exhibited.	Time out in buddy classroom, loss of privilege that extends for the duration of the school day (K-2) or up to two school days (3-8). *Parent Contact is required*
<b>Step 4</b> -- used when previous levels of intervention/consequence have been ineffective in modifying student behavior OR for infractions not addressed by classroom rules (See next page).	Office referral

**Response Plan for Infractions at the School Leadership Level**

<b>Category One Infractions</b>	<b>Recommended Response</b> <i>Consequences for tardiness reset each quarter.</i>	
<b>Category Two Infractions</b>	<b>Recommended Response</b>	
<p><b>2a. Continual Teacher-Level Infractions</b>, including, but not limited to, not bringing classroom materials, not participating in classroom activities, not completing work in a reasonable time frame, talking without permission, sleeping or having head down, drinking or eating (including candy and gum) without permission, not following all classroom procedures, etc. For lower school, this includes not following dress code.</p> <p><b>2b. Irresponsible Behavior</b> leading to things such as loss of property, unintentional damage of property, incidental physical contact or unintentional offense, concern or embarrassment of a student, if to a degree necessary to involve school leadership.</p> <p><b>2c. Dress Code Violation</b> (Applies only to middle school students).</p> <p><b>2d. Failure to Serve Detention</b> (Applies only to middle school students).</p> <p><b>2e. Campus Procedures Violation</b>, including, but not limited to, being in an unauthorized area, being somewhere without permission, taking unauthorized routes, acting in a manner that is risky or unsafe for oneself and others, transitioning with technology, playing music or videos without head phones or earbuds, etc. This does not include related infractions in higher categories.</p> <p><b>2f. Misuse of Technology</b>, including, but not limited to, taking and/or taking and uploading unauthorized pictures or videos during school activities, not including any disrespectful, sexual or aggressive content or messages.</p> <p><b>2h. Inappropriate Display of Affection</b>, not including related infractions in higher categories (Brief hugs and hand holding are permitted in middle school.).</p> <p><b>2i. Possession or use of Non-Prescription Medicine without Permission</b>, not including related infractions in higher categories.</p>	<p><b>Level I (One-Three Infractions)</b></p> <p>Parent Contact Parent Conference with Admin. Parent Conference with Principal</p> <p><b>Level II (Four Infractions)</b></p> <p>One Day OSS</p> <p><b>Level III (Five or more Infractions)</b></p> <p>Two Days OSS</p>	
	<b>Category Three Infractions</b>	<b>Recommended Response</b>
	<p><b>3a. Continual Teacher-Level Infractions</b>, including, but not limited to, causing distractions/disruptions or being disrespectful to staff or students in minor ways.</p> <p><b>3b. Disrespect towards a Student</b>, including, but not limited to, unwelcome flirting or propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, tampering with or damaging personal property, if to a degree that seems necessary to involve school leadership.</p> <p><b>3c. Irresponsible Behavior</b> leading to the unintentional, minor injury of someone, if to a degree that seems necessary to involve school leadership.</p> <p><b>3d. Leaving Class without Permission</b>, not including related infractions in higher categories, such as insubordination or disrespect to an adult.</p> <p><b>3e. Throwing an Object</b> at someone in a way that is disrespectful but not aggressive, if to a degree that seems necessary to involve school leadership.</p> <p><b>3f. Possession or use of One's Own Prescription Medicine without Permission</b>, not including related infractions in higher categories</p> <p><b>3g. Using or displaying profanity, vulgarity or discriminatory language or gestures</b>, not connected to or directed towards a specific person or used in a</p>	<p><b>Level I (One-Two Infractions)</b></p> <p>Parent Contact Parent Conference</p> <p><b>Level II (Three-Four Infractions)</b></p> <p>One Day OSS Two Days OSS</p> <p><b>Level III (Five or more Infractions)</b></p> <p>Three Days OSS</p>

<p>way that may seem to be connected to or directed towards a certain person. This applies to audio and video content but does not include related infractions in higher categories.</p> <p><b>3h. Possession of Vulgar or Pornographic Images</b> in any medium, also including such images that may have been drawn or created. This does not include related infractions in higher categories.</p> <p><b>3i. Supporting or glorifying offensive, disturbing, unethical or criminal activity</b> through comments, conversations, images, signals, drawings, media, attire, etc. This does not include related infractions in higher categories.</p>	
<p><b>Category Four Infractions</b></p> <p><b>4a. Disrespect towards an Adult</b>, including, but not limited to, being slow to comply, arguing/disputing, raising the voice, expressing anger or frustration towards an adult, using sarcasm, mocking, slandering, etc.</p> <p><b>4b. Disrespect towards a Student</b>, including, but not limited to, unwelcome flirting or propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, tampering with or damaging personal property. Must also include things like profanity, vulgarity, vulgar images or gestures, or discriminatory language used in a way that is connected to or directed towards a person or shown to a person in a way that is unwelcome or disrespectful. This does not include related infractions in higher categories.</p> <p><b>4c. Disrespect towards a Student</b>, including posturing, challenging or provoking. This may include some level of physical contact.</p> <p><b>4d. Lying to an Adult or Failing to Provide Necessary Information</b>, including intentionally withholding information, giving misleading information, impeding an investigation, etc.</p> <p><b>4e. Cutting Class</b>, not including skipping school or leaving campus without permission.</p> <p><b>4f. Cheating &amp; Plagiarism</b> (See student handbook for definition.)</p> <p><b>4g. Disruptive Behavior</b> that significantly interrupts regular school activity.</p> <p><b>4h. Congregating</b> around a fight or disruptive activity, organizing a disruptive or disorderly gathering, identifying or acting with a group to cause disruption, etc. This does not include related infractions in higher categories.</p> <p><b>4i. Instigating</b> and/or encouraging others to use aggressive actions.</p> <p><b>4j. Interfering with a Safety Drill in any way</b>, including but not limited to acting irresponsibly, failing to follow directions, or causing a disruption.</p> <p><b>4k. Tampering with School Property</b>, not causing damage</p> <p><b>4m. Falsifying Documents</b></p> <p><b>4n. Gambling</b> for money or personal property.</p>	<p><b>Recommended Response</b></p> <p><b>Level I (One Infraction)</b></p> <p>Parent Conference</p> <p><b>Level II (Two-Four Infractions)</b></p> <p>One Day OSS Two Days OSS Three Days OSS</p> <p><b>Level III (Five or more Infractions)</b></p> <p>Four Days OSS</p>
<p><b>Category Five Infractions</b></p> <p><b>5a. Disrespect towards an Adult</b>, including, but not limited to, blatant defiance and/or walking away without permission when being addressed by an adult. This may also include using profanity, vulgarity or discriminatory speech during any interaction with an adult. This does not include related infractions in higher categories.</p> <p><b>5b. Verbal Aggression towards a Student</b>, including any type of intimidating or threatening speech not serious enough to be included in Category Nine.</p> <p><b>5c. Physical Aggression towards a Student</b>, including a physical act of anger, retaliation or intimidation such as grabbing or shoving that is not serious enough to be considered a higher-category infraction.</p> <p><b>5d. Leaving Campus without Permission or Skipping School</b></p> <p><b>5e. Refusal to Allow Search</b> of personal belongings, desk, locker, car, or related areas where a student may possess something of concern to administration and where reasonable cause has been established.</p> <p><b>5f. Possession of a Potentially Dangerous Device</b> not considered a weapon.</p>	<p><b>Recommended Response</b></p> <p><b>Level I (One Infraction)</b></p> <p>Parent Conference</p> <p><b>Level II (Two-Four Infractions)</b></p> <p>Two Days OSS Three Days OSS Four Days OSS</p> <p><b>Level III (Five or more Infractions)</b></p> <p>At least Five Days OSS and/or Disciplinary Reassignment</p>

<p><b>5g. Lighting a Fire</b> in any manner but not such that it is considered arson.  <b>5j. Theft</b> of item(s) valued at \$50 or less.  <b>5k. Vandalism</b> causing damages that total \$50 or less.</p>	
<p><b>Category Six Infractions</b></p>	<p><b>Recommended Response</b></p>
<p><b>6a. Disrespect towards an Adult</b>, including, but not limited to, directing profanity, vulgarity or discriminatory speech towards an adult.  <b>6b. Physical Assault on a Student</b>, including a physical act of anger, retaliation or intimidation such as spitting, smacking, slapping, kicking or hitting with an object not considered potentially dangerous. This does not include related infractions in higher categories.  <b>6c. Sexual Harassment</b>, including, but not limited to, unwelcome communication of a sexual nature which is considered offensive, intimidating or hostile. Such communication may also include using any means to intentionally distribute or display to someone sexually explicit material.  <b>6d. Misuse of Technology</b>, including, but not limited to, any form of hacking of school computers or programs and/or unauthorized access to school records or computer programs. This does not include related infractions in higher categories.  <b>6e. Possession or use of electronic cigarettes, vapor pens or similar items</b>, not containing nicotine or a controlled substance.  <b>6f. Theft</b> of any item valued between \$101 and \$500. This also applies to someone who knowingly possesses an item stolen on campus. Any act of taking or possessing property without the permission of the owner may be considered theft.  <b>6g. Vandalism</b> including willful and malicious property damage or defacement valued at \$101-\$500.</p>	<p><b>Level I (One Infraction with no impact to minimal impact)</b>  At least two days OSS  <b>Level II (One Infraction with moderate to high impact)</b>  At least three days OSS  <b>Level III (Two infractions)</b>  At least four days OSS and/or Disciplinary Reassignment</p>
<p><b>Category Seven Infractions</b></p>	<p><b>Recommended Response</b></p>
<p><b>7a. Disrespect towards an Adult</b>, including, but not limited to, making physical contact with a staff member in a way that is disrespectful but not aggressive.  <b>7b. Physical Assault on a Student</b>, including a physical act of anger, retaliation or intimidation, such as choking or hitting with the closed fist or with an object considered potentially dangerous. This does not include related infractions in higher categories.  <b>7c. Fighting</b>, including the mutual aggressive physical contact between two of more students. This does not include related infractions in higher categories.  <b>7d. Consensual Sexual Activity</b> of any type.  <b>7e. Breaking and Entering</b>, including acts such as forcibly entering a building, office, classroom, locker room, locker, desk, cabinet, closet, storage container, etc.  <b>7f. Theft</b> of any item valued above \$500. This also applies to someone who knowingly possesses an item stolen on campus. Any act of taking or possessing property without the permission of the owner may be considered theft.  <b>7g. Vandalism</b>, including willful and malicious property damage or defacement valued above \$500.</p>	<p><b>Level I</b>  N/A  <b>Level II (One Infraction)</b>  At least three days OSS  <b>Level III (Two Infractions)</b>  At least four days OSS and/or Disciplinary Reassignment</p>
<p><b>Category Eight Infractions</b></p>	<p><b>Recommended Response</b></p>
<p><b>8a. Aggression towards an Adult</b>, including, but not limited to, posturing, challenging, intimidating or any type of threatening behavior. This does not include related infractions in higher categories.  <b>8b. Bullying towards a Student</b>, including, but not limited to, a <u>pattern</u> of negative behaviors directed towards a <u>particular student</u> because of one or more distinguishing characteristics of that student, involving a real or perceived <u>power imbalance</u> and having a <u>negative impact</u> on that student's overall educational experience (Refer also to N.C.G.S. 115C-407.15 and N.C.G.S. 14-458.1.)</p>	<p><b>Level I</b>  N/A  <b>Level II (One Infraction)</b>  At least four days OSS  <b>Level III (Two Infractions)</b>  At least five days OSS and/or Disciplinary Reassignment</p>

<p><b>8c. Unwelcomed Physical Contact with a Student</b> of an offensive, sexual, and/or sensual nature. This does not include related infractions in higher categories.</p> <p><b>8d. Indecent Exposure</b>, including any public exposure of private body parts to one or more persons. This does not include related infractions in higher categories.</p>	
<b>Category Nine Infractions</b>	<b>Recommended Response</b>
<p><b>9a. Physical Assault on an Adult</b>, including any physical act of anger, retaliation or intimidation. This does not include related infractions in Category Ten.</p> <p><b>9b. Verbal Aggression</b> involving plausible threats of a severe nature towards students, staff and/or other adults.</p> <p><b>9c. Affray</b> (Fight involving two or more people in a public place that significantly disturbs others).</p> <p><b>9d. Disorderly Conduct</b> (Refer to N.C. G.S. 14-288.4.)</p> <p><b>9e. Unwelcomed Physical Contact with an Adult</b> of an offensive, sexual, and/or sensual nature. This does not include related infractions in Category Ten.</p> <p><b>9f. Possession, distribution, sale or use of alcohol, tobacco or similar substances</b>, including being under the influence of such substances. This applies to regular cigarettes, electronic cigarettes, vapor pens and similar items.</p> <p><b>9g. Possession of chemical or drug paraphernalia.</b></p> <p><b>9h. False Alarm</b>, including, but not limited to pulling a fire alarm or calling 911, not including related infractions in Category Ten.</p> <p><b>9i. Other illegal acts</b> of similar severity to the infractions in this category.</p>	<b>Level I</b>
	N/A
	<b>Level II</b>
	N/A
	<b>Level III (One Infraction)</b>
	At least ten days OSS and Disciplinary Reassignment
<b>Category Ten Infractions</b>	<b>Recommended Response</b>
<p><b>10a. Physical Assault on a Student or Adult</b>, including, but not limited to, a violent attack that may or may not result in serious bodily injury. This may also include actions such as tampering with a person's food or drink in a manner that could cause personal harm.</p> <p><b>10b. Taking Indecent Liberties, Sexual Offense or Sexual Assault</b></p> <p><b>10c. Possession of a weapon, destructive device or firearm.</b></p> <p><b>10d. Possession, distribution, sale or use of another person's prescription drugs, marijuana or a controlled substance</b>, including being under the influence of such substances (also applies to counterfeit drugs). This also applies to the distribution or sale of a student's own prescription drugs.</p> <p><b>10e. Bomb Threat</b> or similar threat, even if a false alarm.</p> <p><b>10f. Arson</b> of any type or of any scope.</p> <p><b>10g. Gang Activity or Gang-Related Activity</b>, not including infractions in lower-level categories.</p> <p><b>10h. Other illegal acts</b> of similar severity to the infractions in this category.</p>	<b>Level I</b>
	N/A
	<b>Level II</b>
	N/A
	<b>Level III (One Infraction)</b>
At least ten days OSS and Disciplinary Reassignment	

## Bullying

Includes, but is not limited to, any pattern of actions or communication (in any form) that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic, while also placing someone in actual and reasonable fear of harm to his or her person or property. The behavior creates or is certain to create a hostile environment for the targeted person by substantially interfering with or impairing his or her educational performance, opportunities, or benefits (From N.C.G.S. § 115C-407.15).

If an allegation of bullying is made, the school will complete a Bullying Checklist within 5 school days or less to ascertain whether or not an act of bullying has occurred.

# SCSA BEHAVIOR EXPECTATIONS

	 Playground	 Restroom	 Hallways & Walkways	 Carpool area	 Assembly	 Cafeteria
<b>I am Respectful</b> of myself and others.	<ul style="list-style-type: none"> <li>*Play fairly</li> <li>*Be a team player</li> <li>*Decide upon and follow the rules of the game</li> <li>*Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>*When in line walk without talking</li> <li>*Otherwise talk quietly</li> <li>*Respect hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>*Talk quietly to other students in my area</li> </ul>	<ul style="list-style-type: none"> <li>*Listen while someone else is speaking</li> <li>*Stop talking when an adult raises his/her hand and raise your hand to alert others</li> <li>*Show appropriate appreciation</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite and practice good table manners with quiet voices</li> <li>*Have conversations that are appropriate</li> </ul>
<b>I am Responsible</b> for myself and my community.	<ul style="list-style-type: none"> <li>*Play safely</li> <li>*Stay in assigned area</li> <li>*Properly maintain recess equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> <li>*Keep the restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to self</li> <li>*Remain single file</li> <li>*Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned area</li> <li>*Walk to assigned area</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated unless asked to sit up or stand</li> <li>*Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>*Get all utensils, milk and condiments before sitting down</li> <li>*Raise your hand if you need help</li> <li>*Help keep the cafeteria clean</li> </ul>
<b>I am Safe</b> in all areas of campus.	<ul style="list-style-type: none"> <li>*Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>*Allow for privacy</li> <li>*Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Eyes forward</li> <li>*Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Listen carefully for my car rider number and other directions</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult &amp; presenter directions</li> </ul>	<ul style="list-style-type: none"> <li>*Keep all food on your tray</li> <li>*Sit with feet on the floor, bottoms on bench and face the table</li> <li>*Keep hands, feet and objects to yourself</li> </ul>
<b>I am a Resourceful</b>	<ul style="list-style-type: none"> <li>*Let my teacher or other adult know if I have a</li> </ul>	<ul style="list-style-type: none"> <li>*Let my teacher or other adult know if</li> </ul>	<ul style="list-style-type: none"> <li>*Keep a safe distance between yourself and the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>*Keep food, toys, and other items in backpack</li> </ul>	<ul style="list-style-type: none"> <li>*Let my teacher or other adult know if I have a problem I can't solve on my own</li> </ul>	<ul style="list-style-type: none"> <li>*Let an adult know if I have a problem I can't solve on my own</li> </ul>

	problem I can't solve on my own	something is not working				
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## Transportation

Mallard Creek STEM Academy ARRIVAL & DISMISSAL 2019-2020 (Updated 5/18/19)	
Safety Guidelines	
<ul style="list-style-type: none"> <li>● Pay close attention at all times, and <b>follow all instructions</b> carefully throughout the process, especially when loading and unloading.</li> <li>● Place all <b>car seats</b> so that all students in the vehicle can safely enter and exit on the left side.</li> <li>● Students must <b>enter and exit</b> the car at the <b>left side only</b>.</li> <li>● <b>Drivers</b> and other passengers must <b>remain in the car</b> at all times. <b>Staff will assist students as needed.</b></li> <li>● At dismissal, students must <b>visually identify their car</b>, not relying on an announcement.</li> <li>● Keep <b>dashboard sign</b> visible, placing it on the dashboard.</li> <li>● Once all children are loaded, a staff member will begin to dismiss the carline.</li> </ul>	
Drop-Off Times and Late Arrivals (K-6)*	Pick-Up Times and Late Pick-Up (K-6)*
<p><b>7:30 to 7:55</b></p> <ul style="list-style-type: none"> <li>● <i>Please allow at least five minutes for your child to be able to walk to their class on time. Students who are tardy must be accompanied by a parent and sign in at the front office.</i></li> </ul>	<p><b>3:00 to 3:20</b></p> <ul style="list-style-type: none"> <li>● <i>No one may arrive earlier than 2:30.</i></li> <li>● <i>Students remaining at car line after dismissal ends will be escorted to after-school care. Parents will be responsible for costs incurred for unsupervised students after the conclusion of the school day.</i></li> </ul>

### MCSA Bus Riding Rules and Expectations

1. Obey the instructions of the bus driver. At no time will a student act toward or address comments to the driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Do not push or shove.
3. Each student will be expected to remain seated in their assigned seats for the duration of the trip, and remain seated until released by the Driver.
4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
6. Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible.
8. Students should only use emergency door and exit controls at the request of the driver during an actual emergency event.
9. No rider shall be let off the bus without a parent present within the sight of the driver. Parents who are in vehicles or stores should exit vehicles/stores to permit the driver to make confirmation of their presence. If the driver cannot see the adult present, the student will remain on the bus and return to school. This procedure is in place to ensure the safety of your students.

10. There is no eating, drinking or gum permitted on the bus. Water is permitted on the bus, however, eating in any form is not.
11. The use of electronics is permitted when using headphones or earbuds so long as it respectful and courteous of other passengers. Sharing electronics is not permitted so as to prevent damage. Photographing or record sounds or images of peers, adults, or bus drivers is strictly prohibited.
12. Parents/Guardians are not permitted on the bus at any time; unauthorized boarding of the bus is considered trespassing.

The SCHOOL BUS is an EXTENSION of the CLASSROOM, and the CAMPUS ADMINISTRATION will administer discipline with assistance from the bus driver. ALL school board policies that apply to student conduct and other student related activities apply also to the SCHOOL BUS.

**The following is an outline of the Bus Discipline Procedure:**

**CATEGORY I First Offense** The driver will inform the student of the discipline program. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the CAMPUS ADMINISTRATOR.

**Second Offense** The driver will attempt to contact the parent in an effort to correct the situation. This may be in the form of a phone call or a Driver's discipline Report sent home with the student for the parent to sign and return to the driver the following morning.

**Third Offense** The driver will send a discipline referral to the school administrator for disciplinary action. The following disciplinary action will be administered by the CAMPUS ADMINISTRATOR:

First disciplinary referral — Bus privileges suspended for 3 days.

Second disciplinary referral — Bus privileges suspended for 5 days.

Third disciplinary referral — Bus privileges suspended for 10 days. Fourth disciplinary referral — Bus privileges suspended for the remainder of the semester. The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

**CATEGORY I Minor Infractions** Include, but are not limited to the following:

1. Using profanity or making offensive remarks or gestures. (automatic discipline referral)
2. Talking loudly or yelling.
3. Throwing objects (items that distract-non harmful)
4. Leaving paper or other debris on the bus.
5. Bothering (poking, pushing, etc.) other bus riders.
6. Not following the bus driver's directions.
7. Failure to sit in assigned seat will result in parent contact.

**CATEGORY II Major Infractions** Include, but are not limited to the following:

1. Accumulating (3) three minor infractions.
2. Being defiant or disrespectful to the bus driver. 8
3. Deliberately disregarding the safety of passengers or others.
4. Vandalizing the bus.
5. Throwing harmful objects (paper, rocks, books, etc.).
6. Fighting (contact with others).

7. Using profanity or making offensive remarks or gestures.
8. Making threatening remarks.
9. Refusal to sit in assigned seat.

CATEGORY II This is an automatic discipline referral to the CAMPUS ADMINISTRATOR.

First disciplinary referral — Bus privileges suspended for 10 days.

Second disciplinary referral — Bus privileges suspended for the semester.

Third disciplinary referral — Bus privileges suspended for the remainder of the year.

**The safety of your children is our first priority. Please guide your child in understanding the importance of riding safely AT ALL TIMES.**

**Board Approved Feb. 2019**