

# **NEW SPRINGS SCHOOLS**

A Hillsborough County Public  
Charter School

2014-2015

Student & Parent Handbook  
(Revised October 6, 2014)

**Notice:** It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at NEW SPRINGS SCHOOLS. Therefore, because NSS is a Charter School in the Hillsborough County Public Schools System, any situation not specifically referred to in this handbook will fall under the guidelines set forth by Hillsborough County Public Schools' Policies and Procedures

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## FROM THE PRINCIPAL'S DESK

*Dear Parents and Students,*

*Welcome to the 2014-2015 school year at NEW SPRINGS SCHOOLS! This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff at NEW SPRINGS SCHOOLS is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.*

*We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the NEW SPRINGS SCHOOLS is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and have fun together in harmony.*

*NEW SPRINGS SCHOOLS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.*

*This handbook is an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook because you will use this information throughout the school year.*

*On behalf of the entire NEW SPRINGS SCHOOLS staff and community, best wishes for a great 2014-2015 school year!*

*Sincerely,*

*Yunus E Aksu, M.Ed.*

*Principal*

**NEW SPRINGS SCHOOLS  
2014 – 2015 Calendar**

Teacher Pre Planning	August 5-15
NSS Student Orientation Day	Wednesday, August 13
Student's First Day of School	Tuesday, August 19
Labor Day Holiday/School Closed	Monday, September 1
End of 1 <sup>st</sup> Grading Period	Friday, October 17
Non-Student Day	Monday, October 20
Veterans Day Holiday/ Non Student Day	Tuesday, November 11
Thanksgiving Holiday/ Schools Closed	Monday-Friday, November 24-28
Students Return to School	Monday, December 1
Winter Break/ Schools Closed	Monday-Friday, December 22-January 2
Students Return to School	Monday, January 5
End of Second Grading Period (1 <sup>st</sup> Semester)	Friday, January 16
Martin Luther King Jr. Holiday/ Schools Closed	Monday, January 19
Non Student Day	Tuesday, January 20
Florida State Fair Day/ Non Student Day	Friday, February 6
Spring Break/ Schools Closed	Monday-Friday, March 9-13
Students Return to School	Monday, March 16
End of 3 <sup>rd</sup> Grading period	Friday, March 27
Non-Student Day	Friday, April 3
Memorial Day Holiday/ Schools Closed	Monday, May 25
Last Day of School/ End of 4 <sup>th</sup> Grading period (2 <sup>nd</sup> Semester)	Friday, June 5

## MISSION STATEMENT

The mission of NEW SPRINGS SCHOOLS (NSS) is to provide students with a well-rounded academic education by utilizing proven and innovative instructional methods in a safe and stimulating environment. The purpose of NSS is to prepare students to reach their maximum potential in all subjects with special emphasis on mathematics, science and reading, using a researched-based successful curriculum. Students will be prepared to become productive and responsible citizens through their experience and completion of this exemplary educational program.

## DUE PROCESS AND STUDENT'S RESPONSIBILITIES & RIGHTS

### STUDENTS' RESPONSIBILITIES

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

### STUDENTS' RIGHTS

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

All students at NSS 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. In all instances, NSS's policies and procedures governing due process for suspensions and expulsions will follow Hillsborough County Public Schools Board Policies. All students at NSS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you 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

# ATTENDANCE

## Absences and Tardiness

NSS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

## Excused Absences

NSS accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s). Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence. 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. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Financial or Other Conditions:** Other absences to be determined by, and at the discretion of, the Principal may be excused.

## Unexcused Absences

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- **Failure to Attend School:** Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.

- Out of School Suspension: School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. NSS 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).

## School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period. If applicable, students who are eligible for Bus Transportation and ride the bus to school will not be considered tardy when the bus arrives late to school.

- Excused Tardy: Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order. Shall be considered excused tardy if the sign-in procedure is followed. Students who are transported to school other than School Buses (if applicable) and arrive late to school by vehicles must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class.
- Unexcused Tardy: Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

## Habitual School Tardy

Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be referred to the school social worker.

## Class Tardy

Students are given four minutes of passing time to get to each class during the course of the school day [with the ringing of a warning bell at the end of three minutes of passing time]. Students are expected to be in their assigned seats when the class bell rings. Tardy students are going to be assigned a conduct point by the teacher required to get a special pass from the designated staff to be allowed to the classroom. If a student has checked in late through the front office, the student should have an admit slip to class from the front office. Repetitive tardiness will result in student receiving disciplinary consequence based on the minor violation discipline cycle. One conduct point is assigned for each tardy.

## 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 to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and a written 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 in order that appropriate attention may be given to the student.

## Make-up Work for Absences – Excused or unexcused

An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work. For an absence to be excused, a note should be submitted to the school office no later than two days after returning to school.

Assignments are available on the NSS website and are available 24 hours a day – should a student be absent for any reason, they should access this information via the Internet. **Parents also can call or e-mail teachers or the Front Office asking for assignments.** Any assignment not listed, or work material needed for an assignment, may be requested by the student when they return from their absence.

Also, on the day the student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments. For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

Students who participate International or Out of State Competitions will be excused from their assignments which are given on competition days.

## Early Checkouts

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 checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student. Early checkouts will be permitted until the last period starts.

- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.
- A parent or legal guardian must bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

## Truancy

A habitual truant is one who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

- **After 3 unexcused absences:** The parent/legal guardian will be contacted by the school administrator requesting a conference. After two reasonable attempts to notify the parent/guardian without response, the school shall send a notice to the parent/guardian by certified mail, return receipt requested.
- **After 7 unexcused absences:** The parent/legal guardian will be notified by the school administrator that the student has only three unexcused absences remaining prior to violating the state attendance requirements.
- **After 10 unexcused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, a referral shall be made to the school social worker by the school administrator.

Excessive excused absences also impact the educational program and may be handled as follows:

- **After 5 excused absences:** The parent/legal guardian will be contacted by the school administrator or his designee by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, a letter will be sent by the school administrator.
- **After 7 excused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, the school administrator shall confer with the school social worker to determine whether a referral is warranted, at this time.



- **After 10 excused absences:** The school has the discretion to confer with the school social worker to determine whether any action should be taken to address the absences. When administrative actions taken to correct truancy have proven ineffective, the school system may file a truancy petition pursuant to the procedures in state attendance laws.

## Perfect Attendance

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardiness to school and zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

# CODE OF CONDUCT

## Conduct Information

It is our belief 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 the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and 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.

## Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/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 (and/or his/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 NSS 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.**

NSS has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the NSS administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the School Board for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. NSS takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students, who violate NSS rules, or State laws related to these offenses, will be suspended or recommended for expulsion from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

## Minor Violations Discipline Cycle

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. **Conduct points** can be given anywhere in the school by any school

employee. Parents and students will have online access to the recorded information at NSS Connect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

Note: Accumulated Conduct Points will be reset by the administrators at the end of each quarter.

1 – 5 conduct points	No consequence assigned. However points will be transferred to the following weeks until any consequence assigned.
6 – 10 conduct points	After School Detention / Work Detail / Elective Detention
11 – 15 conduct points	Half day In School Suspension / 1 day of weekend school
15 – 20 conduct points	Full day In School Suspension / 2 days of weekend school
20 conduct points or more	Referral Form for repeated misconduct of Class-I violation. Consequence will be given based on student’s discipline steps.

Parents will be contacted with a letter sent home with the student or the U.S. Mail regarding the assigned consequence  
 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 complete a **Behavior Documentation Form** and send the student to the In School Suspension Office.

### Minor Violations (Class I Offense)

Minor violations list below is not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

	Shortcuts	Description	Consequence
1.01	<b>Backpacks</b>	Bringing backpacks to classroom or cafeteria.	W
1.02	<b>Chewing gum</b>	Chewing gum.	W
1.03	<b>Dress code</b>	Violation of the Uniform Dress Code	W
1.04	<b>Eating or drinking in unauthorized areas</b>	Eating or drinking in unauthorized areas.	W
1.05	<b>No Agenda</b>	Not having agenda during school hours.	W
1.06	<b>Refusing to participate in learning</b>	Refusing to participate in learning: sleeping or not participating, etc.)	W
1.07	<b>Unprepared for class</b>	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	W
1.08	<b>Body Art</b>	Any body art on to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until cleaned.	W
1.09	<b>Behavior That Puts Safety at Risk</b>	Behavior That Puts Safety at Risk	W
1.10	<b>Cafeteria misconduct</b>	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	W
1.11	<b>Classroom Disruption</b>	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.	W

1.12	<b>Failure to follow directions.</b>	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	W
1.13	<b>Hall disruptions</b>	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	W
1.14	<b>Horseplay</b>	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	W
1.15	<b>Tardiness</b>	Repeated late arrival to school or class.	W
1.16	<b>Disrespectful or rude behavior</b>	Disrespect: 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.	W
1.17	<b>Vulgar, unprofessional language</b>	Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, 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.	W

W: Warning

Repetitive minor violations recorded in the Conduct Log will result in student being classified as Chronic Disciplinary Problem Student. Appropriate support will be provided to resolve the behavior issues. However, principal may refer the chronic disciplinary students to the School Board to be expelled from the school to protect learning environment of other students at any time.

## MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent by student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and 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 for violating the listed offenses. 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 administration heavier or lighter consequences may be assigned if warranted by individual circumstances.

## Intermediate Violations (Class II Offenses)

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.

**ASD:** After School Detention **WD:** Work Detail **ECD:** Elective Class Detention **WS:** Weekend School **ISS:** In School Suspension  
**OSS:** Out of School Suspension **OW:** Option to Withdraw **EXP:** Expulsion

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1 day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS (5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>2.01</b>	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.02</b>	Disrespect: Conduct or behavior toward 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)	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.03</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.04</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.05</b>	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.06</b>	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.07</b>	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, 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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.08</b>	Stealing (under \$50): Taking the property of another person or school without permission.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1 day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS (5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>2.09</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.10</b>	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 profanity, purposeful exclusion, slander, and verbal cruelty.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.11</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.12</b>	Physical Contact: Offensive, unwanted and/or inappropriate touch	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.13</b>	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property without intent to do such harm.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.14</b>	Provoking/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.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.15</b>	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.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.16</b>	Simple Battery: Any actual and intentional pushing or striking of another student against the will of the other student.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.17</b>	Leaving class without permission or not reporting to the designated area on time.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.18</b>	Skipping or cutting class or activity: 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 administration to do so.	Step 1			Step 1	Step 2	Step 3 - 8					
<b>2.19</b>	Use of – in employee’s presence – opprobrious or abusive words, or obscene language, pictures or gestures	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1 day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS (5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>2.20</b>	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.21</b>	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, readmit 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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.22</b>	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, or toy-type replica of a firearm or empty shell,	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.23</b>	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.24</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.25</b>	Inciting or Participating in a Major Student Disorder – Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.26</b>	Public Display of Affection (PDA) : Kissing, fondling, “dirty dancing” , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.27</b>	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1 day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS (5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>2.28</b>	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.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.29</b>	False and/or Misleading Information: Intentionally providing false or misleading information to, or withholding valid information from a school district employee.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.30</b>	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 regular school hours. 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.)	Step 1 – Warning	M		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.31</b>	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.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

**\*M: Mandatory**

## Major Violations Class III Offenses

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.

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.01</b>	AWOL: Leaving school grounds or the site of any school activity without permission.						Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>3.02</b>	Technology tempering: 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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.03</b>	Battery: When one student physically attacks another student with the intent to do bodily harm.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.04</b>	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.			M				Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.05</b>	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.			M				Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.06</b>	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)							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.07</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.08</b>	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 you from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.09</b>	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5



<b>Infractions</b>		<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.10</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.11</b>	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.12</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.13</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.14</b>	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.			M				Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.15</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.16</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.17</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.18</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.19</b>	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; 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 objectively offensive							Step 1	Step 2	Step 3	Step 4	Step 5

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.20</b>	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 of 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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.21</b>	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 affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.22</b>	Directing Obscene, Profane, or Offensive 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.							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.23</b>	Possession of a controlled object without intent to harm or use for personal protection							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.24</b>	Entering in an unauthorized area without permission							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.25</b>	Violation of the ISS Rules/Procedures							Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.26</b>	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.							Step 1	Step 2	Step 3	Step 4	Step 5

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.27</b>	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.								Step 1	Step 2	Step 3	Step 4
<b>3.28</b>	Making a false 911 emergency call from school or personal phones.								Step 1	Step 2	Step 3	Step 4
<b>3.29</b>	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.								Step 1	Step 2	Step 3	Step 4
<b>3.30</b>	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.									Step 1	Step 2	Step 3
<b>3.31</b>	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.									Step 1	Step 2	Step 3
<b>3.32</b>	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or 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 employee.									Step 1	Step 2	Step 3
<b>3.33</b>	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession of another person. Included are pocket picking, purse snatching, and theft from a building, theft from a motor vehicle, machine or device which is operated by the use of a coin or token and all other types								Step 1	Step 2	Step 3	Step 4

	<b>Infractions</b>	<b>ASD / WD / ECD / WS</b>	<b>WD/Confiscation</b>	<b>Restitution</b>	<b>ISS (1day)</b>	<b>ISS (2 days)</b>	<b>ISS (3 days)</b>	<b>OSS (1-3 days)</b>	<b>OSS (3-5 days)</b>	<b>OSS(5-8 days)</b>	<b>OSS (8-10 days) /OW</b>	<b>OSS (10 days) /EXP</b>
<b>3.34</b>	Provoking/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.								Step 1	Step 2	Step 3	Step 4

## Zero Tolerance Violations Class IV Offenses

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school sponsored transportation or at a school bus stop, or during a school-sponsored function or activity shall be recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency:

	<b>Infractions</b>
<b>4.01</b>	Homicide (murder or manslaughter)
<b>4.02</b>	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others.
<b>4.03</b>	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.
<b>4.04</b>	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.
<b>4.05</b>	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or 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.
<b>4.06</b>	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakas, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, 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 or threat of force or 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 which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which 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 or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.

## DISCIPLINE PLAN

### School Wide Classroom Management Plan

#### Teacher Intervention Process for Classroom Misconduct

NSS uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systemic 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.

The teacher, in response to **minor** disciplinary problems in the classroom, will take the following steps from the Intervention Request Form if students fail to abide by the established behavioral expectations:

#### 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Poor Choices (Initial, Interim, Further and Final Consequences)

Students who make classroom disruptions and/or fail to meet behavioral expectations will be given some consequences according to their poor choice levels. These consequences will be determined by the teacher with given several different options such as; asking to the student's to change their behavior, writing the student's name on the form or on the board, changing seat, asking to write a reflection letter, private conference, sending the student to the isolation desk, asking to do work detail in the classroom, holding individual privileges, teacher detention, behavior contract, parent contract, assigning a peer tutoring program, assigning conduct points etc.

Students who do not properly respond to the first three steps, the teacher will complete an **Intervention Request Form** and send the student to the Intervention Room. The student will remain in the Intervention Room for the rest of the period. The Intervention Room is considered an extension of the classroom, and during the student's visit, the Intervention Specialist will counsel the student with regard to the cited offense. If the Intervention Specialist determines that additional counsel or parent contact is needed, he/she may do any one, or all of the following:

1. Contact the parent(s)/guardian(s)
2. Refer the student to the Assistant Principal of Discipline

These **Intervention Request Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered on NSS Connect for parental viewing and students will receive 3 Conduct Points for each **Intervention Request Form** they receive.

## Minor Violations that may result in Initial, Interim, Further and Final Consequences

1. Excessive talking
2. Pencil pops, spit balls
3. Throwing objects in class
4. Verbal exchanges, arguing
5. Failure to follow classroom instructions
6. Classroom disruptions (out of seat, not participating, etc.)
7. Unprepared for class (non-textbook issues – see page 24)

## GENERAL BEHAVIOR GUIDELINES

### School-wide Rules:

- **Respect yourself and others.**
- **Follow directions the first time.**
- **Be prepared for each class.**
- **Keep yourself to yourself.**
- **Transition quickly and quietly.**

### In the Cafeteria

- No loitering in the cafeteria.
- Push chairs back after eating.
- Keep tables, chairs, and floors clean.
- Talk in a normal voice (classroom voice).
- No backpacks or books allowed in the cafeteria.
- Dispose of trays, trash and debris in trash bins.
- Keep hands, feet, personal belongings and food to yourself.
- Keep cafeteria lines orderly: no pushing, running, or cutting in line.
- No food or drink should be taken outside the cafeteria.

### At Group Assemblies

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension will not be able to participate in any assemblies for the rest of the school year.

### Regarding Technology Equipment in Computer Labs

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or

attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

## **In the Halls, Lavatories, Library**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and lavatories are areas used by all members of NSS. Since everyone uses the same areas. There are rules of conduct that all students must follow:

- Do not roughhouse, push, or wrestle.
- You may not eat or drink in halls and lavatories.
- You may not run in the halls, lunchroom, and lavatories.
- Do not leave belongings on the floor outside your locker.
- You must do your part to keep these areas clean and safe.
- You may not use any profane or vulgar language while in these areas.
- You may not loiter in the halls, lunchroom, lavatories, or media center.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- You may not yell, scream, hit lockers or make excessive noise while in these areas.

## **During an Emergency**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell or the appropriate administrator will be given for returning to class.

## **DESCRIPTION OF DISCIPLINE OPTIONS**

### **After School Detention (ASD):**

Students are required to bring and do academic work or may be assigned work detail during After School Detention. After School Detention will take place any day of the week (especially Fridays) begins promptly at 3:00 p.m. and ends at 4:00 p.m. Students should report to ISS room. Failure to fulfill this obligation will result in a higher consequence. Appeals must be presented in writing to principal.

### **Work Detail (WD):**

Student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples might include picking up trash or cleaning an assigned area.

### **Elective Class Detention (ECD):**

An administrator may assign Elective class detention to a student who fails to comply with school rules. Parents will be notified when Elective class detention is assigned.

### **Weekend School (WS):**

Students are required to bring and do academic work during WS. Failure to do so shall result a higher consequence. Weekend School begins promptly at 11:00 a.m. and ends at 1:00 p.m. Students arriving late will not be admitted.



## **Half Day In-School Suspension (HISS):**

Half Day In-School Suspension is a disciplinary action that can be assigned by the NSS administrator and Intervention specialist. In-half day in school suspension students will stay in ISS room either first half of the day or the 2<sup>nd</sup> half of the day due to do scheduling. Students are required to bring and do academic work or may be assigned work detail during suspension. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.** In-school suspension consequences will be notated on student's permanent discipline transcript.

## **In-School Suspension (ISS):**

In-School Suspension is a formal disciplinary action that can only be assigned by the NSS administrator and Intervention specialist. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. Students are required to bring and do academic work or may be assigned work detail during SOS. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.** In-school suspension consequences will be notated on student's permanent discipline transcript.

## **Out-of-School Suspension (OSS):**

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the NSS administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator may be required prior to the return to NSS of any student serving an out-of-school suspension.** **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 and any fees or deposits paid earlier are non-refundable.** Out-of-school suspension assignments will be notated on student's permanent discipline transcript.

## **Academic and/or Behavioral Contract:**

Students who have been given consequences based on Step 4 of 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.

## **Option to Withdraw (OW):**

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. A student who is suspended 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.

## **Expulsion from NSS (EXP)**

Expulsion from NSS is a formal disciplinary action that can only be approved by the School Board after receiving a recommendation by the NSS administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offense. A written correspondence containing the recommendation information will be mailed to the students' parents within ten days of suspension.

\*Teachers may implement their own discipline options in classrooms.

## **REWARD SYSTEM**

Students at NSS are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for "doing good". Some examples are, but not limited to:

- Assisting someone in need.

- Volunteering to do an unwanted task.
- Cleaning up after others.
- Consistently having a cooperative spirit.
- Exceeding requirements on an assigned task or assignment.

## Citizenship Award

Individual rewards will be planned for the end of each semester for NSS students. Those students who have not received conduct points, lunch detentions, Intervention Referrals, or Disciplinary Referrals during each semester will receive a *Citizenship Award* for excellence in behavior.

## Commendations

A *Commendation* will be awarded to students who are observed exhibiting behavior “**above and beyond**” expected behavior. Any NSS employee who observes a student engaged in this type of exceptional behavior can issue a *Commendation*. These *Commendations* will not be noted on a student’s permanent discipline transcript. However, they will be entered on NSS Connect for parental viewing.

## School – Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Eligibility for participating in 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** –Students participating must follow the NSS guidelines listed under the section *Dress Code*.

**The character of the month** – this title will be awarded to the student who receives the most *Commendations* for each month in each grade level. The *Character of the month* winners for more than three times during a semester would receive additional rewards (to be determined – specific to the student).

**Special Drawings & Prizes** – Students who receive *Commendations* will be eligible for a *Special Drawing* which will be held randomly. At the time of the drawing, whoever has received a *Commendation* up to that point (since the last drawing), will have the opportunity to have their name drawn for a *Special Prize*. Whenever the *Special Drawing* is held, there may be more than one name drawn as a winner. After the drawing all the names will be removed and the process will start over – with new *Commendations* being placed in the box for the next *Special Drawing*. Prizes will vary each time, and winning students will draw from a box of prizes to choose the prize they won.

**Wall of Character** – The *Character* winners for each month would have their pictures placed on this *Wall of Character* with a brief description of why they received their *Commendations* and what character trait(s) they exhibited.

## INSTRUCTIONAL PROGRAM

The school curriculum is essentially the same as Hillsborough County Public School curriculum. To provide an excellent middle school education as outlined in our mission statement we strive to enhance the basic Hillsborough County Public Schools curriculum wherever possible. You will find an overview of Math and Science area below. If you have specific question please contact the Assistant Principal. You can also learn more about curriculum information at our website: [www.newspringsschools.org](http://www.newspringsschools.org). Once you are at the website click on the *Academics* link.

## Cheating and Plagiarism

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at NSS are required to be in the student's own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered a serious matter. Student's who cheat or plagiarize will immediately be given a zero (0) on the assignment/project and referred to the administration using a **Disciplinary Referral Form** for disciplinary consequences.

## Conferences

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

## NSS CONNECT

Parents can see their children's academic improvement, daily homework and assignments, projects, discipline records and attendance records through NSS Connect. Anyone can visit our website at [www.newspringsschools.org](http://www.newspringsschools.org) to view a demo of NSS Connect and receive more information. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit NSS Connect on a daily basis to stay informed of their student's progress.

## Grading Scale – Grades K-2

E = Excellent	
S = Satisfactory	
N = Needs Improvement	
U = Unsatisfactory	
I = Incomplete	Course not completed
W = Withdrawal	Student withdrawn

## Grading Scale – Grades 3-8

A = 90—100%	
B = 80—89%	
C = 70—79%	
D = 60—69%	
F = 59 % or lower	
I = Incomplete	Course not completed
W = Withdrawal	Student withdrawn

## Grading System & Reporting

Students receive progress reports every 5<sup>th</sup> week of each 9-week grading period and report cards every 9 weeks. Final grades for core academic courses are received at the end of each 9-week period. Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. The NSS Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported as letter grades for K-2 and numeric grades for grades 3-8 and any grade below 60 is failing for grades 3-8.

## Homework Policy

Homework is an essential part of your successful educational program at NSS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and 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 at the discretion of the teacher. 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. Teacher's e-mail is available and daily assignments are posted on NSS Connect at our web site: [www.newspringsschools.org](http://www.newspringsschools.org). Teacher homework hotline numbers, where parents/students can listen to daily assignments, can also be accessed from the NSS website.

## Preparedness for Class

Students must bring the needed materials described in the course syllabus to class each day. Failure to do so will result in getting conduct point. Students who repeatedly receive conduct points for unpreparedness for class will be given appropriate consequence within the discipline cycle and may receive a *Disciplinary Referral Form* for failure to follow school rules.

**Note:** Students who have lost their textbook will be permitted to use a text during classroom instruction however, they will not be permitted to take the text home for homework purposes (refer to *TEXTBOOKS* section).

## Promotion

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. NSS will follow Hillsborough County Public Schools Student Progression Plan for K-8 Schools

## Schedule Changes

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year through the guidance counselor.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. Written permission from the parent is required for the change. 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.

## Textbooks

Textbooks for pupils are furnished by NSS. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards and FCAT score cards may also be withheld until textbooks fees are collected.

## DRESS CODE

### NEW SPRINGS SCHOOLS Uniforms

Students are expected to wear the NSS 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 the orderly operation of the

school. The principal or other duly authorized school official shall determine whether any particular mode of dress, grooming and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. **Students are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after 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 isolated in the Intervention Room 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 for clarification are as follows:**

### **1. Uniforms must be worn properly at all times while at NSS:**

- a. Students must be in complete uniform when they arrive at NSS. All shirts must be tucked in shorts, pants, or skirts. Belts must be worn with all pants and shorts. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- b. Students must remain in full uniform until after they leave NSS. Shirts must remain tucked in even after school, until they leave the school campus.
- c. Students who ride the bus must be in complete uniform when they get on the bus at the bus stop. Since students must be in complete uniform when they arrive, and they are not allowed to change clothes on the bus, they must already be in complete uniform as they get on the bus.

### **2. Top Options:**

- a. Knit (polo) shirts must be a pique or jersey fabric in red or navy blue and the school logo is required. These knit shirts can be either short sleeve or long sleeve. All knit shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, skirt, or skirt the student is wearing.
- b. Sweatshirts must be red or navy blue plain colors with heat pressed school logo is required. Sweatshirts and Jackets are available for purchase in the front office or online. These sweatshirts are an economical alternative when students need to have additional warmth. When wearing a sweatshirt, the student must still be wearing another NSS shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn (tied) around the waist.
- c. Turtleneck and long-sleeve shirts may be worn under uniform shirts and should be either red, navy blue, gray, white, or black. These shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, skirt, or skirt the student is wearing.
- d. Vests & Sweaters must be in school colors, red navy blue and the embroidered school logo is required. The vest is a pullover type sweater, and the sweater has a button down the front. Both the vest and sweater require that the student must still be wearing an NSS shirt underneath – the vest and sweaters cannot be worn alone. Sweaters may not be worn (tied) around the waist.
- e. Polo Fleece is a red, navy blue, half-zipper or full-zipper and the embroidered school logo is required. The fleece requires that the student must still be wearing an NSS shirt underneath – the fleece cannot be worn alone. Fleece may not be worn (tied) around the waist.
- h. Jackets are a red, navy blue, fleece-lined windbreakers with a hood. These jackets may be worn to school, but because of the hood they are not permitted to be worn in the school building – once in the building the jacket must be taken off and placed in their locker.

### **3. Pants or Shorts:**

- a. Pants or shorts must be either khaki or navy blue in color. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pant or

short – NO OUTSIDE POCKETS, PATCH POCKETS, NOR ADDITIONAL POCKETS ARE PERMITTED. Pants or shorts may not have rivets or brads, split seams at the bottom of the legs, nor flaps on the pockets. Material may not be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.

- 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. Shorts must be no shorter than 2 inches above knee level and not longer than the top of the knee when standing. Capri pants, pants, skirts or shorts must not fit too snugly. Students wearing the top of their pants or shorts below their hips will be given an Office Referral Form for improper exposure.
- c. Athletic shorts are not permitted. Athletic type shorts, such as those used for biking, are not permitted. Sport shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.

#### **4. Skirts or Skorts:**

- a. Skirts or skorts must be either khaki or navy blue in color. All skirts and skorts must not be made of jean, suede or corduroy material. No splits are permitted in the skirt at all. Skirts and skorts must align with the knee length. Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short will be given an Office Referral Form for improper exposure.
- b. Pants, jeans, pajama bottoms or other apparel must not be worn under the skirt or skort. For modesty purposes, shorts may be worn under the skirts or skorts, however, long pants, jeans, pajama bottoms, or other apparel that shows below the skirt or skort must not be worn at any time

#### **5. Shoes:**

- a. Shoes must be closed toed dress shoes or athletic shoes. No wild colors are permitted. The color options for shoes are black, navy blue, dark brown or dark gray. Shoes must be worn at all times.
- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted
- c. **BOOTS, UGGS, AND HIGH-HEELED SHOES ARE NOT PERMITTED** - Heels on shoes may not be higher than one (1) inch. .  
ROLLER SHOES, “WHEELIES” or shoes with wheels are not permitted.

#### **6. Accessories:**

- a. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki. Grommets, brads, or excessive ornamentation on the belt is not permitted. 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). The belt must also be tightened enough to prohibit the student’s pants or shorts from sagging below the hips.
- b. Socks, stockings, tights or hose may only be in solid colors and are limited to brown, black, navy blue, gray or white. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student’s legs and feet – leg warmers are not permitted.

#### **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. Hair, face, body paint, and tattoo are inappropriate for school and not permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days
- f. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- g. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- h. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercing other than earrings are prohibited.

- i. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting, extreme designs shaved into hair) and should not attract undue attention.
- j. Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours.
- k. Exemptions may be granted for religious purposes if approved in advance.
- l. 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. (Mainly applies to non-uniform days at school). Shirts must be worn buttoned up to second from top.
- m. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for elementary and middle school students - i.e., alcohol and tobacco products, etc.). (Mainly applies to non-uniform days at school). Administration approved school spirit t-shirts may be worn in lieu of school uniform t-shirt.
- n. All outside coats and jackets or hooded apparel may not be worn inside the school building – this includes uniform jackets and/or windbreakers. All outside coats and jackets or hooded apparel must be put in the student’s locker immediately upon entering the school building. The NSS uniform includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.

## SERVICES FOR STUDENTS

### After School Activities

A number of extra-curricular clubs and/or enrichment activities are offered for students. A brochure describing these activities is available in the school office. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. **Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served.** Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times.
- You must abide by the NSS Code of Conduct while participating in the activity.
- Your school activity privileges will be cancelled if discipline becomes a problem.
- You must clear the school building immediately following after school activities by using the dismissal door.
- You must arrange for your own transportation to arrive promptly at the end of the activity – usually at 4:00 PM.
- Written permission is required for use of NSS’s facilities. Students are not allowed on campus after 3:15 p.m. unless supervised by a school employee.

Signing up for after school activities is required for each semester in order to be eligible to participate.

### After School Care Program

The After School Care Program is established to accommodate parents who cannot pick up their students by 4:15 PM. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The charge for this service is announced during the orientation day before the school starts. Monthly registration for discounted price will be available.

Afterschool care program is provided until 7:00 pm every day. **Regardless of the situation, we will call the local authorities and give them custody of the student after 7:00 pm.** Neither NSS nor the teacher assumes any responsibility for the welfare of the student.

NSS doesn’t offer before school care and supervision starts at 7:30 am.

### Communications between School & Home

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 web page. Parents may also call the homework hotline for

instructional information. A softcopy of the newsletter will be sent home weekly via e-mail announcing upcoming school activities and events. Hardcopy versions will be available at the end of each week in the front lobby of the school.

## Field Trips

Field Trips offer exciting ways to learn. NSS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. **Students, who have received an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** In addition, any student who has demonstrated the 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, you will be expected to follow these rules:

- You must abide by the NSS Code of Conduct and Discipline Plan while on the field trip.
- You must follow the NSS Dress Code, wearing the “royal and khaki” uniform unless otherwise specified.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

## Lunch/Nutrition Program

Students may purchase a nutritional lunch in the school cafeteria or may bring their lunch from home. The cost for student lunch is announced at the beginning of school and can be **paid on a monthly basis ONLY**. Students may purchase bottled water, and other nutritional beverages at school. Students needing free or reduced lunch should contact the administration.

## Home Visits

Researches show that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents and teachers. Home visiting programs are an effective way for teachers to get parents involved in their child’s education and to let parents and children know how much they care. Therefore, NSS encourages teachers to visit their students at their homes.

## Exceptional Student Education (ESE)

NEW SPRINGS SCHOOLS employs an ESE Teacher to provide consultation services to classroom teachers who serve special education students, as needed. NSS shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

## School Pictures

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

## Transportation to and From School

### Car Riders

Students who are transported in cars should be dropped off in the designated area in front of the school. The earliest drop off time is 7:30 am. NSS takes no responsibility for students who are dropped off before 7:30 am. Automobiles must not drive through or park in the bus loading areas. When picking a student up at dismissal time, please use the driveway at the front of the building. NSS employs a designated person or a Police officer to direct the traffic. Your cooperation with this person is expected in order to make arrival/dismissal as safe and efficient as possible.



## Walkers

NSS takes no responsibility for student walkers. Due to limited sidewalks and high volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk to or from school must submit a written request to the NSS administration for consideration.

## Bicycles, Skateboards, Roller Blades, and Scooters

Bicycles, skateboards, roller blades, and/or scooters, are not permitted on school property.

## School Resource Officer

The campus police officer protects the students and the school from theft and criminal trespass, acts as a resource person for student concerns, assists in the investigation of student problems, serves as a guest lecturer on a variety of legal subjects, and functions as a liaison between the student and law enforcement agencies. In cases where students violate school rules that also violate criminal law, criminal charges may be filed in addition to disciplinary consequences.

## School Sponsored Activities

From time to time, NSS administration may organize or sponsor off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school sponsored activity. Eligibility to participate in such programs and specific policies will be determined and announced by the administration as needed.

# HEALTH AND SAFETY

## Illness and Injury

NSS will have a first-aid-trained-professional available to discuss or assist with medical problems or concerns. If students do not inform the office and simply miss class, it is an unexcused absence.

## Over-The-Counter Medications

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. If you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school clinician or office.

## Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office *or* brought to school by the student's parent/guardian. The school must receive a **Medication Permission Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage

- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

## Self-Administration of Medication

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A Medication Self-Administration Form is on file in the office signed by the student's parent, the physician, and the principal.

## Wellness Policy

In accordance with federal guidelines for schools providing the Federal Free & Reduced Lunch Program, NSS has established a Wellness Policy which is designed to promote the daily awareness regarding good nutrition and physical health. School employees, parents and students are required to comply with this policy when considering special events, parties, field trips and other activities involving students and refreshments. The Wellness Policy is available for review on the NSS website at [www.newspringsschools.org](http://www.newspringsschools.org)

## GENERAL INFORMATION

### Announcements

Official announcements are provided on our website – [www.newspringsschools.org](http://www.newspringsschools.org) - and in our weekly newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. NSS encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers and Staff at NSS are dedicated to keeping our community informed.

### Book bags, Backpacks, Pencil Bags, Roller Bags and Purses

Students may use book bags to transport only school materials to and from school. During the school day, however, NSS requires that all book bags remain in students' lockers. **Roller bags are NOT ALLOWED to be used in the building.** All book bags must be small enough to fit easily inside the locker.

Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers.

Only handheld purses (5 in. x 5 in.) are permitted – purses worn on the back must remain in student's lockers.

### Cellular Telephones/Electronic Devices

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the student's locker.** Students may not carry the phone with them during school hours. Students shall not use them, display them openly, or leave them in the "on" position" during regular school hours. Regular school hours at NSS are 7:30 am to 5:15 pm. If student is scheduled for an after school activity, including but not limited to clubs and tutoring, cell phone shall be kept off until such activity is over. Cell phones must be turned off and must be in lockers during the school hours. The policy applies to any type of use not just voice calls. Cell phones may not be used during the school day to take photographs or to send or receive text messages. Students should check their cell phone before entering the building and make sure that it is in the "off" position. Students who are found in possession of a pager or cellular telephone shall have the item confiscated by the resource officer or school administrator. The cell phone will only be returned directly to the parent/guardian.

If a parent/guardian cannot pick them up items 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, camcorders, smartphones, PDA's, blackberry, Mp3/Mp4 player, I-phone, I-pod, I-touch, I-pad, and radios.

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

## **Metal Detectors & Scans**

In accordance with Hillsborough County Public Schools procedure, periodic scans with a metal detector may be conducted throughout the school. A plan will be established prior to the scanning to ensure randomness. A report of the scanning process will be documented and submitted to the Principal.

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

NSS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at [www.newspringsschools.org](http://www.newspringsschools.org).

## **Definitions and/or Interpretations Used In This Handbook**

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning or context. The NSS administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety and educational opportunities for NSS students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.

## **Emergency Drills**

Regular 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 emergency drills. A comprehensive emergency preparedness plan is on file in the office.

## **Lockers (Grades 6-8)**

Each student will be assigned a locker for his/her individual use at NSS. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. NSS will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker combination and space private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or the inoperable condition of your locker to the office. If you do not report vandalism, damage or the inoperable condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. Lockers must be kept neat at all times. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other objects that may be potentially dangerous.

**Students attending NSS should not expect privacy in regard to the contents of their lockers, desks, or other school property.** Due to the small size of NSS's lockers, book bags must be small enough to fit within the locker - extra-large book bags are not advised. **The cost of renting a school locker will be determined and announced on orientation day.**

## **Lost and Found**

Personal items that are found should be turned in the designated Lost and Found box. Students should check the box for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items.

## **Missing Items**

When an item is missing, students should report the missing item to the Assistant Principal. At that time, the student should complete a **Missing Items Form** which will permit the item to be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the Assistant Principal as soon as the item has been located.

## Parent Participation

There are a number of opportunities at NSS which a parent can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office for more information.

## Payment by Check

Parents may take care of monetary obligations by cash or money order. Money orders should be made payable to NSS.

## Recording Devices – Audio or Video

NSS prohibits the use of audio or video recording equipment by anyone other than NSS staff or personnel on the NSS campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the NSS Administration. Students found in violation will have their recording device confiscated, and be given a **Disciplinary Referral Form** for unauthorized recording. Parents or non-NSS personnel 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.

## Student Agenda / Hall Passes

Students must bring their agenda to school daily, and carry it with them to all of their classes. All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom of each page. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. **An agenda will be issued to each child for a fee.**

It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued:

The front and back cover must not be altered or removed - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.

**Student & Parent Handbook may not be removed** - The Student & Parent Handbook section must remain intact as a part of the Agenda so that students and parents may reference the school information and rules at any time.

Dated pages may not be removed - Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, it will be confiscated and the student will be required to purchase another Student Agenda.

## Student I.D. Cards

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all NSS staff and students must be able to show proper identification. All students must have their Student I.D. Card with them at all times and present it immediately when requested by school personnel or law enforcement authorities. Additionally, students need to present their Student I.D. Card in the Library in order to check out books or other reference materials. **The Student I.D. Card will be issued at the beginning of the school year to each child for a fee.** A replacement cost will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card in their wallet, purse or attached to a lanyard.

## Telephone Calls

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. 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.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal for approval. **Students must have written permission from an administrator stating a reason in order to use the office phones between 8:15 and 5:00.** We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

## **Video or Audio Surveillance**

NSS may use video or audio surveillance to monitor halls, classrooms 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. Parents may request a viewing if any recording is used as evidence in a discipline case. 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 of viewing may be honored. Approved viewings must be done in the presence of the principal or designate.

## **Visitors to the Building**

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

## **Classroom Observations**

NSS 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 are limited to one per semester and must be scheduled in advance with the Assistant Principal.

## **Materials Distribution**

NSS has a "closed forum" relative to the distribution of materials or posting such materials on school grounds or property. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during or following the school day. Unless it is approved by the administration, distribution, selling, ordering and consuming external food items or goods are prohibited, and will be confiscated.