

STUDENT HANDBOOK AND CODE OF CONDUCT

MISSION STATEMENT

The mission of the Dayton Regional STEM School (DRSS) is to prepare students with the skills necessary to compete in the global economy while nurturing in our young people the same enthusiasm for discovery, invention and application that launched the vision for powered flight.

PRINCIPAL'S MESSAGE

Welcome to the 2010-11 school year at the Dayton Regional STEM School (DRSS), and to our student handbook. While documents like this can be somewhat boring with many of the legally required pieces, this document was created with the input of students and staff at DRSS and represents a common set of expectations for students, staff, and parents at DRSS. I encourage you to provide feedback about this handbook through our town hall meetings and advisory groups.

Sincerely,

Brian Boyd

Our signatures below indicate that we have read the Dayton Regional STEM School Student Handbook and Code of Conduct, which is available online at www.daytonstemschool.org. We understand the rights and responsibilities pertaining to students, parents, and staff and agree to support and abide by the rules, guidelines, procedures and policies of DRSS.

Parent/Guardian Name

Student Name

Parent/Guardian Signature

Date

Student Signature

Date

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Section I: General Information

APPLYING TO/ENROLLING AT DRSS

Students will apply for admittance to the Dayton Regional STEM School by first completing and submitting an on-line application form, available at www.daytonstemschool.org. Completion of this form generates the second part of the application, which must be filled-out by hand and returned to the School along with the following documentation:

- Copy of birth certificate
- Copy of Social Security card
- Proof of residency (i.e., utility bill)
- Ohio Achievement Test scores or equivalent
- Transcript or report cards
- Immunization records
- Current 504 or IEP and ETR (if applicable)
- Dated custody papers (if applicable)
- Prior Free or Reduced Lunch approval document (if applicable)

Under certain circumstances, temporary enrollment may be permitted. In such cases, the parents will be notified of the documentation required.

Foreign and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students (5120).

WITHDRAWAL/TRANSFER FROM DRSS

No student under the age of 18 can withdraw from School without written parental consent and in compliance with State law.

Parents must notify the School office about plans to transfer to another school. School records, including disciplinary records of suspension and expulsion and attendance records will be transferred to the new school within 14 days of the parent's notice or request (5130).

SCHEDULE

The hours of the School day for the 2010-11 school year are: 8:15 am until 3:15pm (8210). Each day, students attend classes for six periods of equal length. On Mondays and Fridays, students also attend a 30-minute Advisory either before or after lunch. Students' individual schedules will be provided at the beginning of the school year. Schedule changes will not be permitted unless a unique circumstance exists. Requests for a schedule change should be made through the School Counselor.

Any student who enters school prior to 8:15am or stays after 3:15pm to work on projects or wait for transportation must remain in the Commons area. Students must also abide by the handbook policy on Before/After School Time in Section III.

ADVISORY

Each student will be assigned to an Advisory at the beginning of the school year. Advisories are small groups of students, each with one assigned advisor. Advisories will spend time together on Mondays and Fridays (before or after lunch). One purposes of Advisory is for each student to have at least one adult at DRSS that knows him/her well, and the advisor is the first point of contact for students, parents, or guardians. Advisories are also intended to provide enrichment opportunities for students and foster a sense of community.

EMERGENCY CLOSINGS

If on-site classes must be cancelled because of inclement weather or other conditions, the School will notify students and parents via announcements on local television and radio stations, the school's website, and email alert by 6:45am. If on-site classes are cancelled, students in grades 9 and 10 will attend school via the Internet and Elluminate according to the following schedule:

- Period 1: 8:15
- Period 2: 9:15
- Period 3: 10:15
- Period 4: 12:15
- Period 5: 1:15
- Period 6: 2:15

In addition to the above meetings, 9th and 10th grade students will work on the assignments, activities, projects, etc. that teachers have posted on their Moodle websites.

Students in grade 8 will not attend Elluminate sessions, but will have to view the assignments and instructions posted on their teachers' Moodle sites. That work must be completed to avoid being considered "absent."

Any student who does not have Internet access must notify the School at the beginning of the school year or as soon as the family has lost its Internet service.

VISITORS

The Dayton Regional STEM School is open to visitors, and anticipates many parents, business partners, and community representatives will visit the School throughout the year. For the safety and security of DRSS students and staff, all doors will be locked during the school day, and all visitors must register with the office upon arrival. Visitors are required to sign-in and wear a visitor badge while in the building. DRSS staff and students will question individuals not wearing a building pass and any individual who is in the building after School hours.

Parents who need to confer with a DRSS staff member should call for an appointment before coming to School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior permission

FIRE, TORNADO, AND SAFETY DRILLS

DRSS complies with all fire, tornado, and safety drills as prescribed by the State. Teachers will supervise all safety drills and provide specific instructions for each drill to promote safety and preparedness (8210).

STUDENT RECORDS

DRSS maintains student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for profit organization, without the written consent of the parent. Parents may refuse, in writing, to allow the school to disclose any or all directory information by providing written notification to the DRSS office in accordance with the Family Rights and Privacy Act (FERPA). Parents and students have the right to inspect and review official records directly related to the student, and with certain exceptions, give written consent before any information may be released to outside agencies (8330).

STUDENT FEES

Students will be provided textbooks without cost. In accordance with State law, DRSS may charge fees for activities and materials used for instruction (6152 & 6152.01). The technology fee for the 2010-11 school year is \$100 per student.

USE OF THE LIBRARY

Since there is no physical space dedicated as a library or media center at the School, the DRSS website contains a Virtual Library to help students conduct research and locate resources. Students also have access to resources at the Wright State University (Dunbar) Library with their Wright1 Card.

AFTER SCHOOL CLUBS

The following steps should be followed in order to start an after school club at DRSS:

- Propose the club in writing to the Principal. Your proposal should include:
 - The names and signatures of five or more students that want to start and join the club.
 - The names and signatures of potential sponsors/advisors for the club.

The Principal will work with the sponsor/advisor to determine how much time, money, and effort it will take to get the club going. Once it is determined by the Principal and the sponsor/advisor that the club is feasible, the sponsor/advisor and the interested students will be responsible for setting up the meetings.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, Hepatitis B, varicella and influenza, or have an authorized exemption from state immunization requirements (5230).

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization form must be on file with the school. This form must be provided prior to students being enrolled, and must be updated at the beginning of each school year or if there are any changes (5341).

USE OF MEDICATION

Any student who needs to take medication during the school day must have a Medication Form for it filed with the office. This includes prescribed and over-the-counter medications. All medication must be dropped off in the office by a parent or guardian, and must be stored in the office. No students may carry medication with them, except for pre-approved emergency rescue medication.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

DRSS's professional staff may remove or isolate a student who has been ill or exposed to a communicable disease as indicated by the local or State Health Departments.

CONTROL OF BLOOD-BORNE PATHOGENS

DRSS provides a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during participation in school-related activities (8453.02).

EQUAL EDUCATION OPPORTUNITY

DRSS provides an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at DRSS or a DRSS activity, should immediately contact the School's Compliance Officer:

Dr. Greg Bernhardt

President, Dayton Regional STEM School Governing Board

(937) 431-1837 (at the School) or (937) 286-0583 (cell)

Complaints will be investigated according to the Board Policy. Any student filing a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity. (2260)

STUDENTS WITH DISABILITIES

The American Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but also to all individuals who have access to the School's programs and facilities. DRSS has specific responsibilities under these two laws, which include identifying, reviewing and, if the student is determined eligible, affording access to appropriate educational accommodation. A student can access special education and related services through the proper evaluation procedures. By law, parental involvement is required.

Contact the School Counselor or Intervention Specialist to inquire about the evaluation procedures, programs, and services (2460).

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist attack and accident reporting procedures. DRSS requires all students have an Emergency Medical Authorization completed and signed by the parent or guardian on file in the school office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation to the office (3213, 4213).

INJURY OR ILLNESS

All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the parent. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from School without proper parental permission (5330 & 5430).

STUDENT FUNDRAISING

Students participating in DRSS-sponsored activities may solicit funds from other students, staff members, and members of the community in accordance with School guidelines and prior approval from the Principal/CAO (5830). Students are not permitted to sell items at DRSS for personal profit or for other organizations' fundraising (i.e., candy sales, flower sales, etc.).

STUDENT DRIVING/PARKING

Students over 16 with a valid drivers license may choose to drive themselves to the Dayton Regional STEM School with parental permission. Driving to school is a privilege, not a right. No student will be permitted to drive a car to school without turning in the signed Parking Regulations and Agreement Form along with the Application for Student Parking/Driving. Please be aware that the completion of these forms does not guarantee parking privileges for the student. Forms are available at the School office.

Section II: Academics

COURSE DESCRIPTIONS

Students will be enrolled in the following courses at DRSS. Full course descriptions can be found by reviewing the Curriculum Handbook posted on the School's website.

Middle School Courses:

Grade 8

US History 8

Math 8

Science 8

Language Arts 8

Art 8/Physical Education 8/Intro to Chinese Rotation

High School Courses:

Grade 9

Language Arts 9

Math I

US History

Conceptual Physics

Into to Engineering Design

Fine Art I

Chinese I

Grade 10

Language Arts 10

Math II

World History

Biology

Biomedical Sciences

Wellness and Fitness

Chinese II

GRADUATION REQUIREMENTS

Students are required to earn **24 credits** to graduate from the Dayton Regional STEM School, including credits in the following areas:

4 credits of mathematics

4 credits of laboratory sciences

4 credits of language arts

4 credits of social studies

3 credits of foreign language

2 credits of arts and music

½ credit of health

½ credit of physical education

2 credits of electives

24 credits Total

Unless exempted, each student must pass all portions of the State-mandated assessment tests required for graduation. The test will be administered twice a year until the student passes all parts to the tests. Students are only required to retake those parts of the test they have not yet passed.

FIELD TRIPS

Field trips are academic activities that are held off school grounds, and are integrated with the academic content that students are learning at DRSS. No minor student may participate in any school-sponsored trip without written parental consent and an Emergency Medical Authorization Form on file in the office. Medications normally administered at School will be administered on field trips. This Handbook and Student Code of Conduct applies on all field trips (2340).

STUDENT PORTFOLIOS

All students are required to create a portfolio of their work throughout the school year. Digital portfolios at the DRSS are used to assess students' performance not only in the academic subjects in which they are earning credit, but also on the qualities valued at the School: Persistence, Inquiry, Communication, Creativity, and Collaboration. A student's portfolio **MUST** be completed in order to be promoted to the next grade level.

GRADES

Report cards will be distributed quarterly. Course credit is assigned upon completion of the course. Credit will *not* be awarded for courses marked as "Incomplete" or Failed.

DRSS Grading Scale

A (Mastery)	89.5% or higher
B (Competency)	79.5% or higher
C	69.5% or higher
I (Work is In Progress)	less than 69.5%
F (Failed)	

An "I" can represent "In Progress" or "Incomplete." "In Progress" is work that the student has completed and turned in, but the quality of the work is such that he/she needs to continue working to improve his/her skills as well as grade. An "Incomplete" is a situation in which the student has numerous missing assignments. An "I" due to numerous missing assignments will not be treated the same as an "I" that results from poor performance or the student's struggle with a particular aspect of the curriculum. In the case of "In Progress," if the student has made an effort and needs additional work or time to improve his/her skills, the student will be given an opportunity to earn full credit, whereas in the case of an "Incomplete" the acceptance of missing assignments and credit for those assignments will be at the discretion of the teacher. Students who still have an "I" in a course at the end of the school year *may* be offered an opportunity during the summer to modify and improve their work within a course and demonstrate "C" level work. If the student does not choose to participate, or does not meet "C" level work, the grade will be converted to an "F" and credit will not be earned.

PROMOTION AND RETENTION

Promotion to the next grade level will be contingent upon the student having accumulated the following number of credits by the beginning of that year:

Sophomore	6.0 credits
Junior	12.0 credits
Senior	18.0 credits

In order to be promoted to the next grade level, students who do not have the requisite number of credits will need to perform make-up work before the beginning of the next school year.

GPA

Grade Point Average (GPA) is calculated by dividing the total points earned by the total credits attempted on a 4.0 scale. For each reporting period, the credits will be prorated (i.e. for quarter one, a 1 credit course will count as $\frac{1}{4}$ credit). Point values are as follows: A=4.0; B=3.0; F=0. A “Pass” grade is not averaged into the GPA.

When an “I” is received for a course, no point value is assessed on the GPA calculation. If the course is not completed by the agreed upon time period, the grade will change to an “F” and the point value will be assessed at zero.

GRADING PERIODS

First Quarter	August 23 – October 29
Second Quarter	November 1 – January 21
Third Quarter	January 24 – April 1
Fourth Quarter	April 4 – June 9

POSTSECONDARY ENROLLMENT

Any student in grades 9 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the school. Students and parents are encouraged to express their interest to the School Counselor (2271).

COMMUNICATION AND TRANSMISSION OF RECORDS

DRSS plans to communicate electronically (via email) with parents/guardians. Parents are required to keep the School informed of any changes to their email address(es). Parents who elect NOT to communicate with DRSS via email are required to notify the School in writing.

Section III: Student Code of Conduct

A major component of the educational program at the Dayton Regional STEM School is to prepare students to become responsible citizens by learning how to conduct themselves properly in accordance with established standards. In addition to abiding by all federal, state, and local laws, students are expected to behave according to the rules set forth in this handbook. These handbook policies are developed collectively by students, staff, and parents through advisory and town hall meetings. Both students and staff are responsible to identify and correct students' behavior that does not fall within these parameters. School staff may also report suspected criminal misconduct by students to law enforcement officers (3217, 5500, 5516, 5517, 5600, 5610, 5610.01).

STUDENT RIGHTS AND RESPONSIBILITIES

The following rights and responsibilities, as identified by students and staff at DRSS, have been used to guide this section of this Handbook.

Students at the Dayton Regional STEM School have the right to...

- Wear the types of clothes that they prefer to wear
- Chew gum
- Be treated fairly by others
- Use electronic devices
- Have access to the tools and equipment needed to learn
- Hang out with their friends
- Express their opinions
- Decorate their individual cubby
- Eat a healthy lunch with time and space to eat and relax
- Use the bathroom when needed
- To plan and have dances
- Have access to the Internet
- Hold their own individual religious beliefs
- Participate in athletics and/or clubs.

Students at the Dayton Regional STEM School have the responsibility to...

- Do what is asked of them by DRSS staff members and their parents
- Complete their work as assigned
- Dispose of gum in trash cans
- Keep all areas of the school clean, especially the commons area
- Keep cubbies clean
- Respect others' ideas, space, and property
- Listen and respect others
- Be respectful to everyone including yourself
- Not disturb others
- Provide help to those who need it
- Treat all property, furniture, and furnishings in ways that will help them last for current and future DRSS students
- Keeps others' rights from being lost
- Stay healthy and hydrated.

DRSS rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all School rules as developed by the school administration, teachers, students and parents as established during advisory and town hall meetings (5200, 5500).

CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT

Each of the behaviors and/or types of misconduct described below are prohibited and may be subject to disciplinary action including, but not limited to, student conference, parent/guardian notification or conference, detention, suspension and/or expulsion from school. Any additional consequences that pertain to specific sections of this handbook will be listed within each category. Furthermore, any criminal acts committed at, or related to the School, may be reported to law enforcement officials as well as be disciplined at School. Certain criminal acts may result in permanent exclusion from school.

ATTENDANCE

ABSENCES AND TARDIES

Students will be in class by 8:15am each day. If they arrive after 8:15am, they will be considered tardy. If they arrive after 10:30am, they will be considered absent for a ½ day; and if they arrive after 2:00pm, they will be considered absent for a full day. Repeated tardiness or absences may result in disciplinary consequences. The laws of Ohio require daily attendance of all students. Establishing a good pattern of attendance will benefit the student in school and in the workplace. If a student is habitually or chronically absent, a complaint may be filed with the Judge of the Juvenile Court in compliance with State Law and school policy (5200).

No student may leave the School prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School personally to request the release. No student will be released to a person other than a custodial parent without written permission from the custodial parent (5230).

Students who accumulate three or more unexcused tardies or absences in a quarter will make up that time after school. The students will be responsible for scheduling a time, with their advisor and the office, to stay at school and complete assignments.

NOTIFICATION OF ABSENCES AND TARDIES

When a student is tardy or not present at school, it is important that both the parent/guardian and School are aware of the tardy or absence. If the student will be absent, the parent/guardian must notify the school by 8:15am and provide an explanation. If prior notification is not possible, the parent/guardian should provide a written excuse within three school days after the student's absence. When no excuse is provided, the absence will be considered unexcused and identified as truant for the day.

EXCUSED ABSENCES OR TARDIES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Personal illness (a written physician's excuse may be required)
- Illness in the family necessitating the student stay home
- Death in the family
- Necessary work at home due to absence or incapacity of the parent/guardian
- Observation of a significant religious holiday
- Other such good cause as determined by the Principal.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their student out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the student's Advisor and Principal to make necessary arrangements. It may be possible for the student to receive assignments that may be completed during the trip.

MAKE-UP OF SCHOOL WORK

Work to be made up for absences will be determined by the individual teacher. As a guideline, students will be given a day for each absence plus one extra day to make up work. For example, for students missing one day prior to a project being due, students may still be expected to have the project finished on time, since they will have worked on it over a period of weeks and because they have had access to work online through teacher websites, Moodle sites, and/or Progress Book.

SUSPENSION FROM SCHOOL

Absence from school due to a suspension shall be considered an unexcused absence. A suspended student will not be allowed to make-up schoolwork missed due to suspension and will receive no credit for work assigned on days missed.

AGGRESSIVE BEHAVIOR

VANDALISM AND THEFT

Students are expected to treat each others' property, as well as the property of the School and staff, with respect. No student shall vandalize, take, acquire, attempt to acquire, or possess the property of DRSS students or others without consent of the owner. This includes items that are stored in cubbies, as well as the furniture and furnishings of the school. Much effort, time, and money has been expended to provide a nice facility for DRSS students. It is the responsibility of all students, staff, and guests of DRSS to maintain this property and learning environment. Students who vandalize or take others' or School property will be expected to fix or replace the items, in addition to other appropriate consequences. In some extreme cases, police may be notified of the vandalism.

THREATS

No student shall threaten another student, staff member, or guest(s) associated with DRSS. Any oral or written statement or otherwise expressed action that a staff member, student, or guest(s) associated with the School feels to be a threat will be considered a threat.

EXTORTION

No student shall participate in extortion, which is the use of threat, intimidation, force or deception to take, or receive something from someone else.

ASSAULT

No student shall act with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or guest(s) associated with the School regardless of whether it causes injury, will not be tolerated.

FIGHTING

Students shall not fight. Fighting is defined as the willful act of hostile bodily contact.

BULLYING

Bullying can be verbal, physical, or mental, and can be done in person or over the Internet or using other electronic communications. Social exclusion can also take the form of bullying as well, such as exclusive “cliques.” What makes bullying distinctive is that it is repetitive in nature, and the bully is aware that he/she is hurting the victim.

Bullying is bad, rude, and it can hurt people’s feelings. Some people can have a reason behind it, like problems with friends or family. Some results of bullying are that it hurts people and puts people down. In extreme cases, it can force people to “snap.” Before participating in any bullying activity, one should put themselves “in the shoes” of the victim.

If a student is being bullied, it is important to communicate with someone about the incidents. Be sure to talk with your friends, other students in your Advisory, your Advisor, the School Counselor, or parents, so they can help.

Consequences to students found bullying:

- Apology to victim
- Advisory confronting and counseling
- Loss of privileges (i.e., netbooks, lunch in Commons, etc.) that fit the magnitude of the bullying.

POSSESSION AND WEAPONS

POSSESSION/USE OF DRUGS OR ALCOHOL

Possessing, using, transmitting or concealing, distributing, or being under the influence of any drugs or alcohol is not permitted on school grounds or at any school-sponsored event. This includes, but is not limited to, alcoholic beverages, controlled substances, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia. Should a student be suspected of drug or alcohol use the Principal/CAO may request the student be tested.

POSSESSION/USE OF TOBACCO

Possession, consumption, distribution, purchase and use of any tobacco products is prohibited on school grounds or at any school-sponsored activity. This also includes any tobacco related materials, such as matches, lighters and other devices that produce flames.

POSSESSION/USE OF A WEAPON

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

POSSESSION/USE OF A FIREARM

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. An expulsion may be reduced on a case-by-case basis by the Principal/CAO using guidelines set forth in Board Policy.

POSSESSION/USE OF EXPLOSIVES

A student shall not have on his/her person, have easy access to, transmit, conceal, use or threaten to use fireworks, smoke bombs, stink bombs, mace (chemical or pepper), explosives or other such devices capable of inflicting bodily injury or disrupting the educational process.

POSSESSION OF PORNOGRAPHY

Possession of sexually explicit material is prohibited.

USE OF NETBOOK, NETWORK, AND INTERNET

Specific guidelines can be found in the Student Netbook, Network, and Internet Access Acceptable Use Policy, which must be signed and returned to the School office.

USE OF ELECTRONIC DEVICES

Electronics devices such as MP3 players, portable game systems, cameras (with permission) and cell phones may only be used before school (8:15am) during a student's lunch time, and after school (3:15pm). At all other times, these devices must be **turned off**. If a student has an emergency and needs to make a call, he/she should go to the School office. Only a staff member may give permission on an individual basis for cell phone usage. Students must use electronic devices during these permitted times in a way that is not disruptive to others.

Consequences:

- First offense: warning, but a teacher may confiscate the device until the end of the period
- Second offense: device confiscated until parent/guardian picks up the device.

SCHOOL LUNCH, FOOD, AND DRINKS

Third Street Cafe will cater lunch each day. DRSS lunch is “closed”, and no students may leave school during their lunch period. Students may not order food from outside vendors to be delivered or picked up without prior approval of the Principal.

The price for a standard lunch is \$3.50 and may be paid ONLY by students using their Wright1 Card. No cash, checks, money orders, or other debit/credit cards can be used. Students and parents are expected to keep a positive balance on these cards so that no student misses lunch. If a student does not have their Wright1 Card, or does not have enough money on the Card to buy the School lunch that day, they can “charge” a Peanut Butter and Jelly Sandwich and milk for \$3.50.

All students are entitled to purchase a lunch or they can pack and bring their own lunch. Students who pack their lunch may bring food that requires a microwave in the cafeteria, but should be prepared to wait in line. It is recommended that students NOT bring items that take more than five minutes to heat. Each student is responsible for cleaning the microwave after using it. If students do not clean the microwave, they may have their microwave privileges taken away. DRSS does not provide refrigerator space for students who bring their own lunch.

Students are permitted to take any seat in this cafeteria space, and should avoid saving large numbers of seats or excluding other students from sitting in specific seats. Students are accountable for cleaning up their own mess after lunch. Once students are finished eating and cleaning their individual area, they may move into the Lounge and other Commons area. Electronic devices may be used during lunch according to the ELECTRONIC DEVICES policy. Students wishing to eat outside may do so only if accompanied by a DRSS staff member.

All food and drinks must be consumed in the large Commons area (cafeteria). Therefore no food, drinks, or snacks are permitted in the classrooms, unless it is a DRSS-sponsored event with Principal and teacher approval. WATER that is in a bottle or closeable container is the only type of food or drink permitted outside of the cafeteria.

GUM AND CANDY

Students may chew gum or have hard candy under the following conditions:

- No unwrapping gum or candy during class.
- No trading gum or candy during class. This must be done between classes or at lunch
- Gum and wrappers must be disposed of properly.
- No blowing bubbles or chewing loudly – be discrete.

Consequences for gum or candy abuse:

- First offense: detention and scrape any and all gum from the school furniture OR clean carpet and/or furniture from candy abuse.
- Second offense: detention, scrape any and all gum from the school furniture AND clean carpet and/or furniture from candy abuse.
- Third offense: loss of candy and gum privilege AND risk having the policy for DRSS changed.

BEFORE/AFTER SCHOOL TIME

Students may arrive at DRSS as early as 7:30am and should leave by 5:00pm. Students at School prior to 8:15am and after 3:15pm are permitted, being respectful of study tables/academic work, in the Commons area only, unless they are under the direct supervision of a DRSS staff member. Computers and other electronic devices can be used during this time, in accordance with other sections of the Student Handbook. Food or drink may only be consumed in the cafeteria space, with the exception of water. Clark State (first floor) and other spaces (including outside) are off limits *at all times* unless under the direct supervision of a DRSS staff member.

TRESPASSING

No student shall attempt to and/or enter a classroom or other closed or restricted area without proper authorization. When a student has been removed, suspended, expelled, or permanently excluded from School, the student is prohibited from being present on School property without authorization of the Principal.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

DRESS AND GROOMING

Students are expected to dress appropriately at School and at School-sponsored events. The following points define what is considered appropriate or inappropriate:

- Shirts, pants (or acceptable length skirts or shorts) and shoes must be worn AT ALL TIMES!!!!
- Skirts and shorts must be longer than arms-at-side relaxed (approximately).
- Hats that don't block view. (Hats are fair game until they become a problem).
- No writing on the back of pants
- No shirts that are too revealing.
- If it's too short, too low, too tight (spandex), too loose, leave it at home.
- NO inappropriate clothing content, which includes references to...
 - Drugs
 - Weapons/violence
 - Sexual content
 - Profanity/derogatory terms.
- No sunglasses during classes.
- Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- Everything else is fair game unless it becomes a significant problem.

For some events, students may be expected to have a more stringent dress code. For example, when working with equipment in an engineering class, students may not be permitted to wear flip-flops. Professional business address is expected when students do special presentations/debates – this means: no jeans; collared shirts and ties for boys; blouses, skirts, slacks or dresses for girls. When visiting businesses on Job Shadowing days, students may be expected to wear “business casual” clothing. In all of these cases, students will be notified in advance with clear guidelines. Students who do not dress according to these guidelines may be

sent home to change, not permitted to participate in specific educational experiences, or other appropriate consequences that encourage appropriate dress.

DRESS AND GROOMING: FOR WELLNESS AND FITNESS

Students will not be changing for Wellness and Fitness class during school. Therefore, students must wear appropriate fitness attire to school on days when they will be participating in fitness activities. If students do not dress appropriately, they will not be allowed to participate in the fitness activities and will receive a zero for the day. Students will be informed in class or on Moodle the day before whether they need to dress for physical activity.

Proper fitness attire consists of:

- Shorts (longer than fingertips) or sweatpants
- T-shirt (must cover the stomach during activities) or sweatshirt
- Gym shoes (with laces and they must be tied)
- Jeans are permitted as long as they do not interfere with the student's ability to complete the activities.

LANGUAGE

Rules:

- No Swearing or Cursing or use of Profanity
- No Name Calling
- No Interrupting while someone else is talking
- Words may not be used to hurt another student.

Rights:

- Students have the right to be treated respectfully
- Students have the right to not be bullied verbally
- Students should be granted “Freedom of Speech”
- Students have the right to explain their actions or speech before punishment.

Responsibilities:

- Don't use words to hurt people
- Be sensitive to others
- Think before you speak
- Use your words to encourage, not discourage.

Students should “speak up” when others use words that offend, either to the speaker or to the teacher or other staff member.

GAMBLING

No gambling, games of chance, pools, or any other form of wagering is permitted at School or at School-sponsored events.

CHEATING AND HONOR POLICY

Cheating is using someone else's work as your own.

Cheating includes, but is not limited to, the following:

- Stealing others' projects.
- Using the Internet to get answers without a teacher's permission.
- Bringing answers into class for a test or assignment.
- Looking and/or copying off others' papers.
- Using references (cheat sheets, books, notes, etc) during quizzes or tests, unless they are permitted by the teacher.
- Sharing answers: the person giving the answers is considered to be cheating as well as the person receiving answers.
- Plagiarism (you must cite references or put the statements into your own words).

Consequences:

- Before a consequence is given, the teacher and student will have a meeting to see what really happened (i.e., the teacher may have made an incorrect or uninformed assumption). This conversation should happen privately (desk, hallway, after class).
- Student earns a zero if caught cheating on a small assignment or quiz.
- Students cheating on a test or project will be suspended. Students will still complete (or re-complete) the test or project, but will earn only partial credit.
- A phone call home to explain the cheating incident.

FORGERY

Falsifying signatures or data, refusing to give proper identification, or giving false information to a staff member may be considered a violation of law.

BOMB THREATS AND OTHER FALSE ALARMS

Making a bomb threat (intentionally giving a false alarm of a bomb) against a School building or any premises at which a School activity is being held at the time of the threat is made, may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of fire, or tampering or interfering with any fire alarm is prohibited. Such acts will result in suspension from school, and may also involve legal charges.

INSUBORDINATION

Students are expected to comply with reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members, will result in disciplinary consequences.

DISPLAYS OF AFFECTION AND SEXUAL ACTIVITY

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature at School or any School-sponsored event is prohibited and will result in disciplinary action.