

# Family Handbook

Adopted/Amended October 2017



## **Mission**

The mission of Aristotle Preparatory Academy: A Challenge Foundation Academy is to prepare students of all racial and ethnic backgrounds for success in college and to become productive citizens by combining a rigorous, college preparatory, STEM focused curriculum with focused character development.

## **Motto**

"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit." ~ Aristotle

## **Contact Information**

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## **Hours of Operation:**

Monday-Thursday 7:30 - 4:00 ~ Friday 7:30 – 3:30

No Student Drop Off prior to 7:30 a.m.

Classes begin at 8:00 a.m.

Dismissal is at 3:00 p.m.

## **Traffic Pattern:**

After entering the drive to the parking lot, keep left. Parking is located on both sides of the building. Please do not park in the pick-up lane. This lane should remain open at all times in case of emergency. During dismissal, cars will remain behind the buses until instructed by a staff member to pull forward. This is imperative in order to allow emergency responders access to the school building in case of emergency.

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## **MORNING ARRIVAL**

The earliest a student can be dropped off at school is 7:30 a.m. Aristotle staff members are not on duty until 7:30 a.m. (Teachers who arrive earlier are here in order to prepare for their day to better serve your children. Please respect their planning time.) The doors will not be open to students until 7:30 am and there will be no supervision until that time.

All students arriving before 7:55 a.m. should be dropped off at the dining area entrance for breakfast. Students will be dismissed from breakfast to the gym after they have had an opportunity to eat and will wait on an adult to escort them to their classrooms. No students will be allowed to enter the dining area after 7:55 a.m. (Exceptions will be made in the case of a bus arriving late and at the discretion of administration) Students arriving after 7:55 a.m. are to enter through the main entrance of the upper building and go straight to the classroom. Instruction begins at 8:00 a.m. Students who arrive after 8:00 a.m. are tardy and must be signed in at the front desk by the parent, or the person who is dropping off the child

## **EARLY CHECKOUT**

Should you need to check out your child from school, advance notice should be given to your child's teacher when possible. To check out your child, you must come into the building and sign your child out of school.

If a child is checked out before 11:30 a.m. and does not return to school that day, he or she will be counted absent from school. In order to be counted present, a child must be in school for a minimum of 3½ hours of the school day

Except in the extreme case of emergency, no student can be checked out after 2:40 p.m.

## **DISMISSAL**

Dismissal will begin 3:00 pm. Students attending after-school care programs will exit through the left wing (The K-2 side) of the school. Day cares will pick up at the parking lot on the left side.

Bus and car riders will exit through the main entrance of the upper building.

Bus riders will be dismissed first. Once buses leave the parking lot, car riders will be dismissed. Car riders should be picked up no later than 3:20.

Parents picking up their children from school should arrive no earlier than 30 minutes before dismissal and form a line behind the buses. Do not block the right lane. Students will be dismissed from the inside corridor individually by staff members. Please do not cut in line or

allow others to get in front of you. Children are prepared to exit inside the building in the order you arrive. Cutting in line will slow the process for everyone.

## **CODE OF CONDUCT AND APPLICABLE POLICIES**

### **FORWARD**

A college preparatory education is the primary purpose of APA. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, school director, administrative and support personnel, and the Board of Directors of Aristotle Preparatory Academy (APA) share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at APA. Every student has a right to an environment that encourages learning and is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of Aristotle Preparatory Academy. The following broad categories related to student conduct are included:

The rules of conduct and sanctions for violations detailed in this document are part of our continuing responsibility to monitor student behavior. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors.

**This set of rules does not replace the administrator's judgment in the review of discipline incidents. The levels indicated for school initiated consequences are a guide for the administrator but the levels may be increased or lessened if, in the view of the administrator, the situation calls for that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well-being of our students.**

In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. ***Ultimately, the goal is for students to do the right thing, even when no one is looking!***

### **STUDENT CODE OF CONDUCT**

The code of conduct for students in Aristotle Preparatory Academy is presented as rules and sanctions. These rules and sanctions have been adopted by Aristotle Preparatory Academy and represent its official policy. Each rule is accompanied by the consequences (sanctions) for breaking that rule. These consequences are stated as minimum and maximum for each rule violation. Teachers, the School Director, and other authorized personnel (including volunteers and bus

drivers) are responsible for monitoring student conduct. Rule violations are to be reported via E-Discipline slips to the Administration with a copy to the School Director.

**These school personnel WILL take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.**

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#### **CONSEQUENCES FOR VIOLATIONS**

- LEVEL 1 Conference/ Verbal or Written Warning
- LEVEL 2 Silent lunch or In School Suspension
- LEVEL 3 Suspension for 1 - 3 days
- LEVEL 4 Suspension for 4 - 9 days
- LEVEL 5 Suspension for 10 days
- LEVEL 6 Recommend Long-term suspension/Expulsion

#### **Additional Consequences:**

Any student receiving a suspension will automatically forfeit the privileges of all extra-curricular activities, including but not limited to, field trips, clubs, and all afterschool activities for the remainder of the semester or school year, to be determined by the club sponsor or administration.

**Legal Disclaimer:**

Nothing in this policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.

**CODE OF CONDUCT EXPECTED OF EVERY STUDENT:**

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should immediately contact an administrator for a complete explanation.

**ALL STUDENTS WILL:**

- Attend school and class every day (Rule 1)
- Dress appropriately (Rule 4)
- Do as instructed by teachers and staff (Rules 7 & 9) Bring all needed materials to class (Rule 9)
- Allow school officials to conduct a reasonable search (Rule 21)
- Use the computer and the Internet for official school activities (Rule 22)

**ALL STUDENTS MUST AGREE TO THE FOLLOWING:**

- **No** food/beverages unless permitted by the school (Rule 2)
- **No** medication unless authorized and supervised by the school (Rule 3)
- **No** selling any items on campus unless authorized by the school (Rule 5)
- **No** lying, cheating, forgery or false information (Rule 6)
- **No** talking back to staff or adults, refusing to comply with reasonable requests or walking away (Rule 7)
- **No** profanity, cursing, offensive racist or obscene speech, gestures or written materials (Rule 8)
- **No** disruption of class or school including; chronic talking, throwing objects, horse playing, teasing, refusing to remain seated, leaving without permission, chronic lack of supplies or repeated violations (Rule 9)
- **Do Not** come on campus without proper permission or go on any campus during a suspension (Rule 10)
- **No** unsafe actions including running in parking lots (Rule 11)
- **Do Not** drive recklessly on school grounds or operate skateboards, roller blades etc. without proper permission (Rule 12)
- **No** gambling (Rule 13)
- **Do Not** damage school property (Rule 14)
- **Do Not** set fire or try to set fire to anything, this includes striking matches and flicking lighters (Rule 15)
- **Do Not** steal anything (Rule 16)
- **Do Not** break into the school with or without intent to steal or vandalize (Rules 17 & 18)
- **Do Not** take anything from anyone by force or through intimidation (Rules 19 & 20)
- **Do Not** possess, or distribute inappropriate pictures, music or material that would not be acceptable at school (Rule 23)
- **Do Not** make, use, spend or give counterfeit money to anyone (Rule 24)
- **Do Not** participate in any gang related activity (Rule 4 Page 10 and Rule 27)

- **Do Not** pull the fire alarm (Rule 25)
- **Do Not** use the telephone to call 911 unless an emergency exists (Rule 25)
- **Do Not** say to anyone that a bomb is at school unless the emergency exists (Rule 26)
- **Do Not** hit, kick, spit, shove, fight, assault or threaten anyone (Rule 27)
- **Do Not** take part in sexual activity; harass another student(s), or expose private body parts (Rule 28)
- **No** alcohol, tobacco or drugs (Rule 29)
- **No** weapons of any kind (Rule 30)
- **No** guns, loaded or unloaded, toy or real (Rule 31)

### **Hazing and Other Potentially Harmful Behavior:**

Aristotle Preparatory Academy forbids any form of hazing on campus, which may result in student expulsion, and reserves the right to remove any and all school privileges from any student involved in causing the physical harm, or loss or destruction of property, of another member of the community by his/her participation in an off-campus hazing incident, or illegal activity.

### **Policy Prohibiting Harassment, Intimidation, Discrimination, and Bullying:**

Bullying is commonly defined as “intentional, repeated hurtful acts, words, or other behaviors...committed by one or more children against another child,” (*Preventing Bullying: A Manual for Schools and Communities*. US Department of Education: March 2003).

Bullying may take several forms in the effort to harass, intimidate, or discriminate against others. This may include, but is not limited to:

**Physical Bullying** – punching, hitting, poking, kicking, strangling, hair pulling, beating, biting, excessive tickling, pushing

**Verbal Bullying** – name-calling, teasing, gossip, starting/spreading rumors, taunting, threatening

**Emotional Bullying** – rejecting, terrorizing, extorting, intentionally excluding, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships/relationships, isolating, ostracizing, peer pressure

**Sexual Bullying** – includes many actions listed previously, as well as voyeurism, exhibitionism, sexual propositioning, sexual harassment, abuse involving actual physical contact, sexual assault

(*Preventing Bullying: A Manual for Schools and Communities*. US Department of Education: March 2003).

No student, staff member, or other person shall in any way bully, harass, or intimidate another student, staff member, or other person on APA school grounds or at an APA school function, on or off school property. This also applies to any person representing APA in an official capacity. This policy includes actions, behaviors, and the use of language that could be considered as bullying, and may include, but is not limited to, those listed above.

**Cyberbullying** - is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal

behavior. **In extreme cases, the school report to local law enforcement with potential charges.** ([www.stopbullying.gov](http://www.stopbullying.gov))

**Consequences:** In the effort to provide a safe, orderly, and productive educational environment, the Aristotle Preparatory Academy Board of Directors has adopted the Student Code of Conduct. Consequences for infractions of this policy are covered by the approved APA Student Code of Conduct rule violation 27.

## **CODE OF CONDUCT RULES/SCHOOL CONSEQUENCES**

### **Rule Violation 1 Attendance:**

A student is to attend school each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students.

#### **A. Tardiness:**

- Failure to be in a place of instruction at the assigned time.

#### **B. School/Class Cutting:**

- Failure to report to school or class without proper permission, knowledge, or excuse by the school or teacher.

#### **C. Excessive Absences (Truancy):**

- Excused or unexcused absences which are likely to adversely affect the student's education.

### **SCHOOL INITIATED TARDINESS AND ABSENCES CONSEQUENCES:**

3. Maximum: LEVEL 4: Possible report to law enforcement for truancy if under 16.

#### **Tardiness:**

A letter to parents may be sent home when tardiness is problematic. Students tardy more than 3 times in a semester is considered problematic. Students miss valuable instructional time when they are late to school. When a student is tardy more than 6 times in a quarter, the school may administer lunch detention. This matter is considered upon circumstances and is at the digression of the administrator.

#### **Absences:**

A student's absence without a telephone call or written excuse will be marked UNEXCUSED.

Please note that ten days of unexcused absence must be reported to the Department of Social Services and the District Attorney by state statute. (G.S. 115 C-378). Aristotle Preparatory Academy policy for each elementary student to miss no more than 18 days (more than 10%) of instructional time. Any student missing 19 days or more will be in jeopardy of retention.

**\*No student is eligible to go on any field trip or school sponsored activity that results in the loss of class time without prior permission of the Administration when that student has reached the maximum number of class absences.**



**\*When cumulative absences exceed twelve (12) days, a statement from a physician will be required to excuse any further absences. No parental notes will be accepted for an excuse.**

### **Rule Violation 2 FOOD/BEVERAGES:**

Through a grant, Aristotle will be providing free breakfast and lunch served each school day. Menus are posted at the school. Each child will receive a meal if they are present during meal time. Various al la carte items may be sold during lunch period. These items are cash only and cannot be charged.

A student will not eat in unauthorized areas of the school. Students will be allowed to eat in the classrooms at the teacher's discretion. Outside of lunch time, only water is allowed in class.

### **SCHOOL INITIATED CONSEQUENCES:**

Minimum: LEVEL 1: Conference/ Verbal Warning Maximum:  
LEVEL 2: In School Suspension  
Next offense will result in punishment at the Administration's discretion.

### **Rule Violation 3 MEDICATIONS:**

Students are not to have prescription or nonprescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the school nurse or proper school authorities to the students to ensure the safety of all the students. Any new medications given to students must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense their medications. The only exception to this is when a Doctor gives permission due to medical necessity for the student to carry a specific medication (for example; an inhaler or epipen) on his or her person and that a permission letter must be on file with the APA office staff.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 6 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

### **Rule Violation 4 STUDENT DRESS CODE:**

All APA-CFA students must be dress according to the following dress code each day, unless otherwise instructed by the School Director, or unless participating in a school wide celebration or event where alternate attire is acceptable.

**Tops**

- Solid gray polo-styled short or long sleeved shirt with logo embroidered on it (Must be purchased from the school)
- A solid grey or yellow short or long sleeved t-shirt with the Aristotle Logo screen printed on it (Must be purchased from the school's website.)
- All tops, for boys and girls, must remained tucked in at all times
- Long-sleeved shirts may be worn underneath short-sleeved shirts during cold weather and must be either black, grey, white or the same yellow as the school's t-shirt.
- In an effort to assist parents, former uniform shirts purchased through Aristotle are allowed.

### **Bottoms**

- Black or khaki
- Boys – shorts or pants
- Girls – short, pants, jumpers or skorts to top of the knee or longer
- Shorts and pants cannot be cargo style (ie. No pants with pockets on the legs of the pants) and no sweatpants or leggings worn as pants
- All bottoms are to be worn at the waist. Belts are to be worn as needed to keep clothes at the waist.

### **Outerwear**

- Only solid colored black or gray outerwear may be worn in class. If the outerwear has a hood, it cannot be worn on the head while at school. Outer wear can be button-up, zip-up or pull over and can be made of any material.
- Any jacket may be worn to and from school. These jackets are not allowed to be worn in class and will have to be removed and stored in designated locker or storage area once in the building.

### **Shoes**

- Tennis shoes are required as the children will participate in either a PE class or recess every day.
- Tennis shoes may not have lights or rollers.

### **Socks**

- Solid white, gray or black
- Must be worn at all times
- No higher than the bottom the knee
- Girls may wear solid black or white tights or leggings under their skirts. Leggings are not allowed under shorts.

### **Accessories**

- Students are limited to one pair of stud earrings in the lobe area.
- All students may only wear one bracelet and one necklace. These must be of reasonable size and not interfere with their learning.
- Students may only wear fingernail polish that is clear or very light in color.
- Cosmetics must be reasonable and modest.
- Students may not have other visible body piercings or tattoos.

### **Hair**

- All students' hair must be well groomed at all times

- Bandanas or other head coverings are not allowed, with the exception of religious observations or medical reasons

**Other**

- Students are not allowed to draw or write on themselves
- Backpacks, lunch boxes and purses should not have inappropriate language or dangling keys, chains on them. Rollers are not allowed on book bags, with the exception of when needed to accommodate a special circumstance and approved by the administration.
- Winter wear such as hats, scarves, and gloves may be worn to school, but not in the classroom. They are to be stored in the teacher-designated areas

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning and calling parents to bring proper uniform.
  - LEVEL 2: In School Suspension
  - Maximum: LEVEL 3: 1-3 day suspension for multiple infractions
- Note:* Teachers will be responsible for monitoring. Teachers are to report children not adhering to the dress code to the administration.

**Rule Violation 5 PERSONAL PROPERTY:**

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. *(All items will be confiscated with the item returned in person to the parent at a mutually agreed time.)*

**Toys, games, cards, radio, Walkman, CD's, tape recorder, IPOD:**

- Possession of the above or any similar device without permission of the administration.

**Cellular Telephone, Beeper, Pager:**

- These items must be turned to the off position and not out in view on school property.
- **All cell phones must be out of view and turned off while on campus during the school day.** Repeated offenses will result in loss of privilege to bring cell phones to school, and possible suspension.

*Note:* Cell phones are permitted on field trips and athletic travel events that will arrive back on campus after the end of the school day. Cell phones are NOT permitted on the school bus during normal routes, including travel to school in the morning, travel home in the afternoons, and on field trips during the school day.

**Selling Items on Campus:**

- Students are not to sell any objects on campus that are not authorized through the school as an organized, approved school activity.

**Other:**

- Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1 Conference/ Verbal or written Warning
- LEVEL 2: In School Suspension and device/item taken from student. Device will be returned to the parent in person from the school.
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 - 9 days

- Maximum: LEVEL 5: Suspension for 10 days

### **Rule Violation 6 MISREPRESENTATION:**

A student will not lie or cheat.

#### **Altering Report Cards or Notes:**

- Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.

#### **False Information:**

- Making false statements, written or oral, to anyone in authority.

#### **Cheating:**

- violating rules of honesty, such as plagiarism,
- copying another student's test, assignment
- revealing test questions/answers to students who have not taken that test.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: Level 6: Recommend Long Term Suspension/ Expulsion for any 3<sup>rd</sup> violation during middle school years (6<sup>th</sup> through 8<sup>th</sup> ) or High School Years (9<sup>th</sup> through 12<sup>th</sup>).

### **Rule Violation 7 INSUBORDINATION:**

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

#### **Walking Away or Talking Back:**

- Leaving while a staff member is talking to a student, or talking back to a staff member in a rude manner.

#### **Failure to comply with proper and authorized direction or instruction of a staff member:**

- Failure to follow any authorized direction given by a staff member.

#### **Refusal to work in class:**

- Failing to do assigned work during class.

#### **Refusal to report to the office:**

- Failure to report to the administrative office as directed by a staff member.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 – 3 days
- LEVEL 4: Suspension for 4 – 9 days

- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

**E. Refusal of Detention:**

Failure to report to any in school alternative as directed by a staff member.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days

**Rule Violation 8 PROFANITY OR OBSCENITY:**

A student will not use profane or obscene language or make obscene gestures.

**Offensive Language:**

- Cursing, or saying anything that conveys an offensive, racist, or obscene message to a student or a staff member.

**Obscene/Offensive Gestures:**

- Making any sign or gesture that conveys an offensive, racist, or obscene message to a student or a staff member.

**Derogatory Written Materials:**

- Having any written material or pictures that convey an offensive, racist, or obscene message.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum LEVEL 6: Recommend Long-term suspension/Expulsion

**Rule Violation 9 GENERALLY DISRUPTIVE BEHAVIOR:**

No student may disrupt the class or school.

**Chronic Talking:**

- Repeated talking in the classroom without permission.

**Throwing Objects:**

- Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

**Horse playing, Harassing or Teasing:**

- Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure, another student or staff member.

**Refusing to Remain in Seat:**

- Getting out of seat or moving seat without permission of staff member.

**Rude Noises:**

- Making any unnecessary noise.

**Leaving without Permission:**

- Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.

**Chronic Lack of Supplies:**

- Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.

**Other:**

- Any other action that disrupts or interferes with educational activities or the school environment.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 - 3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

In some cases, the school may determine shortened school days are appropriate in order to best meet the needs of the student. These situations are addressed on an individual basis and only as needed to improve student performance and behavior

In addition to students, parents / adults are expected to behave respectfully while on campus. Any parent who displays disruptive or loud behavior will be asked to immediately stop the behavior. If they continue, they will be asked to leave. If the parent / adult does not immediately leave when asked, he or she is trespassing and will be reported to authorities.

**Rule Violation 10 TRESPASSING:**

A student will not enter any school property or school facility without proper authority, to include entering any school during a period of suspension or exclusion.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 – 3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

**Rule Violation 11 UNSAFE ACTION:**

A student should not commit any action that has the potential to cause danger or physical harm to himself or to others, including attempting to elude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler/electrical rooms, any unauthorized area, or any action that has the potential for physical harm.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention

- LEVEL 3: Suspension for 1 -3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

### **Rule Violation 12 RECKLESS VEHICLE USE:**

For students of age and who possess a driver's license: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health, safety, or a disruption to the educational process. The use of a motor vehicle in driving to school is considered a privilege, which may be limited or revoked at any time by the School Director of the school. A student will not return to their vehicle without permission from the School Director.

Underage students are not allowed to operate or drive any motorized vehicle on campus.

Parents are also expected to abide by safe driving procedures. Any parent who endangers a child by unsafe actions with a vehicle will be reported to the authorities and could be banned from coming on campus while operating a vehicle.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days / And for approved drivers, 1 month loss of parking permit
- LEVEL 4: Suspension for 4- 9 days / And for approved drivers, 1 year loss of parking permit
- LEVEL 5: Suspension for 10 days / And for approved drivers, Permanent loss of parking permit.
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

### **Rule Violation 13 GAMBLING:**

A student will not play games of skill or chance for money or property.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Verbal or written Warning
- LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- LEVEL 6: Recommend Long-term suspension/expulsion

### **Rule Violation 14 VANDALISM:**

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

#### **A. School Property:**

- Defacing or damaging doors, windows, walls, mirrors, desks, lockers, computers, or any other school equipment, to include graffiti.

#### **B. Damaging Another Person's Property:**

- Damaging any property belonging to another student, to include clothing, books, class projects, automobiles, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days (\$200 or below damage)
- LEVEL 4: Suspension for 4 –9 days Level (\$201-\$500 damage)
- Maximum: LEVEL 5: Suspension for 10 days (\$501 up damage)
- *Note: Damages must be reimbursed in each situation, and in some cases must be reimbursed in order for a child to be permitted to return to APA.*

**Rule Violation 15 USE OF FIRE:**

A student will neither set fire nor attempt to set fire to anything on school property, or participate with others (either by presence or action) to damage or destroy school property through the use of fire. This will include striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at a school sponsored or school- related activity that is on or off school property.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 16 THEFT:**

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

**A. School, Staff or Student Property:**

- Taking and/or carrying away property belonging to Aristotle Preparatory Academy, any staff member or any student without prior permission. This will include the removing of any property from a locker other than the one assigned.

**B. Possession of Stolen Property:**

- Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Theft may be reported to local law enforcement with potential charges.**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 17 BREAKING AND ENTERING:**

A student will not break into school property. This will include any unauthorized entry into school property with or without destruction to the property.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**



- Minimum: LEVEL 4: Suspension for 4 –9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

#### **Rule Violation 18 BURGLARY:**

Unlawful entry into any School property with the intent of committing a felony, or to steal and/or take and carry away the property of another.

- **Attempted:** Attempting to take property from a person by force or violence.
- **Actual:** Taking property from a person by force or violence.

#### **SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

#### **Rule Violation 19 ROBBERY:**

A student will not take another person's property by force or violence.

- **Attempted:** Attempting to take property from a person by force or violence.
- **Actual:** Taking property from a person by force or violence.

#### **SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

#### **Rule Violation 20 EXTORTION:**

A student will not take or threaten to take the property of others through intimidation.

**A. Attempted:** Use of threats or intimidation in an attempt to obtain money or property from another.

**B. Actual:** Use of threats or intimidation to obtain money or property from another.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

#### **Rule Violation 21 REFUSAL TO ALLOW SEARCH:**

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.

#### **A. Search of an Individual or his/her Possessions:**

· A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, book bag, purse or other possessions which are present on school property or at a school activity.

#### **B. Search of a Vehicle:**

· A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege, in addition to other applicable disciplinary action.

#### **C. Random Search of Student Lockers and Desks:**

- Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

**D. Random Law Enforcement Canine Searches:**

- The school system may use Law Enforcement canines for random searches of lockers, desks, and possessions of students, such as book bags that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 22 INAPPROPRIATE USE OF COMPUTER OR INTERNET:**

- Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

**APA Acceptable Use Policy - USE OF COMPUTERS**

**STATUTORY**

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and School Director will strive to make computers available to all students and to personnel who would be assisted by them. All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the School Director or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use. To encourage the effective use of computers in the classroom, the School Director is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

**Internet Acceptable Use Policy**

The Aristotle Preparatory Academy Board of Directors recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for the students whom APA is preparing to become technologically literate citizens. Because of this, the Board, in general, supports providing access to these resources for our staff and students. The Board expects that the Internet and e-mail within the school will be used for educational purposes only and that staff will abide by the Board expectation both for their own professional use and to instruct students in the use of these resources.

The Board expects in regarding the Selection and Reconsideration of Instructional Materials , the Copyright should be followed when utilizing Internet access and e-mail throughout the school. Students who wish to have access to the Internet must sign the Internet Use Agreement

and must submit a permission form, which has been signed both by the students and a parent/legal guardian (included in enrollment packet) in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the school. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the school will have their e-mail and/or Internet privileges revoked and may be subject to other disciplinary measures.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 6 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 23**

**POSSESSION OR DISTRIBUTION OF INAPPROPRIATE AND/OR VIOLENT MATERIAL:**

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, cassettes, explicit or graphically violent materials (i.e.: instructions/documentation concerning the creation of or the use of weapons).

**SCHOOL INITIATED CONSEQUENCES:**

- Low Level Violations:
- Minimum: LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 –9 days
- High Level Violations:
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 24 POSSESSION OR DISTRIBUTION OF COUNTERFEIT CURRENCY:**

A student may not possess, distribute, produce or use counterfeit currency on school property or at a school sponsored or school-related activity on or off school property.

**A. Simple Possession of Counterfeit Currency:**

- Possession of counterfeit currency on school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- Minimum LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**B. Distribution of Counterfeit Currency:**

- Distributing counterfeit currency on school grounds or at school related activities or conspiring to distribute counterfeit currency.

**C. Production of Counterfeit Currency:**

- A student must refrain from the production of any counterfeit currency on school premises through the use of school equipment. This includes conspiring with anyone to produce counterfeit currency at school.

**D. Use of Counterfeit Currency:**

- Using or attempting to use counterfeit currency to purchase items on any school premises, or at any school activity, or to pay for obligations owed to any school.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- Minimum LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 25 FALSE ALARM:**

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 26 BOMB THREAT:**

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity.

**N.C.G.S. §115 C-391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. This law also requires that the Division of Motor Vehicles revoke the permit or the license of a person convicted of making a false threat.**

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 27 AGGRESSIVE PHYSICAL ACTION:**

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school.

**A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:**

- Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: Level 2: In School Suspension

- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 - 9 days
- Maximum: LEVEL 5: Suspension for 10 days

### **B. Fighting:**

· The exchange of **mutual aggressive physical contact** between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

### **SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- Minimum: Level 3: Suspension for 1- 3 days
- Level 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

### **C. Threatening/Intimidating a Student:**

· A student will not threaten to strike, attack or harm any student or to make one fearful by intimidation.

**LOW-LEVEL THREAT:** A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- Maximum: LEVEL 3: Suspension for 1 -3 days

### **MEDIUM-LEVEL THREAT:**

A medium- level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 – 9 days
- Maximum: LEVEL 5: Suspension for 10 days

### **HIGH-LEVEL THREAT:**

A high level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

### **SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

### **D. Threatening/Intimidating a Staff Member or Other Adult on School Property:**

A student will not threaten to strike, attack or harm any adult or to make one fearful by intimidation.

**Violations may be reported to local law enforcement with potential charges.**

### **LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- Maximum: LEVEL 3: Suspension for 1 - 3 days

**MEDIUM-LEVEL THREAT:**

A medium-level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 - 9 days
- Maximum: LEVEL 5: Suspension for 10 days

**HIGH-LEVEL THREAT:**

A high level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 6: Recommend Long-term suspension/expulsion

**E. Assault on a Student:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (self-defense action/not mutual fighting).

**F. Assault on a Staff Member or Other Adult on School Property:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (self-defense action/not mutual fighting).

**G. Multiple Assault:**

Two or more students physically attacking a single student. This violation will include students who take an active part in gang initiations involving assault.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**H. Inciting to Riot/Chaos:**

Behavior of a violent or aggressive nature that occurs and generates aggressive actions, verbal and/or physical, and the response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.

**I. Refusing to Disperse:**

Any student who witnesses an incident and refuses to comply with the request of staff members to disperse. The response of students involved in the incident has the potential for widespread chaos and/or inciting to riot.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 28 SEXUAL OFFENSE:**

A student will not engage in sexual behavior.

**A. Public Display of Affection:**

Public Display of Affection that is not appropriate on school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/Verbal Warning
- LEVEL 2: In School Suspension
- Maximum: LEVEL 3: Suspension for 1-3 days

**B. Offensive Touching:**

Improper touching of an offensive or inappropriate nature.

**C. Sexual Harassment:**

Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

**D. Consensual Sex:**

Inappropriate activity involving willing participants. (Both parties must be charged at the same level)

**E. Indecent Exposure:**

Intentional exposure of private parts of one's body.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**F. Sexual Assault/Rape or Attempted Rape:**

**Violations will be reported to local law enforcement with potential charges.**

- Unlawful sexual assault / attempted sexual assault by force, threat, or fear.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 29 ALCOHOL, TOBACCO AND OTHER DRUGS:**

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

**TOBACCO AND NICOTINE PRODUCTS:****A. Possession or Use of Tobacco Products:**

A student may not possess or use tobacco products on school premises. This includes Electronic Cigarettes (E Cigs) and Vapor Pipes (Vapes)

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 –9 days
- Maximum: LEVEL 5: Suspension for 10 days

**B. Sale or Distribution of Tobacco Products:**

**Violations will be reported to local law enforcement with potential charges.**

Distributing or selling any tobacco products to underage student(s).

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**ALCOHOL:**

**Violations will be reported to local law enforcement with potential charges.**

**A. Use or Under the Influence of Alcohol:**

Drinking any alcoholic beverage or having any substance containing alcohol in school; on school grounds; to and from school; on the school bus; at any school function; coming on school grounds or going to any school activity after consumption.

**B. Possession of Alcohol:**

Possessing any alcoholic beverages in school; on school grounds; to and from school; on school bus; or at any school function.

**C. Sale or Distribution of Alcohol:**

**Violations will be reported to local law enforcement with potential charges.**

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

At the middle and high school levels, the FIRST violation for the above listed alcohol violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the APA Administration. Alcohol / Drug testing may be required.

**DRUGS (ILLEGAL SUBSTANCE)**

**Violations will be reported to local law enforcement with potential charges.**

**A. Use or Under the Influence of Drugs (Illegal Substance):**

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

**B. Possession or Attempting to Possess Drugs (Illegal Substance):**

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual.



Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**C. Paraphernalia:**

Possessing, distributing or using any drug related paraphernalia.

**D. Inhalants:**

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects.

**E. Sale/Distribution (Attempt or Actual):**

**Violations will be reported to local law enforcement with potential charges.**

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s).

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

At the middle and high school levels, the FIRST violation for the above listed drug violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the APA Administration. Alcohol / Drug testing will be required. There will be no exceptions to this.

**Rule Violation 30 WEAPONS AND DANGEROUS INSTRUMENTS OR OBJECTS:**

**Violations may be reported to local law enforcement with potential charges.**

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual.

**All items will be confiscated and will not be returned.**

**Violations will be reported to local law enforcement with potential charges.**

**Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.**

**A. Toy Knife:**

Possession of any size or shape toy knife.

**B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile:**

May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

**C. Laser lights:**

Pointing devices that can cause serious injury to the eyes

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School Suspension
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 –9 days
- Maximum: LEVEL 5: Suspension for 10 days

**D. Knife:****Simple Possession – Blade 2 ½ inches or smaller:**

A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**F. Simple Possession – Blade greater than 2 ½ inches:**

Possession of any knife longer than 2 1/2 inches, regardless of intent.

**G. Razor Blade/Box Cutter:**

Possession of a razor blade, box cutter or similar device for cutting.

**H. Camouflaged Weapon:**

Knife blades, or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**I. Object Thrown From a School Bus:**

Any object thrown from a school bus will be considered a missile and will be treated as a weapon.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: In School suspension
- LEVEL 3: Suspension for 1 -3 days (Remove from bus 5 days)
- LEVEL 4: Suspension for 4- 9 days (Remove from bus 10 days)
- LEVEL 5: Suspension for 10 days (Remove from bus for the remainder of school year)
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**J. Ammunition:**

Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

**K. Fireworks, Small Explosives:**

Possession of firecrackers or small explosive devices including caps and snapper pops.

**L. Explosive:**

Any device containing combustible material and a fuse.

**M. Antipersonnel Spray:**

Possession of chemicals such as Mace or pepper sprays.

**N. Bomb:**

Any device brought to school that contains combustible material.

**O. Possession of any other weapon or device other than a firearm:**

Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

**P. Other:**

Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 31 FIREARMS:**

**Violations will be reported to local law enforcement with potential charges.**

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns. (Class 1 Felony Weapon).

**Any student found in possession of a weapon on school grounds or at school related activities that is suspended for more than 10 days or is assigned to an alternative educational setting for more than 10 consecutive days.**

**A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded):**

N.C.G.S. §115C-391 (d1) requires the total cessation of all educational services for a period of 365 days unless the School Director decides otherwise on a case-by-case basis. A complete psychological evaluation will be required for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function and the results must be released to the APA counselor.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 6: Recommend Long-term suspension/expulsion

## **ILLNESS**

If the student vomits or has a fever, during the school day, the student is sent home. The student may not return to school for a 24 hour period after the sickness has ended and the child's temperature has returned to normal.

## **EMERGENCY PROCEDURES AND CLOSINGS**

APA has the following emergency procedures in place:

- Fire Evacuation
- Tornado
- Lockdown
- Bomb Threat

All procedures will be practiced within the first few weeks of school and throughout the year as required.

Should an actual emergency take place, parents will be notified through a mass phone call. This phone call will include information regarding the emergency and instructions on how to pick up students (if needed). It is extremely important the school maintain your current contact information in case of emergency.

***IT IS THE PARENTS RESPONSIBILITY TO NOTIFY THE SCHOOL IF YOUR PRIMARY CONTACT NUMBER IS CHANGED.***

### **Emergency Closings**

In case of inclement weather, Aristotle will follow the Charlotte-Mecklenburg School System for closings, delays and early dismissals. We will also:

- send a mass phone message
- post on our Facebook page
- post on our website
- and alert local news channels.

## **VISITORS AND VOLUNTEERING**

All visitors must enter through the main door, sign-in and receive a visitor tag before proceeding into the school. Visitor tags will allow permission to designated areas. For the safety of our students and staff, we ask that all parents stay in the designated areas they have permission to visit.

All visitors should have appointments that have been scheduled ahead of time if they are going into a classroom. Visitors without appointments will not be permitted to visit in the classes.

If you would like to volunteer, you must submit a background check to the school. You must also speak with the school administrator prior to your volunteer work and agree to the school's policies to keep all matters involving children and their personal matters confidential and to represent the school positively. Volunteers are approved by the school director. The school director also reserves the right to disallow a volunteer from APA.

## **BUS POLICIES**

Zone bus stops are offered as the school is feasibly able to provide. Zone stops will be shared with parents via the school's website. During the beginning of the school year, routes may be adjusted.

All applicable school rules apply to students while riding the bus and at bus stops. The following are additional rules and procedures specific to bus riders:

- Students may only be picked up and dropped off at their assigned bus stop. No student will be picked up from or dropped off at a location that is not one of APA-CFA's predetermined bus stop locations. While waiting to be picked up in the morning from the bus stops, students must remain in their car.
- A parent or guardian must be present at the stop in order for a child in grades K-8<sup>th</sup> to be dropped off. If there is no parent or guardian present, the driver will return to school with the child. The parent will be responsible to provide transportation from school at the end of the route. A student brought back to campus three times during the school year may result in bus riding privileges being revoked.

### **While riding the bus, all students must:**

- sit properly with hands and feet inside the seat area (not in the aisle)
- sit in assigned seat.
- talk quietly.
- not stick any part of their body or throw anything out of the window.
- keep their hands and belongings to themselves.
- immediately follow all directions given by the bus driver.
- remain in their seats until the bus is at a full stop.
- exit the bus one at a time using the handrail.
- cross in front of the bus if needed, looking both ways for traffic.
- walk directly to car or person picking them up.

### **SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 1 Conference/ Verbal and/or Written Warning
- LEVEL 2 Written Warning and Silent Lunch Detention
- LEVEL 3 Suspension from the bus for 1 - 3 days
- LEVEL 4 Suspension from the bus for 4 - 9 days
- LEVEL 5 Suspension from the bus for 10 days
- LEVEL 6 Recommend Exclusion from bus privilege for the remainder of the school year.

***Additionally, if a student engages in a fight or physical contact with another student while on the bus, the consequences immediately move to level 3 and the infractions follow accordingly.***

## **Transportation Expectations for Parents:**

**NO STUDENT SHOULD EVER BE LEFT UNATTENDED AT A BUS STOP.**

The bus routes have estimated pick-up times. Travel time can often be delayed due to unpredictable traffic. These times are based on normal traffic patterns and on the assumptions parents will be at their designated stop on time. Parents are expected to be at the designated bus stop 10 minutes before their designated time and wait until the bus arrives. Drivers cannot wait at the stop past the designated stop time, as this will delay the remainder of the route.

Parents are expected to wait patiently and be courteous to the drivers. In the event a parent's behavior is deemed to be threatening or unsafe to the driver or students, the administration reserves the right to exclude their child from riding the bus for the remainder of the school year. In such case, exclusion from the bus may not reflect the student's behavior and may be based solely on the actions of the parent.

## **GRADING AND GRADE REPORTING**

Student progress will be monitored based on mastery of objectives. Each student is expected to master each academic objective. Students needing additional support will participate in scheduled interventions to be determined by the availability of staff.

Kindergarten through second grade progress reports and report cards will reflect mastery of goals and objectives. Third grade and higher will receive letter grades in content areas.

## **PROMOTION AND RETENTION**

APA will only promote students that are academically and socially ready for the next grade.

Academic readiness will be determined by considering all of the following:

- attendance records
- performance on MAP testing, formative assessments, as well as EOG testing for 3<sup>rd</sup> grade and above
- classroom performance and grades
- when applicable, progress toward goals set in Personalized Education Plan (PEP) or Individualized Education Plan (IEP)

When children are performing below expectations, APA provides academic support through interventions. If the teacher determines a child may not be able to make academic gains needed to be on grade level, then there is a possibility of retention. Parents will be notified as early in the school year as possible. It is our goal that parents of these children will be made aware during the fall conference, usually in October.

In all situations, it the School Director who has the final determination regarding promotion or retention of a student. There is no further allowance for appeals or grievance.

## **GRIEVANCE POLICY**

The School Director is available to hear and discuss concerns, when efforts have been exhausted with the school's employees. If you feel your concerns are not satisfied, you may follow this policy.

1-If the parent with the grievance feels comfortable, they should personally address the person with whom they have a grievance. Should this conversation end amicably and the situation that caused the grievance is resolved, no further action is needed.

2-If the effort described above does not remedy the situation or the parent does not feel comfortable personally addressing the issue, the parent should discuss the situation with the

School Director. The parent will be asked to write a statement detailing the grievance. The School Director will then take steps to address and resolve the situation within 30 calendar days. Should this process end the grievance, no further action is needed. Should this process not resolve the grievance, the parent should follow up with the School Director for continued efforts to come to resolution.

3-If the parent with the grievance feels that the School Director has not taken appropriate action, has not addressed and resolved the situation within 30 days or if the grievance is with the School Director, the parent should contact the Parent Representative on the Board. The Parent Representative will then work with the School Director to resolve the situation. If the situation is resolved, no further action is needed. The Parent Representative will have 30 calendar days to address and resolve the situation.

4-If the parent feels that the Parent Representative has not taken appropriate or timely action in resolving the grievance, the parent can then contact the Board Chair. The Board Chair will address the issue with the Board of Directors within 30 days and take whatever action is deemed necessary, if any by the board to resolve the situation. The Board Chair's decision and action is final. There is no further grievance.

Thank you for being part of the Aristotle Family!



Dear Parent or Guardian,

The amended handbook is placed on the website for your review. Please review the handbook with your child(ren). Your signature indicates you have received and reviewed the information contained in this handbook with your child and have no questions related to its contents.

Please sign below and return the form to the school. Please complete one form for each child enrolled.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_